

Agro-Investment Corporation, an entity under the ambit of the Ministry of Agriculture and Fisheries, is seeking to identify a highly motivated, dynamic, and knowledgeable individual to fill the post of:

## **Project Administrator**

### **Job Summary**

Reporting to the Fund Manager, the Project Administrator is responsible for the efficient administration, coordination, and monitoring of grant-related activities. The role involves managing grant applications, ensuring compliance with funding requirements, supporting beneficiaries, and maintaining financial and operational records. The administrator will work closely with stakeholders, including grant recipients, government agencies, and funding partners, to ensure the successful implementation of the grant scheme.

### **Key Responsibilities**

- Oversee the day-to-day administration of the matching grant scheme.
- Assist in developing and implementing grant guidelines, eligibility criteria, and application processes.
- Coordinate grant application submissions, ensuring completeness and compliance with requirements.
- Maintain a database of grant applicants, approvals, and disbursements.
- Provide guidance and support to grant applicants and beneficiaries throughout the process.
- Communicate regularly with stakeholders, including government agencies, private sector partners, and NGOs.
- Organize training sessions, workshops, and outreach programs to educate applicants on the grant process.
- Work with the Fund Manager to ensure timely disbursement of funds and monitor financial compliance.
- Track and document cost-sharing or matching contributions from grant beneficiaries.
- Ensure adherence to grant agreements, financial regulations, and reporting requirements.
- Assist in financial reconciliations and audits related to the grant program.
- Track grant project progress, ensuring alignment with objectives and timelines.
- Collect and analyze data on grant performance, impact, and beneficiary contributions.
- Prepare periodic reports for management, donors, and stakeholders.
- Identify risks and challenges in grant implementation and propose solutions.

- Maintain organized records of all grant-related correspondence, agreements, and reports.
- Assist in developing policies and procedures for effective grant administration.
- Ensure compliance with procurement and contractual obligations where applicable.

### **Required Skills & Competence**

- Strong understanding of grant management, financial reporting, and compliance.
- Good knowledge of budgeting and financial reporting for grants.
- Knowledge of project management.
- Proficiency in grant management software and MS Office applications

### **Minimum Required Qualification and Experience**

Bachelor's Degree in Business Management, Finance, Economics or any equivalent qualification plus at least three (3) years' experience.

Application accompanied by a resume must be submitted no later than **Friday, June 20, 2025** to:

Snr. Director, HRM & Administration  
Agro-Investment Corporation  
188 Spanish Town Rd.  
Kingston 11

Or by email to: [vacancies@agroinvest.gov.jm](mailto:vacancies@agroinvest.gov.jm)

**Please note that the title of the position MUST be included in the subject and only shortlisted applicants will be contacted.**