

**GOVERNMENT OF TRINIDAD AND TOBAGO**

**JOB DESCRIPTION**

**CONTRACT POSITION**

**JOB IDENTIFICATION:**

<p><b>POSITION TITLE: Project Co-ordinator</b></p> <p><b>MINISTRY/DEPARTMENT: Personnel Department</b> <b>(Office of the Chief Personnel Officer)</b></p> <p><b>LOCATION:-DIVISION/SECTION:</b></p>
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**JOB SUMMARY:**

This job requires the incumbent to coordinate the planning, implementation and evaluation of projects in the Personnel Department, including the projects under the Public Sector Investment Programme (PSIP). Duties involve reviewing and advising on project proposals; providing technical guidance and training to Divisions in the initiation, execution, control and closing of projects; monitoring and coordinating the allocation, release and expenditure of funds, and communicating project status and expectations to stakeholders. Duties also include preparing detailed project plans and supervising the performance of Consultants on assigned projects.

**REPORTING RELATIONSHIP:**

**REPORTS TO:** Deputy Chief Personnel Officer

**SUPERVISION GIVEN TO:** Nil

## **DUTIES AND RESPONSIBILITIES:**

Plans, organizes and coordinates a programme for the development and execution, control and evaluation of the Personnel Department's projects and programmes.

Provides technical guidance and project management support to Divisions, on the development, implementation and evaluation of projects within their portfolio.

Participates in all phases of the project life cycle in respect of assigned projects, including preparing comprehensive project proposals, managing changes in project scope, identifying potential crises and risks, devising contingency plans and supervising the performance of Consultants.

Prepares progress/status reports to justify the allocation and utilization of funds under projects, in compliance with public service project reporting requirements.

Liaises with Heads of Divisions to ensure that funds disbursed under designated projects are utilized efficiently and that project activities are implemented on a timely basis.

Liaises with all relevant agencies to ensure the timely preparation, implementation and evaluation of PSIP and other projects.

Ensures that all documents relating to projects undertaken by the Department are properly maintained and kept current.

Prepares and presents periodic project reports for senior leadership to appraise them of the progress of projects and to identify issues needing attention.

Participates in the evaluation of tenders and the preparation of evaluation reports.

Conducts project post mortem activities and generates a Post Implementation Evaluation Report identifying successful and unsuccessful project elements and makes recommendations for improvement.

Assists in the preparation of the Department's Annual Estimates of Expenditure for the Development Programme.

Attends as required and represents the Department at meetings relating to ongoing or new projects.



Maintains effective working relationships with Heads of Divisions and with other members of staff and internal and external stakeholders.

Performs other related duties as may be required.

**KNOWLEDGE, SKILLS, ABILITIES:**

Considerable knowledge of the principles and practices of Project Management.

Considerable knowledge of the processes involved in Project Cycle Management.

Some knowledge of the public service structure and systems.

Sound Project Management skills.

Computer literate and highly skilled in the use of the Microsoft Office Suite and Project Management software.

Sound communication skills.

Sound human relations and interpersonal skills.

Sound analytical, problem solving and organizational skills.

Ability to plan, organize, coordinate and evaluate projects.

Ability to track and report on the completion of project deliverables.

Ability to analyze issues, to make informed judgments and solve problems.

Ability to effectively collaborate with others, initiate action and adapt to change.

Ability to express ideas clearly and concisely both orally and in writing, and to prepare comprehensive reports.

**EXPERIENCE AND TRAINING**

A minimum of four (4) years experience in managing projects; and training as evidenced by possession of a recognized Bachelor's Degree supplemented by professional certification in Project Management; or any equivalent combination of experience and training.

