


Ref #:		
 <p>Government of Trinidad and Tobago <u>JOB DESCRIPTION</u> CONTRACTUAL POSITION</p>		
JOB TITLE: PROJECT SUPPORT OFFICER		
JOB SUMMARY:		
<p>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.</p>		
REPORTS TO:	Project Manager	
SUPERVISION GIVEN TO:	N/A	
DUTIES AND RESPONSIBILITIES:		
<ul style="list-style-type: none"> ▪ 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:	<ul style="list-style-type: none"> ▪ 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:	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. 	

	<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:

<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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