

Ref #:



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: PROJECT SUPPORT OFFICER

JOB SUMMARY:

The incumbent is required to assist in the planning, execution, monitoring and control of projects in a Ministry/Department. Duties include tracking project progress; assisting in budget preparation; monitoring work plan execution and in writing project related reports and other documentation and coordinating and scheduling of project meetings.

REPORTS TO:

Project Manager

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Assists in the development and scoping of projects.
- Tracks the progress of projects using appropriate project management tools and techniques.
- Helps prepare budget proposals, assists in managing and monitoring budget expenditure and revisions and provides interim status reports of all projects.
- Assists in the collection, compilation and analysis of data relative to the programme.
- Coordinates and schedules project teams meetings, as well as update and support meetings with stakeholders.
- Aids in the coordination and organisation of relevant training and in providing user support to staff.
- Assists in the maintenance of financial records on the utilisation of funds under all projects.
- Assists in the execution of activities for and in monitoring the execution of project work plans.
- Assists in the procurement of goods and services.
- Assists in ensuring that project activities are properly and realistically scheduled, monitored and reported.
- Assists in developing monitoring and evaluation reports and studies which will identify very early, slippages and reasons for same.
- Assists in writing Notes for Cabinet, reports and other project related documentation.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Knowledge of project management principles, practices, techniques and procedures.
- Some knowledge of the relevant procedures, rules, regulations and policies of the Central Tenders Board Ordinance.
- Some knowledge of the government financial rules, regulations and procedures pertinent to programme/project management.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.

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| | <ul style="list-style-type: none">▪ Skill in the use of project management software.▪ Skill in project planning and implementation.▪ Ability to use the internet for research purposes.▪ Ability to use e-Government technology platforms.▪ Ability to analyse and evaluate projects.▪ Ability to devise creative solutions to address problems encountered and resolve conflicts.▪ Ability to conduct research into programme/project related issues.▪ Ability to communicate effectively both orally and in writing.▪ Ability to establish and maintain effective working relationships with project stakeholders, associates, other public service employees and the public. |
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MINIMUM EXPERIENCE AND TRAINING:

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| <ul style="list-style-type: none">▪ Minimum of two (2) years' experience in project management.▪ Training as evidenced by a University degree from a recognised institution in Project Management or Engineering or Information Technology or the Social Sciences with courses in Project Management. |
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