



**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 Strategic Human Resource Management Division.

Senior Project Management Coordinator

POSITION SUMMARY

The Senior Project Management Coordinator would be responsible for leading a team of Project Coordinators in project plan development and implementation. The incumbent will be responsible for the delivery of critical programmes and projects to reform the Human Resource Management function across the Public Service, through assistance to Divisional, Ministry and inter-agency teams in project management methodologies.

DUTIES AND RESPONSIBILITIES

- Leads a team of Project Management professionals in advising and assisting teams providing technical and management guidance to the Head of Division and project groups in projectising major Human Resource Management transformation and other activities.
- Provides support to Divisional, Ministry and inter-agency teams in producing management deliverables (plans, logs and documentation and ensuring that project control is maintained.
- Leads the project management team preparing project proposal documents for new and on-going projects.
- Reviews or develops requests for proposals and participates in evaluating and negotiating tenders.
- Assists in the preparation of the Division's Annual Estimates of Expenditure for the "Developmental" and the "Recurrent" financial programmes.
- Researches and documents information, including statistical information, on projects which are of strategic relevance and prepares monthly status reports on the projects.
- Assists in the preparation of documents to justify the allocation and utilization of funds under the various projects and assists in maintaining financial records.
- Dissects problems using qualitative and quantitative research, analytical skills and problem solving tools.
- Participates in the development of tactical and operational plans of the division.

MINIMUM EDUCATION AND EXPERIENCE

- A recognized BSc. Degree in Management, Project Management or a related field
- Postgraduate qualifications in Management, Project Management or a related field.
- Project Management Institute (PMI) certified.
- Training in information technology or information systems is desirable

- Ten (10) years experience with formal project management methodology.
- Extensive project and programme planning experience with Microsoft Project.
- Some IT technology delivery experience
- Training/experience in Public Sector Management would be an asset.
- Any suitable combination of experience and training.

SUBMISSION OF APPLICATIONS

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