



**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 Implementation Officer

POSITION SUMMARY

The Project Implementation Officer is required to provide assistance to the Project Coordinator in project document development, project implementation and monitoring, research and documenting information for projects under the Public Sector Investment Programme (PSIP), and projects funded from international leading and donor organizations, such as the Inter-American Development Bank (IDB).

DUTIES AND RESPONSIBILITIES

- Assists in the development of project proposals, the documentation of new projects, and the preparation of Terms of Reference (TORs) for the Ministry's projects.
- Conducts the mid-term review of the annual PSIP of the Ministry and formulating recommendations for budgetary re-allocations based on project performance.
- Monitors projects to assess project performance with the aim of achieving project purposes and development objectives.
- 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.
- Negotiates with executing agencies, monitoring agencies and other organizations on financial matters.
- Assists in the preparation of documents to justify allocations and the utilization of funds under the various projects of the Ministry.

MINIMUM EDUCATION AND EXPERIENCE

- A Bachelor's degree in Business Management, Economics, or other appropriate professional qualification.
- Post-graduate training in Project Management.
- At least five (5) years' post- graduate experience in the development and implementation/monitoring of projects.
- Skilled in the use of project management tools and project management software.
- Experience in the development and implementation/ monitoring of projects funded by multilateral funding institutions would be an asset.

SUBMISSION OF APPLICATIONS

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