



STATISTICAL INSTITUTE OF JAMAICA (STATIN)

AVAILABLE VACANT POSITION

Applications are invited for the post of
Project Manager (Relocation Project) -Level 12
Corporate Services Division

Job Purpose:

Under the direction of the Director, Corporate Services, the **Project Manager (Relocation Project)-Level 12** is responsible for the overall planning, execution, and successful delivery of the STATIN Headquarters Relocation Project and the decommissioning of the existing facility. This involves coordinating cross-divisional responsibilities, managing the project budget and timeline, and ensuring that all physical and technical transitions support uninterrupted statistical production and data confidentiality.

Key Responsibilities Areas:

Management/Administrative Responsibilities

- Develops comprehensive project plans with clear milestones, budget allocations, and risk mitigation strategies.
- Prepares detailed timelines aligned with the 2026/2027 national survey priorities to ensure timely delivery.
- Maintains the Integrated Project Master Schedule (IPMS) using advanced project management tools, monitoring all critical path activities.
- Establishes and oversees a document control system for blueprints, specifications, and contracts, ensuring compliance with GoJ auditing standards.
- Monitors project expenditures against approved budgets, preparing monthly variance analyses and cash-flow projections in collaboration with Finance.
- Formulates contingency plans to safeguard national statistical production during relocation or transition periods.
- Participates in Steering Committee and Working Group meetings, delivering technical briefings on milestones, variances, resource optimisation, and budget utilisation.
- Produces regular progress reports in prescribed formats for the Director, Corporate Services.
- Secures necessary approvals and sign-offs for project proposals and related activities.
- Builds and maintains strong stakeholder relationships to support project success.
- Provides recommendations for future projects and documents lessons learned to improve institutional practices.

Professional/Technical Responsibilities

- Manages commissioning of STATIN's new headquarters and decommissioning of the old facility within timelines and budgets.
- Oversees space assessments and layout design to ensure secure statistical environments and data enclaves.
- Ensures compliance with the Public Procurement Act and Ministry of Finance guidelines during infrastructure projects.
- Coordinates inspections for electrical, AC, plumbing, and server room systems, including cooling, fire suppression, and backup power.
- Manages ICT readiness with the ICT Division, covering cabling, internet connectivity, and secure data migration.
- Directs records transition and digitisation of priority files for Records and Information Management.
- Oversees movers and packing protocols to safeguard sensitive assets and records.
- Leads design and build-out phases, ensuring MEP works meet building codes and STATIN's data-security standards.
- Manages logistics through Work Breakdown Structures, including server rooms, archival storage, and specialised equipment.

- Drafts technical ToRs and SoRs for contractors, outfitters, and logistics providers.
- Conducts quality assurance inspections to ensure contractor deliverables meet specifications.
- Applies Critical Path Method to coordinate ICT readiness with office installation.
- Supervises phased transition models to minimise downtime for critical units.
- Facilitates team communication and coordination to meet objectives and timelines.
- Monitors expenses, allocates resources, and mitigates cost overruns.
- Identifies risks and develops mitigation strategies to protect deliverables.
- Conducts inspections to ensure compliance with specifications and safety regulations.
- Implements safety audits and measures to prevent hazards.
- Identifies opportunities to improve project processes and efficiency.

Human Resource Management Responsibilities:

- Monitors and evaluates direct reports, prepares appraisals, and initiates corrective actions when needed.
- Leads performance management for project staff, setting KPIs aligned with relocation milestones.
- Participates in recruitment and selection of project staff per HR policies.
- Implements communication strategies to prepare staff for the new headquarters.
- Provides guidance and mentoring to ensure high performance in coordination roles.
- Addresses staff welfare and development needs.
- Facilitates technical training and orientation sessions to ensure operational readiness.
- Coordinates with HR and Administration to address ergonomic needs and staff welfare, reducing relocation anxiety through clear communication.

Core Competencies:

- Excellent oral and written communication skills
- Strong leadership and people management abilities
- Proven planning and organizing skills
- Strategic vision with goal/result orientation
- Effective problem solving and decision making
- Skilled in managing external relationships and partners
- Expertise in change management
- Integrity and professionalism
- Emotional intelligence and interpersonal awareness

Minimum Qualifications & Experience Required:

Education and Core Certifications:

- Master's Degree in Project Management, Civil Engineering, Construction Management, Architecture, or a related technical field from an accredited institution.
- Professional Project Management Certification (such as PMP) is mandatory.
- Certification in Leadership/Supervisory Management from a recognised institution.
- Certification in Occupational Safety and Health (OSH) would be an asset.

Project Management, Construction and Logistics Experience:

- At least eight (8) years of progressive experience in managing large-scale physical infrastructure projects, with at least three (3) years specifically focused on commercial office fit-outs or institutional relocations.
- Proven track record in reading and interpreting Architectural and MEP (Mechanical, Electrical, Plumbing) drawings and managing the handover of "As-Built" documentation.
- Direct experience overseeing the installation of specialised ICT infrastructure, including Tier III data centre requirements, structured cabling, and high-density cooling systems.

Leadership and Supervisory Experience:

- At least five (5) years of experience in a management capacity, managing multi-disciplinary teams of technical and administrative officers, external consultants, and contractors.
- Extensive experience leading relocation logistics, including the secure transport of sensitive archival records and high-value technical assets.
- Proven ability to manage stakeholder relations at the executive level, including reporting to Steering Committees and navigating inter-agency approvals.

Special Conditions Associated with the Job:

- Works mainly in an office but frequently on construction sites during headquarters build-out.
- Exposed to construction hazards; must use PPE and follow strict health and safety protocols.
- Required to work beyond standard hours, including weekends and holidays, to oversee key milestones.
- Maintains mobility with frequent travel between offices, satellite sites, and project locations.
- Operates under high pressure to meet immovable deadlines tied to national statistical schedules.

SALARY: \$8,517,585.93

Applications should be submitted by **Friday, July 10, 2026** to:

**Human Resource Manager
Statistical Institute of Jamaica
7 Cecelio Avenue
Kingston 10.
OR
projectvacancies@statinja.gov.jm**

STATIN is an equal opportunity employer and welcomes applications from all qualified individuals.

We thank you for your expressions of interest, however, only shortlisted applicants will be contacted.