

RESEARCH AND PLANNING UNIT

POLICY/PROGRAMME CO-ORDINATOR

The incumbent will play a strategic role in the preparation, management and implementation of policies, programs and projects of the Ministry Sports Youth and Affairs.

MAIN DUTIES AND RESPONSIBILITIES

The incumbent will be required to:

- Development of appropriate management procedures, processes and monitoring systems in respect of the Ministry's special purpose Units;
- Management of on-going projects and programme and new initiatives of the Ministry;
- Development and implementation of performance measurement standards for all areas of operations of the Ministry;
- Ensure the effective implementation of Sport and Youth 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 relationship 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 Procurement and Financial Regulations.