Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: PROGRAMME MANAGER

JOB SUMMARY:
The incumbent is required to manage and coordinate a programme comprising multiple related projects in a Ministry/Department ensuring that the strategic goals, objectives and benefits of the programme are accomplished within prescribed timelines and budget. Duties include directing and coordinating the development of programme plans, budget, resources, schedules; implementing programme plans; leading and managing programme staff; monitoring and managing programme risks and issues; and reporting on programme activities. Dependent on arrangement, the incumbent may be required to perform some or the full range of duties of the position.

REPORTS TO: Permanent Secretary/Head of Department

SUPERVISION GIVEN TO:
Senior Project Manager and or Project Manager (direct)
Other support staff (indirect)

DUTIES AND RESPONSIBILITIES:

- Directs and coordinates the development and implementation of the project plans of a programme comprising multiple interrelated projects. This includes:
  - Holding meetings with stakeholders to obtain relevant data on business requirements;
  - Determining the scope and deliverables of the programme;
  - Identifying, monitoring, coordinating and controlling the resources and dependencies among projects required for successful programme completion;
  - Preparing programme budget and staffing plans;
  - Identifying and assessing programme risk and issues.
- Coordinates, monitors and manages programme costs to ensure the projects are completed within budget; funds are released as required and programme expenditure is in line with budget plan.
- Coordinates and manages the various project schedules to ensure timely completion of the programme and establishes overall workplans and staffing plans for the programme; directs the recruitment and assignment of programme personnel; supervise the project teams assigned to programme.
- Develops programme governance systems, provides overall management of the programme of projects and provides guidance to project managers for detailed planning of the projects for the Ministry/Department.
- Manages changes to the scope of the various projects in the programme, includes cost, schedule, scope and quality; ensures that all changes are documented.
- Monitors and manages programme quality to ensure the deliverables are in compliance with agreed standards.
- Monitors and manages programme risks and issues designs and implements strategies to manage and mitigate those risks and issues.
- Oversees the performance of contractors/consultants and other outsourcing services engaged for the programme to ensure compliance with contracts; also evaluates their performance.
- Performs programme post implementation activities such as soliciting feedback from stakeholders,
- Preparing reports and archiving information.
- Prepares Cabinet Notes, briefs, reports and presentations on programme related matters; reviews status and other reports prepared by project personnel.
- Convenes meetings with management, programme staff, contractors/consultants to discuss programme matters and to provide updates on programme.
- Performs related work as may be required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE:**
- Extensive knowledge of programme/project management principles, practices, techniques and procedures.
- Extensive knowledge of Strategic Management, Project Cycle Management.
- Extensive knowledge of public sector management principles, practices and procedures.
- Considerable knowledge of relevant procedures, rules, regulations and policies of the Central Tenders Board Ordinance.
- Considerable knowledge of the relevant government financial rules, regulations and procedures.
- Considerable knowledge of the operations of the national Development Programmes for example, the Public Sector Investment Programme, Infrastructure Development Fund.
- Considerable knowledge of the operations of internationally funded projects.
- Considerable knowledge of financial management to administer budgets across multiple projects.

**SKILLS AND ABILITIES:**
- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of project management software.
- Skill in programme/project planning, coordination and implementation.
- Ability to use the internet for research purposes.
- Ability to use e-Government technology platforms.
- Ability to analyse and evaluate projects and to devise effective methods of evaluation.
- Ability to express ideas clearly and concisely and to prepare reports on programmes and projects evaluated.
- Ability to lead the project/programme implementation process and devise creative solutions to address problems encountered and resolve conflicts.
- Ability to lead and manage a programme of multiple interrelated projects, and to motivate Project Teams.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationship with project stakeholders, associates, other public service employees and the public.

**MINIMUM EXPERIENCE AND TRAINING:**
- Minimum of ten (10) years’ experience in Project/Programme Management in the Public or Private Sector including a minimum of four (4) years managing a programme or large scale projects.
- Training as evidenced by:
  - A Masters’ degree in Project Management from a recognised institution.
    OR
  - A Masters’ degree in Engineering, Information Technology, Management or the Social Sciences together with professional qualifications such as the Project Management Professional (PMP) certification, PRINCE2 etc.
Government of Trinidad and Tobago

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: PROJECT MANAGER

JOB SUMMARY:
The incumbent is required to independently manage the activities of small to medium-sized projects or manage, under the supervision of a Programme Manager/Designated Officer, large and complex projects under a Ministry/Department programme or portfolio, ensuring that all the goals and objectives of the project are accomplished within the prescribed timelines and budget. Duties include developing project plans, budget and schedules; implementing project plans; managing and leading project team; monitoring and managing project scope, risks and issues; and reporting on project activities to management and other stakeholders. Dependent on assignment the incumbent may be required to perform some or the full range of duties of the position.

REPORTS TO: Programme Manager/Designated Officer
SUPERVISION GIVEN TO: Project Team

DUTIES AND RESPONSIBILITIES:

- Develops and implements project plans/proposals. This includes:
  - Holding meetings with stakeholders to obtain information on business requirements;
  - Determining the scope and deliverables of the project;
  - Identifying the work activities required for successful project completion;
  - Establishing schedules;
  - Preparing budgetary and staffing plans;
  - Identifying and assessing risks and issues.
- Monitors and manages project expenditure to ensure project is completed within budget; applies for release of funds as required; authorises project expenditure in line with budget plan.
- Manages project schedule to ensure timely completion of the project and milestones; establishes workplan and staffing for the project and arranges for recruitment and equipment of project personnel.
- Supervises engaged project team.
- Manage project resource allocations.
- Manages changes to project scope, cost, schedule, and quality; ensures that all changes are documented and approved.
- Monitors and manages project quality to ensure the deliverables comply with agreed standards.
- Monitors, manages and responds to project risks and issues; recommends and implements solutions.
- Develop monitoring and evaluation reports and studies which will identify very early, slippages and reasons for same.
- Provides oversight of contractors/consultants and outsourcing services to ensure compliance with contract; also evaluates their performance.
- Performs project post implementation activities such as soliciting feedback from stakeholders, preparing reports and archiving information.
- Prepares Cabinet Notes, reports, presentation and other documentation for management on project
- Convenes meeting on project matters with management, project staff, contractors/consultants and other stakeholders.
- Performs related work as may be required.

### KNOWLEDGE, SKILLS AND ABILITIES:

#### KNOWLEDGE:
- Knowledge of project management principles, practices, techniques and procedures.
- Knowledge of principles, practices and techniques of Strategic Management, Project Cycle Management.
- Knowledge of the relevant procedures, rules, regulations and policies of the Central Tenders Board Ordinance.
- Knowledge of the government financial rules, regulations and procedures pertinent to programme/project management especially the Public Sector Investment Programme (PSIP).

#### SKILLS AND ABILITIES:
- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of project management software.
- Skill in programme/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 and to devise effective methods of evaluation.
- Ability to lead and manage small to medium sized projects, including project team.
- Ability to lead the project implementation process and 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 relationship with project stakeholders, associates, other public service employees and the public.

### MINIMUM EXPERIENCE AND TRAINING:
- Minimum of five (5) years’ experience in project management, including a minimum of two (2) years in leading projects.
- Training as evidenced by the possession of a recognised University degree in Project Management, Engineering, Information Technology, Management or the Social Sciences, with courses in Project Management, Financial Management, Project Quality or a related area.
# JOB DESCRIPTION

## CONTRACTUAL POSITION

## JOB TITLE: PROJECT SUPPORT OFFICER

### JOB SUMMARY:

The incumbent is required to assist 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 |

### SUPERVISION GIVEN TO:

| N/A |

### DUTIES AND RESPONSIBILITIES:

- Assists in 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.
- Aids in the coordination and organisation of relevant training and in providing user support to staff.
- Assists in the maintenance of financial records on the utilisation of funds under all projects.
- Assists in the execution of activities for and in monitoring the execution of project work plans.
- Assists in the procurement of goods and services.
- Assists in ensuring that project activities are properly and realistically scheduled, monitored and reported.
- Assists 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.
- 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.

#### SKILLS AND ABILITIES:

- 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.

**MINIMUM EXPERIENCE AND TRAINING:**

- 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.
Government of Trinidad and Tobago

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: SENIOR PROJECT MANAGER

JOB SUMMARY:
The incumbent is required to manage the activities of large scale and complex project(s) in a Ministry/Department; typically, these projects have a large budget and scope and carry significant risks and financial impact. Duties include ensuring that all the goals and objectives of the project(s) are accomplished within the prescribed timelines and budget, developing project plans, budget and schedules; implementing project plans; managing and leading project teams; monitoring and managing project scope, risks and issues; and responding on project activities to management and other stakeholders. Dependent on assignment, the incumbent may be required to perform some or the full range of duties of the position.

REPORTS TO: Programme Manager/Designated Officer

SUPERVISION GIVEN TO: Project Team(s)

DUTIES AND RESPONSIBILITIES:

- Develops and implements project plans/proposals. This includes:
  - Holding meetings with stakeholders to obtain information on business requirements;
  - Determining the scope and deliverables of the project;
  - Identifying the work activities required for successful project completion;
  - Establishing schedules;
  - Preparing budgetary and staffing plans;
  - Identifying and assessing risks and issues.
- Monitors and manages project expenditure to ensure project is completed within budget; applies for release of funds as required; authorises project expenditure in line with budget plan.
- Manages project schedule to ensure timely completion of the project and milestones establishes workplan and staffing for project; arranges for recruitment and assignment of project personnel; supervises assigned project team(s).
- Manages changes to project scope, including costs, schedule, scope and quality; ensures all changes are documented and approved.
- Monitors and manages project quality to ensure the deliverables comply with agreed standards.
- Monitors, manages and responds to project risks and issues; recommends and implements solutions.
- Provides oversight of contractors/consultants and outsourcing services to ensure compliance with contract; also evaluates their performance.
- Performs project post-implementation activities such as soliciting feedback from stakeholders, preparing reports and archiving information.
- Prepares Cabinet Notes, reports, presentations and other documents on project matters for management; reviews status and other reports prepared by project personnel.
- Convenes meetings on project matters with management, project staff, contractors/consultants and other stakeholders.
- Performs related work as may be required.

### KNOWLEDGE, SKILLS AND ABILITIES:

#### KNOWLEDGE:
- Considerable knowledge of project management principles, practices, techniques and procedures.
- Considerable knowledge of principles, practices and techniques of Strategic Management, Project Cycle Management.
- Considerable knowledge of relevant government financial rules, regulations and procedures.
- Considerable knowledge of relevant procedures, rules, regulations and policies of the Central Tenders Board Ordinance.
- Knowledge of public sector management principles, practices and procedures.
- Knowledge of Civil Service HRM rules, regulations and procedures.
- Knowledge of the operations of nationally funded programmes, for example, the Public Sector Investment Programme, Infrastructure Development Fund.
- Knowledge of the operations of internationally funded projects.

#### SKILLS AND ABILITIES:
- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of project management software.
- Skill in programme/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 and to devise effective methods of evaluation.
- Ability to lead and manage small to medium sized projects, including project team within and external to the ministry.
- Ability to lead the project implementation process and 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 relationship with project stakeholders, associates, other public service employees and the public.

### MINIMUM EXPERIENCE AND TRAINING:
- Minimum of eight (8) years’ experience in project management, including a minimum of three (3) years in leading projects.
- Training as evidenced by:
  - A Masters’ degree in Project Management from a recognised institution.
  - A Masters’ degree in Engineering, Information Technology, Management or the Social Sciences together with professional qualifications such as the Project Management Professional (PMP) certification, PRINCE2 etc.