**JOB POSTING**

Applications are invited from suitably qualified individuals for the following (7) positions:

1. **PROJECT MANAGER**

Job Summary:

Reporting to the Portfolio Manager and Operations Manager, the Project Manager holds primary responsibility for the effective administration and successful execution of the Kingston Waterfront Initiative (KiWI) Project. This role encompasses oversight of all technical, operational, financial, and administrative components, ensuring alignment with contractual obligations, quality standards, project profiles, and the Project Operations Manual (POM). The Project Manager will also lead the development of implementation strategies, define the scope of sub-projects, assign roles and responsibilities, and make strategic, data-driven decisions informed by feasibility assessments.

Key Responsibilities

The Project Manager will, *inter alia*:

* Develop and submit the KiWI Project’s quarterly Operations Plan, encompassing the work plan, procurement plan, cash flow projections, and implementation schedule.
* Prepare the Project’s annual budget for integration into JSIF’s overall budget.
* Ensure compliance with the approved work plan and procurement plan, facilitating the timely execution of related activities.
* Oversee the day-to-day implementation of the project and lead the project team in the execution of technical, financial, and administrative tasks.
* Manage overall project coordination, including procurement, financial management, disbursement, technical supervision, monitoring and evaluation, and reporting functions.
* Maintain ongoing communication and collaboration with the Project Implementation Unit (PIU), Project Coordination Unit (PCU), the World Bank, and key national and municipal government stakeholders.
* Monitor the execution of inter-institutional arrangements and Memoranda of Understanding (MoUs), particularly with the UDC and relevant agencies.
* Track and control progress across all components of the project, ensuring alignment with established goals and timelines.
* Report on project performance to the JSIF Managing Director, the PIU, and the World Bank in accordance with the formats and timelines specified in the loan agreement and the Project Operations Manual (POM).
* Prepare and maintain a master implementation plan for all project activities, ensuring coordination with other JSIF departments and periodic updates based on project progress.
* Regularly monitor project expenditures and ensure sound financial management through the implementation of robust internal controls.
* Facilitate and support audits in accordance with standards acceptable to the World Bank and the Government of Jamaica.

Requirements:

* Master’ Degree (or equivalent advanced degree) in Civil Engineering, Architecture, Social Sciences, Development Studies, or a related field.
* Minimum of 10 years’ professional experience in managing large-scale development projects.
* Demonstrated experience in the administration and supervision of civil works and consulting services contracts, particularly those financed by foreign donors.
* Proven track record working on World Bank-financed projects or other internationally funded initiatives.
* In-depth understanding of the policies, guidelines, and procurement practices of major international development partners, especially the World Bank.
* Strong knowledge of the World Bank’s Standard Bidding Documents, Conditions of Contract, and/or FIDIC contract conditions.
* Comprehensive understanding of development processes within the Jamaican context.
* Experience working and liaising with Government Ministries, Agencies, and Municipal authorities.
* Excellent leadership, organizational, and communication skills, with a demonstrated ability to manage multidisciplinary teams in a collaborative, collegial environment.
* Proven ability to build networks and establish effective partnerships across public, private, and community sectors.
* Proficient in the use of Microsoft Office applications and other Project Management tools

1. **FINANCIAL MANAGEMENT SPECIALIST**

Job Summary:

Reporting to the Senior Manager, Finance, the Financial Management Specialist will provide comprehensive financial oversight and support for the KiWI Project. The incumbent will be responsible for ensuring that all financial planning, monitoring, and reporting activities are executed effectively and in full compliance with the requirements of external funding agencies, relevant statutory regulations, and JSIF’s internal financial policies and procedures. In fulfilling these responsibilities, the Financial Management Specialist will assess project activities to determine funding needs, prepare cash flow projections, and provide strategic guidance to the project team on the optimal utilization of financial resources.

Key Responsibilities

The Financial Management Specialist will, *inter alia*:

* Prepare and submit quarterly Interim Financial Reports (IFRs) and annual financial statements in accordance with donor agreements and statutory requirements.
* Perform monthly bank reconciliations for all Project-related bank accounts and prepare reports for relevant external stakeholders.
* Compile and monitor project and administrative budgets by stakeholder, tracking actual performance against budget, and reporting variances with actionable recommendations in collaboration with the Project Manager.
* Assist in the preparation of cash flow projections, ensuring alignment with procurement schedules and advising the project team on effective fund utilization.
* Ensure accurate allocation of overhead and shared administrative costs in accordance with donor agreements and internal policies.
* Resolve all external stakeholder inquiries related to project funding and expenditures in a timely and professional manner.
* Reconcile the general ledger with the IFR, investigating and reporting any discrepancies promptly.
* Review and ensure adherence to all funding agreements, contracts, and financial conditions applicable to the project.
* Monitor general ledger entries for accuracy, proper fund allocation, and correct application of exchange rates.
* Assess the adequacy of internal controls relevant to the project’s financial operations; provide recommendations to the Senior Manager, Finance on improvements to systems, practices, and procedures.
* Record project expenditures in the donor’s financial system and prepare and submit timely funding applications and reimbursement requests.
* Maintain up-to-date knowledge of donor-specific financial and reporting requirements, ensuring full compliance by JSIF and relevant stakeholders.

Requirements:

* ACCA Level 2 (or equivalent professional accounting qualification) and/or Bachelor’s Degree in Accounting.
* Minimum five (5) years’ relevant experience in financial management, preferably in a project-based or donor-funded environment.
* Strong understanding of financial statements, financial analysis, and cash flow management.
* Knowledge of Sage 300 ERP (ACCPAC) is a distinct advantage.
* Solid grasp of financial controls, asset management, and compliance practices.
* Excellent analytical, problem-solving, and organizational skills.
* Ability to work independently and collaboratively within cross-functional team

1. **PROCUREMENT SPECIALIST**

Job Summary:

Reporting to the Procurement Manager (KiWI), the Procurement Specialist is responsible for managing the full procurement lifecycle for contractors, consultants, goods, works, and services in accordance with the Government of Jamaica’s Public Procurement Act (2015), Public Procurement Regulations (2018), and relevant multilateral agency guidelines, including those of the World Bank. The incumbent will plan, coordinate, and execute procurement activities from requisition to contract award and delivery. The Procurement Specialist monitors and ensures adherence to applicable policies, promotes value for money, and supports the timely and efficient implementation of the KiWI Project.

Key Responsibilities

The Procurement Specialist will, *inter alia*:

* Support the establishment of the Project during its initial stages specifically with respect to procurement and support for the establishment and administration of contracts, and the establishment of policies, procedures, manuals, and systems to support procurement management and record keeping.
* Establish the Procurement Plan in the online system, Systematic Tracking of Exchanges in Procurement (STEP).
* Review and update the Project Procurement Strategy Document (PPSD) and the Project Operations Manual at the initial stage and over the project.
* Develop, update and maintain an appropriate database to support procurement management and record keeping.
  + Update the PPSD over the project, including results of market analysis and engagement;
* Reviewing or preparing cost estimates for procurement activities.
* Updating procurement approaches as relevant ensuring all procurement activities are reflected.
* Ensure credible scheduling of all procurement, including checking that adequate financing is in place.
* Establish a quality assurance mechanism for all procurement to be carried out as part of the Project.
* Review or prepare cost estimates for procurement activities.
* Contribute to the development of the Project’s annual planning processes.
* Prepare the necessary procurement documentation for all procurements.
* Support projects with the identification of potential suppliers, contractors, consultants.
  + Lead the management of all project procurement activities including the establishment of procurement panels and assessments in accordance with World Bank requirements

Requirements:

* Master’s Degree in Business Administration, Public Sector Management, Economics, Finance, Accounting, Law, or related discipline
* Minimum three (3) years’ experience in Public Procurement and procurement experience in World Bank or other international organization is a plus
* Professional Certification from International Procurement Institute (INPRI) or Chartered Institute of Procurement and Supply (CIPS)
* Minimum two years’ experience of Government Public Procurement policy, procedures and guidelines
* Minimum two year’s Minimum of two years’ experience with understanding of technical challenges associated with the design and implementation of urban infrastructure projects, particularly in relation to procurement planning, contract management
* Experience in Negotiation
* Experience in GoJEP
* Excellent verbal and written Communication skills
* Excellent Interpersonal skills
* High level of Confidentiality & Integrity
* Excellent Analytical skills
* Strong Problem-solving skills
* Working knowledge of Microsoft Office software including ability to use database, spreadsheet and word processing

1. **ENVIRONMENTAL SPECIALIST**

Job Summary:

Reporting to the Manager, Systems Operations & Environment, the Environmental Specialist is responsible for ensuring that the KiWI Project complies fully with national environmental and social regulations as well as the World Bank’s Environmental and Social Standards (ESSs). The incumbent conducts detailed environmental analyses of project activities to ensure alignment with relevant policies, laws, and international best practices. The Environmental Specialist will also be responsible for conducting environmental assessments, monitoring environmental aspects and impacts of the Project, and implementing measures for pollution prevention, public health protection, and environmental risk mitigation. The incumbent also contributes to the development of environmental policies, standards, programmes, and guidelines, and oversees compliance by all consultants and contractors engaged in the implementation of the Kingston Waterfront Initiative.

Key Responsibilities

The Environmental Specialist will, *inter alia*:

* Coordinate and provide technical supervision, monitoring, and reporting on environmental safeguards in accordance with national legislation, the World Bank’s Environmental and Social Standards (ESSs), and international best practices.
* Lead the implementation and application of the World Bank Environmental and Social Standards
* Support the Social Safeguards Specialist on the social-related dimensions of Stakeholder Engagement and Information Disclosure
* Collaborate with JSIF Environmental and Social Safeguards Focal Points to ensure integration of environmental considerations across all project components.
* Monitor the implementation of the Environmental and Social Commitment Plan (ESCP) and ensure the effective application of recommendations from the Environmental and Social Impact Assessment (ESIA) and Environmental and Social Management Plans (ESMPs).
* Prepare monthly environmental, social, health, and safety (ESHS) monitoring reports in accordance with the ESCP, reporting on the status of ESS instruments and project compliance.
* Review and update the ESMP and ESCP in response to changes in project design or findings from the mid-term review, in agreement with the World Bank and the Government of Jamaica.
* Integrate ESHS measures, including those related to public health and infectious disease mitigation, into bidding documents and procurement processes.

Requirements:

* Bachelor’s degree or higher in a relevant discipline such as Environmental Engineering, Environmental Studies, Environmental Management, Natural Resources Management, or a related field.
* Minimum of five (5) years’ professional experience in the preparation and supervision of Environmental Impact Assessments (EIAs) for infrastructure projects.
* Demonstrated experience in the application of the World Bank’s Environmental and Social Standards (ESSs) and/or Safeguard Policies, or comparable environmental and social policies from other international development institutions.
* Proven experience in the preparation of Environmental and Social Management Plans (ESMPs), Environmental and Social Impact Assessments (ESIAs), and other environmental risk management instruments aligned with multilateral development bank requirements.
* Experience in facilitating training sessions and stakeholder workshops related to environmental safeguards and compliance.
* Strong interpersonal skills and the ability to work effectively in multidisciplinary teams, communicate technical information clearly, and demonstrate initiative and resourcefulness in problem-solving.
* Fluency in English, with excellent written and verbal communication skills, including experience in technical and report writing.

1. **MONITORING & EVALUATION (M&E) SPECIALIST**

Job Summary:

Reporting to the KiWI Project Manager, the Monitoring & Evaluation Specialist leads the design, implementation, and management of a comprehensive M&E system for the Project. The officer ensures the collection, validation, analysis, and dissemination of accurate and timely data to support evidence-based decision-making, accountability to stakeholders, and continuous project improvement. The Monitoring & Evaluation Specialist is responsible for developing and managing the M&E Plan, monitoring key performance indicators, and coordinating regular assessments of core Project components and subprojects.

Key Responsibilities

The Monitoring & Evaluation Specialist will, *inter alia*:

* Develop an M&E plan that will facilitate timely monitoring of the outputs of the Project, as well as all M&E-related project activities including capacity-building
* Develop M&E frameworks and recommends indicators for outcome measurement
* Ensure collection, collation and analysis of key project data (e.g. those relating to critical indicators) in a timely manner and made available in the appropriate, agreed formats for project management activities
* Report appropriately to all stakeholders on agreed schedule (e.g. monthly to JSIF Project Manager, quarterly to MOFPS and biannually to World Bank) regarding implementation progress;
* Develop mechanisms to identify and document ‘best practices’ and lessons learned, and support dissemination of this information.
* Make recommendations based on M&E findings for adjustments to project designs and interventions
* Coordinate work with partner and participating local authorities for data collection and to ensure a long-term approach to joint monitoring and evaluation.
* Assess the need for trainings on monitoring and evaluation and information management systems and organize relevant trainings for stakeholders;
* Lead review/revision the TORs for required Consultant services during project implementation as outlined in the M&E section of the POM; and manages the contract with the selected entities
* Conduct periodic monitoring and evaluations of the Project and sub-projects as stipulated in the Monitoring and Evaluation Framework and Project Operations Manual (POM)
* Periodically review the JSIF’s MIS system to ensure that accurate project information is available on the system
* Participate in periodic project reviews undertaken by the organization and the World Bank
* Conduct additional project implementation-related assignments as per the requirements of the KIWI Project Manager;

Requirements:

* Bachelor’s Degree in a Social Science or Humanities discipline
* Specific training and certification in Research techniques and/or Monitoring and Evaluation
* Minimum 5 years’ experience in lead monitoring and evaluation roles on large and/or complex projects. Experience on donor-funded projects would be an asset.
* Strong demonstrated ability in evidence-based research and planning, analytical and strategic thinking and reporting. including preparation of analytical reports
* Knowledge and experience conducting research using qualitative and quantitative research methods
* Experience using Excel and SPSS, and at least one qualitative research software, such as NVivo and ATLAS.ti
* Ability to work as part of a team
* Excellent written and verbal Communication skills
* Experience carrying out research in urban/inner-city communities is an asset

1. **SOCIAL SPECIALIST**

Job Summary:

Reporting to the KiWI Project Manager, the Social Specialist is responsible for the strategic design, coordination, and oversight of socio-economic interventions and sub-projects that prioritize vulnerable populations. The incumbent leads participatory engagement processes with communities and stakeholders to foster inclusive dialogue, mutual understanding, and strong local ownership of project activities. The Social Specialist also manages social safeguards, stakeholder engagement strategies, and the grievance redress mechanism (GRM), ensuring alignment with national regulations and World Bank Environmental and Social Standards (ESS).

Key Responsibilities

The Social Specialist will, *inter alia*:

* Lead the strategic assessment, design, and management of social interventions across all project components, ensuring integration of social dimensions (inclusion, participation, power dynamics).
* Identify and manage social risks and threats that could compromise the achievement of project objectives.
* Ensure long-term sustainability of social interventions through capacity building and strategic partnerships.
* Manage and supervise the Social Officer and consultants engaged in social development and safeguards tasks.
* Provide technical leadership in social development approaches and methodologies within the KiWI Project Implementation Unit (PIU).
* Coordinate all stakeholder engagement activities, ensuring inclusive and participatory processes.
* Design and oversee a structured program of public consultations synchronized with each investment activity, from design through implementation.
* Lead citizen engagement processes and contribute to the development and ongoing refinement of the Citizen Engagement and Communications Strategy.
* Conduct social screenings and impact assessments; identify mitigation and enhancement measures.
* Guide local authorities on discrepancies between national resettlement laws and World Bank policies to ensure compliance with the latter.
* Prepare Resettlement Action Plans (RAPs) or Abbreviated RAPs (ARAPs) as required, ensuring alignment with RPF guidelines.
* Collaborate with Local Government Units (LGUs) and other institutions for effective RAP/ARAP implementation.
* Provide regular inputs to the M&E Specialist and Project Manager on indicators related to social development and safeguards.

Requirements:

* Master’s Degree in Development Studies, International Development, Social Work, Sociology, Community Development or relevant discipline
* Project Management certification and Social Safeguards training is desirable

* Minimum 10 years’ professional experience in social/community development including social assessment, social protection and resettlement. At least five (5) years of this should be at a senior level.
* Minimum five (5) years’ professional project preparation and implementation experience, or Project Management certification
* Experience working in urban, inner-city and volatile communities.
* Knowledge of social and economic environment of downtown Kingston and the activities in the corresponding areas financed by donors will be an advantage;
* Knowledge of national legislation in the field of social protection and resettlement and safeguards policies of the WB in these areas
* Work experience including leadership roles on large and complex projects. Experience with donor-funded projects is an advantage.
* Work experience in labor safety in civil works
* Experience in mediation or dispute resolution, and management of grievance and feedback mechanisms
* Experience conducting or coordinating community consultations, public hearings and meetings
* Experience and knowledge of World Bank policy regarding social protection and resettlement
* Proven ability to prepare reports on time and to required standard
* Demonstrated facilitation skills and ability to keep discussions and respond to feedback provided by stakeholders and communities regarding any matters.
* Computer literacy in MS Office.
* Strong Leadership skills, with proven ability to manage a team for results
* Excellent written and verbal Communication skills, with proven ability to interact with persons at all levels
* Training in Research methods including Participatory Learning in Action (PLA)

1. **PROJECT ENGINEER**

Job Summary:

Reporting to the Project Manager, the Project Engineer is responsible for providing comprehensive technical and engineering oversight to ensure the successful execution of infrastructure activities under the KiWI Project. The role involves planning, coordinating, and supervising all technical aspects of project implementation—from design to completion—under Components 1 and 2. The Project Engineer ensures adherence to engineering standards, environmental and social safeguards, and contractual obligations, while supporting the Project Manager and Field Engineers in overseeing civil works and managing contractor and consultant performance.

Key Responsibilities

The Project Engineer will, *inter alia*:

* Coordinate with all stakeholders to establish a clear and well-defined supervision framework aligned with World Bank guidelines.
* Liaise with local authorities, agencies, and beneficiary institutions to ensure infrastructure designs reflect local needs and regulatory standards.
* Participate in technical discussions and reviews for detailed designs, technical specifications, and required assessments (environmental, social, and engineering).
* Review and provide feedback on preliminary and detailed designs, including engineering drawings and technical specifications, to ensure compliance with sustainability principles and operational feasibility.
* Lead or contribute to the development of Terms of Reference (ToRs) for technical supervision and infrastructure-related consultancy services.
* Support the selection and onboarding of consultants, contractors, and supervision Monitor implementation of civil works contracts, including assessment of progress, contractor performance, and compliance with technical specifications and safety standards.
* Ensure implementation of public safety measures as per contract requirements (e.g., lighting, guardrails, fencing, site security).
* Manage technical matters related to works packages, including interpretation of contract documents, ground surveys, and quality control processes.
* Assess the reliability of cost estimates, scope of work, and feasibility of proposed timelines.
* Monitor contractor compliance with Environmental and Social Management Plans (ESMPs), in coordination with social and environmental specialists.
* Conduct joint site inspections, technical reviews, and safety audits prior to project handover.
* Establish and maintain collaborative relationships with municipal engineers, community stakeholders, and local regulatory bodies.
* Ensure community feedback and local technical input are reflected in final project outputs.

Requirements:

* Master’s degree or equivalent in a Civil Engineering discipline or Construction Management.
* Minimum five (5) years’ professional project preparation and implementation experience or Project Management certification
* Working experience in World Bank-financed projects or other international organization is a plus
* Sound knowledge of Government rules and legal requirements in construction in Jamaica
* Thorough understanding of technical problems related to the design and implementation of urban infrastructure projects
* Ability to work as part of a team
* Good written and verbal Communication skills

If you meet the requirements, please submit your application by Friday, August 8, 2025, to:

General Manager Corporate Services

Jamaica Social Investment Fund

8 Richmond Avenue,

Kingston 10

or email: [jobs@jsif.org](mailto:jobs@jsif.org)

We thank all interested applicants. However, only persons short-listed for interview will be contacted.