



NEW JERSEY DEPARTMENT OF AGRICULTURE  
200 RIVERVIEW PLAZA  
P.O. BOX 330  
TRENTON, NJ 08625-0862



### NOTICE OF JOB VACANCY

<b>TITLE:</b> TES Project Manager (Temporary Employment Services – 944 hrs. per fiscal yr.)	<b>ANNOUNCEMENT #:</b> 28-25	<b>ISSUE DATE:</b> 7/25/2025 <b>CLOSING DATE:</b> 8/8/2025
<b>SALARY RANGE:</b> \$30-45 (commensurate with experience)	<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE	
<b>LOCATION:</b> Trenton, New Jersey (Office of the Secretary)	<input checked="" type="checkbox"/> <b>GENERAL PUBLIC</b>	
<b>JOB DESCRIPTION</b>		
<p>The Temporary Project Manager plays a vital role in leading and coordinating designated projects across the agency, ensuring timely and cost-effective completion. Working closely with the Chief of Staff, cross-functional teams, stakeholders, and external vendors, this position is responsible for developing comprehensive project plans with clear timelines, key milestones, and resource allocations. The Project Manager executes strategic initiatives to produce high-quality deliverables on schedule, while regularly providing updates, progress reports, and outcome summaries to senior leadership and stakeholders. The Project Manager will facilitate meetings to gather input, align teams, and maintain transparent communication throughout the project lifecycle. Work will also include coordination of internal and external resources, prepare essential documentation such as evaluations and performance assessments, and ensure all activities comply with policies, procedures, and regulatory requirements; other duties as required.</p>		
<b>REQUIREMENTS</b>		
<p><b>SKILLS/EXPERIENCE:</b> Proven experience as a project manager, preferably in a state agency or government setting strong organizational and leadership skills. Excellent communication and interpersonal abilities. Proficiency in project management software and tools. Adaptability to changing project requirements. Problem-solving mindset with a strategic approach. Ability to work collaboratively with diverse teams.</p> <p><b>EDUCATION:</b> Applicants must meet one of the following or a combination of both experience and education. Three (3) years of professional experience relevant to the position.</p> <p style="text-align: center;"><b>OR</b></p> <p>Possession of a bachelor’s degree from an accredited college or university.</p> <p style="text-align: center;"><b>OR</b></p> <p>Possession of a PMP Certification.</p> <p><b>NOTE:</b> All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of posting. Transcripts (if required) must be submitted with a resume. Failure to comply with these requirements may result in ineligibility.</p> <p><b>FOREIGN DEGREES:</b> Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission, and failure to submit the required evaluation may result in an ineligibility determination. For additional information, please refer to the Civil Service Commission’s website at: <a href="http://www.state.nj.us/csc/seekers/about/steps/step2.html">http://www.state.nj.us/csc/seekers/about/steps/step2.html</a></p> <p><b>LICENSE:</b> Appointees will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle rather than employee mobility is necessary to perform the essential duties of the position.</p> <p><b>AUTHORIZATION TO WORK:</b> The selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.</p> <p><b>NOTE:</b> The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.</p>		
<b>IMPORTANT NOTICE</b>		
<p>Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.</p>		
<b>ELECTRONIC FILING INSTRUCTIONS</b>		
<p>Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to <a href="mailto:njdajobs@ag.nj.gov">njdajobs@ag.nj.gov</a>.</p>		
<b>SAME PROGRAM INFORMATION</b>		
<p><b>SAME APPLICANTS:</b> If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted to <a href="mailto:njdajobs@ag.nj.gov">njdajobs@ag.nj.gov</a> along with your resume, cover letter, announcement number, and transcript (if position has a degree requirement) by the closing date indicated above. For more information on the SAME Program visit their Website at: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a>, email: <a href="mailto:CSC-SAME@csc.nj.gov">CSC-SAME@csc.nj.gov</a>, or call CSC at (609) 292-4144, option 3.</p>		
<b>BENEFIT(S)**</b> Pursuant to the State/Department’s policy, procedures and/or guidelines		
<p>TES benefits include: Earned Sick time</p>		

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer