



**Republic of Trinidad and Tobago
MINISTRY OF PUBLIC ADMINISTRATION**

VACANCY NOTICE

Applications are invited from suitably qualified persons to fill the following positions, on contract, in the Public Service Transformation Division.

Research and Development Coordinator, Monitoring and Evaluation (M & E) Unit

Position Summary

The Research and Development Coordinator is responsible for the monitoring and evaluating of performance data and other change processes initiated to transform the Public Service. The incumbent will be required to collaborate with the Ministry of Finance and the Ministry of Planning and Development and other agencies to ensure that macro level performance indicators are identified and that appropriate monitoring and evaluation systems are installed to measure performance of transformation initiatives.

Key Duties and Responsibilities:

- Designs and implements monitoring and evaluation systems in Public Sector agencies.
- Monitors and evaluates transformation policies and programmes for the Public Service.
- Collaborates with public sector agencies to establish monitoring and evaluation systems.
- Coordinates the activities of major ongoing surveys in support of the Public Service transformation research initiative.
- Designs and conducts training programs with respect to monitoring and evaluation, for agencies deemed to have priority status in the public service transformation agenda.
- Provides advice on the re-engineering of public service management systems in the field of monitoring and evaluation.
- Advances reform of monitoring and evaluation systems in financial management, procurement, and record keeping and information management.
- Facilitates the establishment of cross-sectional think tanks, which are focused on national priorities.
- Leads Project Teams in the implementation of Change and Transformation activities throughout the Public Service.

Minimum Education and Experience:

- A Post Graduate Degree in Assessment or Measurement.
- Five (5) years experience in monitoring and evaluation work, leading to the design, formulation and implementation of monitoring and evaluation systems.
- Five (5) years experience in planning, directing a team, with responsibility for monitoring and evaluating planning and public management.
- Extensive knowledge and experience in the design of monitoring and evaluation methods and practices at the management level in the Public Sector.

- Extensive knowledge of the operations of the Public Service; the Public Service Regulations; the Civil Service Regulations; and the Financial Regulations.
- Ability to develop and maintain effective working relationships with colleagues and clients.
- Extensive knowledge of the principles and practices on Public Policy Planning and Public Management.
- Any equivalent combination of experience and training.

SUBMISSION OF APPLICATIONS

If you are interested in this job, please apply [here](#).