

Career Opportunity

Applications are invited from suitably qualified persons to fill the following position in the Ministry of Health and Wellness Health Infrastructure Planning & Project Management.

**Project Monitoring Analyst
(GMG/SEG 3) (Band 9) (vacant)
Salary \$ 5,198,035 per annum**

JOB PURPOSE

Under the direction and management of the Senior Project Monitoring Analyst, the Project Monitoring Analyst is responsible for monitoring and evaluation the performance/progress of major health infrastructure development projects and related activities for assigned regional health authority (RHA) ensuring accountabilities, efficiency and project success from start to finish.

KEY RESPONSIBILITY AREAS

1. Reviews and analyses business cases and prepares scope of works, plans and design documentation to support the effective management of infrastructural project developments;
2. Develops and take an oversight role in the overall work scheduling with project teams, ensuring project milestone dates and applicable standards are met;
3. Coordinates and administers construction engineering activities to ensure that assigned health infrastructure projects are implemented in accordance with plans, designs and specifications;
4. Prepares, reviews and approves health infrastructure construction budgets and forecasts ensuring alignment with scope of works, plans and designs;
5. Prepares health infrastructure construction budgets and forecasts ensuring alignment with scope of works, plans and designs;
6. Undertakes quantitative and qualitative safety, environment and quality risk assessment to ensure acceptable quality of structures and finishes;

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Civil Engineering, Engineering, Project Management, Public/Business Administration or equivalent discipline;
- Project Management Certifications, in for example:
 - Certified Associate in Project Management (CAPM)/
 - Project Management Professional (PMP)
- Three (3) years' experience in managing, designing, implementing, and evaluating large and multidisciplinary projects.

Applications with résumés are to be submitted no later than **June 29, 2026, to:**

**Director
Senior Human Resource Management & Development
Ministry of Health & Wellness
40 Knutsford Boulevard
Kingston 5
jobs@moh.gov.jm**

The Ministry of Health thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.

