


Ref #:		
 <p><b>Government of Trinidad and Tobago</b>  <b><u>JOB DESCRIPTION</u></b>  <b>CONTRACTUAL POSITION</b></p>		
<b>JOB TITLE: PROJECT SUPPORT OFFICER</b>		
<b>JOB SUMMARY:</b>		
<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>		
<b>REPORTS TO:</b>	Project Manager	
<b>SUPERVISION GIVEN TO:</b>	N/A	
<b>DUTIES AND RESPONSIBILITIES:</b>		
<ul style="list-style-type: none"> <li>▪ Assists in the development and scoping of projects.</li> <li>▪ Tracks the progress of projects using appropriate project management tools and techniques.</li> <li>▪ Helps prepare budget proposals, assists in managing and monitoring budget expenditure and revisions and provides interim status reports of all projects.</li> <li>▪ Assists in the collection, compilation and analysis of data relative to the programme.</li> <li>▪ Coordinates and schedules project teams meetings, as well as update and support meetings with stakeholders.</li> <li>▪ Aids in the coordination and organisation of relevant training and in providing user support to staff.</li> <li>▪ Assists in the maintenance of financial records on the utilisation of funds under all projects.</li> <li>▪ Assists in the execution of activities for and in monitoring the execution of project work plans.</li> <li>▪ Assists in the procurement of goods and services.</li> <li>▪ Assists in ensuring that project activities are properly and realistically scheduled, monitored and reported.</li> <li>▪ Assists in developing monitoring and evaluation reports and studies which will identify very early, slippages and reasons for same.</li> <li>▪ Assists in writing Notes for Cabinet, reports and other project related documentation.</li> <li>▪ Performs other related duties as required.</li> </ul>		
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>		
<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of project management principles, practices, techniques and procedures.</li> <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> </ul>	

	<ul style="list-style-type: none"><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>
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**MINIMUM EXPERIENCE AND TRAINING:**

<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>
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