



Employment Opportunity with RISE Life Management Services

Job Title:	Project Officer
Project:	USAID EMPOWER
Duration:	1 Year (renewable)
Estimated Start Date:	October 1, 2024
Reporting to:	Project Manager

Organization Summary

RISE Life Management Services, a Jamaican Civil Society Organization (CSO), was established in 1989 as Addiction Alert, offering the island’s first outpatient treatment centre for addictive disorders. Due to the evolving needs of the nation’s at-risk populations, the organization expanded its programs and changed its name to RISE Life Management Services in 2005. RISE stands for “Reaching Individuals through Skills and Education”. The various projects and programmes implemented by RISE also align with key goals of Jamaica’s national development plan, Vision 2030, and with several of the international Sustainable Development Goals.

Mission: To empower young people and vulnerable populations in Jamaica to make healthy lifestyle choices and realise their full potential through projects delivered in a supportive and rehabilitative environment; and to support Jamaica’s national development by building the capacity of civil society organizations.

Project Background

The **Youth EMPOWERment** Activity, is a 4-year project funded by the U.S. Agency for International Development (USAID), with prime partner being Educational Development Centre (EDC). RISE Life is one of the local partners which will be implementing several components of the project. The **goal** of EMPOWER is **to create sustainable, positive development with and for resilient Jamaican youth and their communities to achieve their fullest potential and support youth crime and violence prevention.**

To achieve this, EMPOWER will address the risk and resilience factors that influence targeted Jamaican youth’s participation in crime and violence by:

(IR 1) bolstering their access to trauma-informed civic education and participation;

(IR 2) strengthening the soft skills, work readiness and entrepreneurship skills, and work-based learning needed to access improved livelihoods opportunities; and

(IR 3) ensuring that community-based support structures provide the space and resources to support youth well-being and resilience.



Position Summary

The **Project Officer** is a full-time position that will report to the Project Manager. The Officer is responsible for assisting the Project Manager in carrying out the day-to-day operations of the project and coordinating specific activities as laid out in the funding contract. This role involves fostering community participation and collaboration, working closely with diverse stakeholders, and ensuring effective, gender equitable and socially inclusive project implementation.

Scope of Work

- Assist in the preparation of interim and final narrative and financial reports.
- Maintain comprehensive records and reports of monthly activities, tracking progress and identifying areas for improvement.
- Work closely with finance department to ensure timely acquisition of necessary resources and preparation of financial documentation.
- Provide logistical and administrative support to the project team and community partners, including coordinating meeting and training logistics, site visits, procurement, and working with vendors and suppliers as needed.
- Assist with and participate in project-related meetings, training sessions, and workshops, as assigned, to build collaboration with stakeholders and increase project knowledge.
- Work closely with stakeholders, including community leaders, social services providers, and government agencies, to implement strategies for consulting with and mobilizing communities to strengthen community engagement and project outcomes.
- Coordinate and implement community engagement activities and events, ensuring alignment with project objectives.
- Seek feedback from the community to improve implementation strategies and enhance engagement.
- Work closely with the Monitoring, Evaluation and Learning Officer to ensure accurate data collection on community engagement activities and outcomes.
- Maintain accurate records of project activities and outcomes, ensuring data integrity, confidential handling of participant information, and accessibility by relevant team members.
- Other related duties and tasks as assigned by Project Manager.

QUALIFICATIONS AND EXPERIENCE

Education:

- Bachelor's degree in Business Administration with a major in Project Management, Education, Social Sciences, Public Administration or a related field.



Experience:

- At least 3 years' experience in project coordination, community development, or a similar role.
- Strong organizational and communication skills, with the ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and project management software.
- Experience working with diverse communities and stakeholders.
- Ability and willingness to travel and work in various settings, including rural and urban communities.
- Appreciation for the context and constraints of grassroots organizations in Jamaica and understanding of issues pertaining to gender equity and social inclusion.
- Experience with governmental, non-governmental and international development organizations/entities is advantageous.

Skills and Attributes

- Excellent report writing and analytical skills
- Excellent interpersonal and communication skills, both written and oral.
- Basic counselling or teaching skills is an asset.
- Conflict resolution and problem-solving skills
- Good time management skills
- Excellent attention to detail
- Able to assess needs, analyze data, and provide actionable recommendations.
- Committed to high ethical standards, confidentiality, and data protection.

May be required to work outside of normal working hours (e.g., evenings or weekends).

HOW TO APPLY

Qualified persons are invited to submit their application along with résumé to :
info@risejamaica.org, bearing the subject: **Application for Project Officer: [Your Name]**
by the deadline: **September 23, 2024**.