



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

VACANCY NOTICE

Applications are invited from suitably qualified persons to fill the following position, on contract, in the Programme Management Division.

Project Coordinator

POSITION SUMMARY

The Project Coordinator is responsible for coordinating the development of a plan of action and the implementation of strategic projects within the Ministry of Public Administration that promote the adoption of information and communication technology in the context of Public Sector Reform. Has overall responsibility for preparing status reports in compliance with public service and international funding agency procedures and guidelines. The incumbent will report to the Programme Manager and will be responsible for coordinating both locally funded projects and projects funded by International Funding Institutions.

DUTIES AND RESPONSIBILITIES

- Provides project management and administrative support to and assists with the contract administration for the Ministry, for the planning and implementation of projects that promote the Ministry and Public Sector Transformation.
- Coordinates the development of projects to ensure a strategic fit with the Ministry's strategy.
- Prepares project proposal documents for new and on-going projects
- Plans and monitors the performance of programmes and projects
- Prepares status reports to justify the allocations and utilization of funds under the various projects in compliance with public service and external funding agencies' (including the IDB) procedures and guidelines.
- Liaises with executing agencies in order to ensure that funds disbursed under designated projects are utilized efficiently and that the project activities are implemented on a timely basis.

MINIMUM EDUCATION AND EXPERIENCE

- A Bachelor's degree in any of the physical or social sciences
- Post-graduate training in Public Sector Management or Organizational Theory and Behaviours as well as Project Development and Management.
- Formal training in Information Technology or Information Systems would be an asset.
- Computer literate and highly skilled with the use of the Microsoft Office Suite including Microsoft Project.

SUBMISSION OF APPLICATIONS

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