



Government of the Republic of Trinidad and Tobago
Ministry of Trade and Industry

Job Description

PROJECT SUPPORT OFFICER

JOB SUMMARY

The incumbent is expected to provide support in the planning, execution, monitoring and control of projects in the Ministry of Trade and Industry. Duties include tracking project progress; assisting in budget preparation; monitoring work plan execution; preparing project related reports and coordinating project meetings

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 meeting, 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 of staff.
- Provides assistance in the maintenance of financial records on the utilization 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.
- 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

- In-depth knowledge of Microsoft Office Suite applications.
- Knowledge of project management.
- Must be result oriented and self-motivated.
- Must possess good oral, writing, analytical skills.
- Must be a team player.
- Must be dynamic.
- Must possess proficiency in the use of computers.
- Must possess good organizational skills.
- Must possess excellent communication skills.

MINIMUM EXPERIENCE AND TRAINING

- A First degree in Project Management, Economics, Business, International Relations or any appropriate related discipline. A Master's Degree will be an asset.
- Project Management Professional Certification.
- Two (2) years' experience in a Project Management environment.
- Familiarity with the operations of a public sector organization or any such relevant experience will be an asset.