



**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.

Senior Project Coordinator

POSITION SUMMARY

The Senior Project Coordinator is required to coordinate the development of strategic projects and programmes that promote Public Service Transformation, coordinate the implementation of projects and programmes and the supervision of processes in compliance with public service and International Funding Agency procedures and guidelines and assist with the strategic development and management of the Public Service Transformation Programme.

The incumbent will report to the Programme Manager and will be responsible for the supervision and execution of projects and programmes funded by the Inter-American Development Bank (IDB), other external agencies or international funding institutions. The Senior Project Coordinator operates as the principal communication point and liaison between the executing agency, the Bank, participating public sector bodies and other stakeholders. He/she managing the Public Sector Investment Programme and ensures coordination between MPA personnel and relevant Ministries and Government Agencies.

DUTIES AND RESPONSIBILITIES

- Coordinates the development of projects to ensure a fit within the strategic objectives of National Development Pillars.
- Supervises project proposals documents for new and on-going projects.
- Plans and monitors the performance of programmes and projects.
- Manages the preparation of status reports to justify the allocation and utilization of funds under the various projects in compliance with public service and external funding agencies (including the IDB) procedures and guidelines.

MINIMUM EDUCATION AND EXPERIENCE

- A Master's degree or equivalent professional designation in areas of Management, Business Administration or Project Management, or any other related discipline.
- Post-graduate training in Public Sector Management or Organizational Theory and Behaviour.
- Sound contract negotiation skills to secure the interests of Government and the public.

SUBMISSION OF APPLICATIONS

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