

Policy/Programme Co-Ordinator

PROFILE

The incumbent will play a strategic role in the preparation, management, implementation and monitoring of policies, programmes and projects of the Ministry of Sport.

KEY RESPONSIBILITIES

- ❖ Development of appropriate management procedures, processes and monitoring systems in respect of the Ministry's special purpose Units.
- ❖ Management of on-going projects and programmes and new initiatives of the Ministry;
- ❖ Development and implementation of performance measurement standards for all areas of operations of the Ministry;
- ❖ Ensures the effective implementation of Sport Policies.

REQUIRED COMPETENCES

- ❖ Ability to manage projects/programmes in a Public Service environment and in accordance with government's Procurement and Financial Regulations;
- ❖ Ability to network with other agencies and to establish and maintain effective working relationships with strategic stakeholders;
- ❖ Self-motivated with the ability to effectively lead project teams.

MINIMUM QUALIFICATION AND EXPERIENCE

An advanced degree in management or project management from an accredited institution
Extensive experience in social planning and policy development including considerable experience in management of government policies, programmes and projects. Considerable experience in the administrative of government's Procurement and Financial Regulations.