



Career Opportunity

Applications are invited from suitably qualified persons to fill the following positions in the Ministry of Health and Wellness (**Policy, Planning & Development Division**)

Project Analyst (GMG/SEG 2) (Vacant) **Salary \$4,266,270 per annum**

JOB PURPOSE

Under the general direction of the Director, Project Development & Conceptualization, the incumbent develops documents for project conceptualization, funding and implementation activities to include: writing project proposals; undertaking feasibility assessments, preparing funding applications; and coordinating the engagement of resources for funding applications.

KEY OUTPUTS

- Project concepts and proposals developed
- Proposals for project funding prepared and submitted
- Prefeasibility and feasibility level assessments of projects prepared
- Data analysis conducted
- Stakeholder relationships are established, fostered and maintained that supports and facilitates the effective and efficient delivery of services

KEY RESPONSIBILITY AREAS

Technical Responsibilities

1. Prepares project proposals and concept notes based on the operational plans of the Ministry
2. Organizes and facilitates consultations with stakeholders leading to project conceptualization and proposal development
3. Utilize appropriate project management software to develop, manage, and facilitate submission of project documents for review and approval
4. Maintains a database and monitoring matrix for all project proposals and grant applications submitted to donors, concept notes and other pertinent documentation
5. Monitors the submission of project/programme reports and other requirements as specified for loan/grant agreements/contracts;
6. Assesses and analyses risk scenarios to determine the likelihood and impact of significant events to the project
7. Prepares inputs for Project Unit and the Ministry's Operational and Strategic Business Plans

PERFORMANCE STANDARDS

- Project proposals developed accordingly to established standard within the established timeframe
- Project presentations prepared according to the established standard and within the established timeframe
- Databases maintained and updated monthly
- Technical advice provided when requested and is accurate

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Project Management, Business Administration, Management Studies, Public Administration or related field
- Training in Project Management or other related areas
- A minimum of five (5) years' working experience which includes at least two (2) years involved with project proposal preparation, planning and development
- Demonstrated experience interacting with regional and international donor agencies will be an asset

Applications with résumés are to be submitted no later than **August 7, 2026, to:**

**Senior Director
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.