

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.

	<ul style="list-style-type: none"> <li>▪ Some knowledge of the relevant procedures, rules, regulations and policies of the Central Tenders Board Ordinance.</li> <li>▪ Some knowledge of the government financial rules, regulations and procedures pertinent to programme/project management.</li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Proficiency in the use of Microsoft Office Suite.</li> <li>▪ Skill in the use of project management software.</li> <li>▪ Skill in project planning and implementation.</li> <li>▪ Ability to use the internet for research purposes.</li> <li>▪ Ability to use e-Government technology platforms.</li> <li>▪ Ability to analyse and evaluate projects.</li> <li>▪ Ability to devise creative solutions to address problems encountered and resolve conflicts.</li> <li>▪ Ability to conduct research into programme/project related issues.</li> <li>▪ Ability to communicate effectively both orally and in writing.</li> <li>▪ Ability to establish and maintain effective working relationships with project stakeholders, associates, other public service employees and the public.</li> </ul>
<b>Minimum Experience and Training:</b>	
<ul style="list-style-type: none"> <li>▪ Minimum of two (2) years' experience in project management.</li> <li>▪ 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.</li> </ul>	