



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF TRADE AND INDUSTRY

Career Opportunity

PROJECT OFFICER

JOB SUMMARY

The incumbent is expected to assist the Programme Coordinator in the preparation of project proposals and documents and in the implementation of the work programme of the Trade Implementation Unit of the Ministry of Trade and Industry.

DUTIES AND RESPONSIBILITIES

- Assist in the planning and development of project proposals for activities identified for development cooperation under negotiated trade agreements and in the National Aid for Trade Strategy for mobilization of funding.
- Reviews and advises on project proposals submitted to the TIU by other Ministries, State Agencies and private sector.
- Ensures enhancement of partnership with relevant government counterparts aiming at identification of new interventions relating to developmental, technical assistance, other capacity building needs and potential funding opportunities.
- Monitors and evaluates the progress of projects (National and Regional) on a continuous basis to ensure compliance and goal attainment.
- Monitors, evaluates and reports on the impact of the projects under the National Aid for Trade Strategy.
- Gathers and maintains statistical and other information on the projects to guide reporting.
- Develops and continuously updates a matrix of existing national trade projects.
- Ensures projects are implemented based on best practice project management standards.
- Provides general project administration support.
- Interfaces with the various actors in the public sector, quasipublic agencies, the business community and non-governmental organizations to identify their developmental, technical assistance and other capacity building needs.
- Undertakes research for the purpose of preparing internal briefs and national positions for input into external Briefs.
- Undertakes Pre and Post Activities for hosting of Meetings and Workshops.
- Undertakes any other related duties.

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.

Submit your Curriculum Vitae to:
The Permanent Secretary, Ministry of Trade and Industry
Level 11, Nicholas Tower, 63-65 Independence Square, Port-of-Spain
Attention: Senior Human Resource Officer

Deadline for receipt of applications:

Monday 1st April 2019, midnight