

## Job Description and Specification

JOB TITLE:	Project Coordinator
JOB GRADE:	GMG/SEG 2
POST #:	63604-5 (2 posts)
DIVISION:	Energy Division (Project Implementation Branch)
REPORTS TO:	Director, Project Management
MANAGES:	N/A

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Branch

\_\_\_\_\_  
Date

## **JOB PURPOSE**

Liaise with internal and external parties to organize the various components needed to initiate, run and conclude major projects. Duties include coordinating schedules and activities, and tracking progress and results.

## **KEY OUTPUTS**

- Coordination of programmes
- Project databases/reports/briefs
- Project information, documentation and updates for planning/driving implementation and reporting
- Meeting agendas, minutes and notes
- Research

## **KEY RESPONSIBILITY AREAS**

### **Management/Administrative**

- Assists in the establishment of project management systems that support compliance with contractual obligations, recording and reporting responsibilities and effective delivery of projects;
- Maintains client relationships including liaison, negotiation and communication with key stakeholders;
- Provides a high level of professional customer service to clients and key stakeholders;
- Coordinates programs to support timely provision of project milestones and tasks;
- Assists in the establishment of processes and procedures in support of project management and other core activities of the ministry;
- Assists in the identification of potential gaps and/or obstacles that may compromise the success of projects, trouble shooting, and presenting appropriate strategies to overcome barriers with a view to improving overall project effectiveness and outcomes;
- Prepares key documents and written reports on behalf of the ministry and/or project activities;
- Researches and sources a range of information, as required, relevant to the conduct of the Ministry's and/or project activities;
- Obtains and provides information required by implementing entities to help them analyse the feasibility of initiatives and projects.
- Develops (or guide the development of) and maintains information management systems related to the development and implementation of a monitoring and evaluation system for initiatives/projects to ensure

- common measurement against national development objectives and targets.
- Provides the following services to the Project Management Unit and the Energy Division:
    - Supports in the definition, design and implementation of priority initiatives and projects.
    - Tracks and reports functions related to the monitoring and evaluation of the initiatives with overall national objectives as well as those of the PMU and the ministry.
    - Supports the preparation (documentation and reports) for monthly meetings and annual summits/workshops/retreats of the PMU as required.
  - Prepares and provides regular initiative/project updates (on status/impact/issues) to the director and relevant stakeholders.
  - Obtains information, facilitates consultations and assists the Director and other resource/technical team members to undertake the strategic review and alignment of the strategic initiatives/projects under the purview of the ministry;
  - Assist as required, with the elaboration and refinement of project implementation plans for the Ministry's strategic initiatives/projects based on directives received;
  - Provides content for periodic reports to stakeholders.
  - Performs tasks required to ensure the adequate tracking of the execution of initiatives/projects in accordance with the monitoring and evaluation plan, such as obtaining performance metrics.
  - Develops and distributes report and tracking templates and follow-up with MDAs as required.
  - Organizes and provides all necessary administrative and technical support to PFT council and working team meetings – including liaising with chairpersons; preparing meeting agendas; confirming attendance; preparing and circulating relevant documentation; recording and distributing minutes and action items; and follow-up on implementation.
  - Provides necessary technical support to the Director– including follow-up on action items and their implementation; preparing and circulating relevant documentation.

### **Technical**

- Obtains and collates project information to facilitate the assessment of strategic alliance of priority initiatives and special projects derived from the OLADE, IDB, World Bank and other international funding agencies;
- Provides support to implementing entities in the definition, design and implementation of national initiatives and projects.
- Conducts detailed analyses of data collected and present findings;
- Develops detailed plan of action, in collaboration with the relevant parties including targets and deadlines

- Carry out technical research and develop project briefs and reports as required.

**Other**

- Perform other related functions assigned from time to time.

**PERFORMANCE STANDARDS**

- Key deliverables are produced within agreed time frames to required standards.
- Confidentiality, integrity and professionalism are exercised in the execution of duties and personal contact.
- Adequate controls and tracking systems are implemented.
- Follow up mechanism is implemented according to established guidelines.

**INTERNAL AND EXTERNAL CONTACTS**

<i>Internal</i>	<i>Nature of Relationship</i>
Principal Director	Directives, Professional advice, Information sharing
Director, Project Management	
All staff members	Advice ,sharing information and addressing concerns
<i>External</i>	<i>Nature of Relationship</i>
Agency/Department Heads, Responsible Officers	Professional advice, guidance, information sharing

**REQUIRED COMPETENCIES**

***The Performance Management and Appraisal System: Guideline System and Reference Manual – Competency Framework informed the following with grade ‘1’ being the lowest and ‘3’ or ‘4’ the highest***

<b>Core</b>	<b>Level</b>	<b>Functional</b>	<b>Level</b>
Oral communication	3	Initiative	3
Written communication	3	Use of technology (relevant computer applications such as Microsoft PowerPoint, Microsoft	1

		Publisher, Microsoft Word, Microsoft Access, Microsoft Project, Microsoft Excel and Microsoft AutoCAD )	
Customer and quality focus	3	Problem solving and decision making	3
Team work and cooperation	3	Goal/result oriented	3
Interpersonal skills	3	Planning and organizing	2
Compliance	3	Methodical	3
Integrity	4	Analytical thinking	3
Change management	1	Managing external relationships	3
		<ul style="list-style-type: none"> <li>• Knowledge of Staff Orders for the Public Service and Public Service Regulations</li> <li>• Excellent knowledge of Public Sector Procurement Policy and Procedures and Financial Administration and Audit Act</li> <li>• Basic knowledge of government administrative systems and operations management.</li> <li>• Report Writing, public speaking and presentation skills</li> <li>• Research and analytical skills</li> </ul>	

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- BSc. Business Administration, Public Administration or related field from an accredited tertiary institution; plus
- Certification/Training in Project Management;
- Two (2) years' experience working in a project management environment.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Maybe required to work beyond normal working hours

**AUTHORITY**

N/A