



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

Job Title: Project Support Officer

Job Summary:

The incumbent is required to provide support in the planning, execution, monitoring and control of projects in a Ministry/Department. Duties include tracking project progress; assisting in budget preparation; monitoring work plan execution and in writing project related reports and other documentation and coordinating and scheduling of project meetings.

Reports to: Project Manager or Designated Officer

Supervision given to: n/a

Duties and Responsibilities:

- Contributes towards the development and scoping of projects.
- Tracks the progress of projects using appropriate project management tools and techniques.
- Helps prepare budget proposals, assists in managing and monitoring budget expenditure and revisions and provides interim status reports of all projects.
- Assists in the collection, compilation and analysis of data relative to the programme.
- Coordinates and schedules project teams meetings, as well as update and support meetings with stakeholders.
- Assists in the coordination and organisation of relevant training and in the provision of user support to staff.
- Provides assistance in the maintenance of financial records on the utilisation of funds under all projects.
- Provides support in the execution of activities for and in monitoring the execution of project work plans and ensures that project activities are properly and realistically scheduled, monitored and reported.
- Assists in the procurement of goods and services.
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- Provides support in developing monitoring and evaluation reports and studies which will identify very early, slippages and reasons for same.
- Assists in writing Notes for Cabinet, reports and other project related documentation.
- Performs other related duties as required.

Knowledge, Skills and Abilities

- Knowledge:**
- Knowledge of project management principles, practices, techniques and procedures.

	<ul style="list-style-type: none"> ▪ Some knowledge of the relevant procedures, rules, regulations and policies of the Central Tenders Board Ordinance. ▪ Some knowledge of the government financial rules, regulations and procedures pertinent to programme/project management.
<p>Skills and Abilities:</p>	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of project management software. ▪ Skill in project planning and implementation. ▪ Ability to use the internet for research purposes. ▪ Ability to use e-Government technology platforms. ▪ Ability to analyse and evaluate projects. ▪ Ability to devise creative solutions to address problems encountered and resolve conflicts. ▪ Ability to conduct research into programme/project related issues. ▪ Ability to communicate effectively both orally and in writing. ▪ Ability to establish and maintain effective working relationships with project stakeholders, associates, other public service employees and the public.
<p>Minimum Experience and Training:</p>	
<ul style="list-style-type: none"> ▪ Minimum of two (2) years' experience in project management. ▪ Training as evidenced by a University degree from a recognised institution in Project Management or Engineering or Information Technology or the Social Sciences with courses in Project Management. 	