

MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT

FACILITIES TECHNICIAN

JOB SUMMARY

The incumbent is responsible for assisting the Facilities Manager in the repairs and maintenance of all facilities under the Manager's jurisdiction.

REPORTING RELATIONSHIP: Reports to Facilities Manager

SUPERVISION GIVEN: N/A

DUTIES AND RESPONSIBILITIES

- Assists with maintaining building security and immediately responds to building emergencies on a 24-hour basis.
- Assists the Facilities Manager in preparing the annual maintenance budget.
- Monitors and replaces light bulbs in all assigned facilities, as needed.
- Makes minor plumbing repairs, as necessary.
- Coordinates and assists with departmental and employee moves.
- Performs basic electrical work and determines when an electrician is required.
- Dismantles and installs furniture.
- Transports goods or equipment as assigned.
- Performs other maintenance duties as assigned by the Facilities Manager.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Must have basic knowledge of how things work (facility-related).

Skills and Abilities:

- Must be able to effectively communicate (oral and written) with all employees, contractors and vendors.

- Understand and follow oral and written instructions.
- Ability to prioritize and manage multi-functional tasks.
- Ability to work effectively under pressure, and against strict time constraints.
- Must be able to travel to various work-site locations on demand.

- Self-starter and team player.
- Must be organized and provide deliverables in support of project plans.

MINIMUM EXPERIENCE AND TRAINING

- Associate degree in project management, work experience related to project management, facilities and/or maintenance.

Ref #: B03/PM (R)



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 for small to medium-sized projects. 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 work plan and staffing for the project and arranges for recruitment and equipment of project personnel.
- Supervises project team.
- Manages 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.

- Develops monitoring and evaluation reports and studies which will identify very early, slippages and reasons for same.
- Oversees 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 matters; reviews status and other reports prepared by project personnel.
- 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:	<ul style="list-style-type: none"> ▪ 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:	<ul style="list-style-type: none"> ▪ 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.

Ref #: BO 4/PM (R)



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.
- 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.
Skills and Abilities:	<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.
Minimum Experience and Training:	
<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. 	

MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT

SITE/LAND MANAGER

PROJECT MANAGEMENT UNIT

JOB DESCRIPTION

REPORTING RELATIONSHIP: **TECHNICAL DIRECTOR**

JOB SUMMARY

The Site/Land Manager will be required to ensure the timely regularization of title to all lands being used for the programme, including lands to be acquired, lands already in use for community centres and lands in dispute.

DUTIES AND RESPONSIBILITIES

- Supervises the work of a Technical Team of Field, data processing and IT Technologies in the survey of Project sites and the preparation and delivery of Site Cadastral Survey Drawings
- Establishes and maintains contact with private landowners (and/or their land surveyors) of lands contiguous with existing community centre sites
- Interfaces with the technical team members and the Community Development Officers in identifying sites, site land availability and site land requirements
- Initiates and attends site meetings with representatives of the Town and Country Planning Division
- Prepares preliminaries, budgets estimates for land acquisition where necessary

- Establishes and maintains contact with the Land Valuation Division for the purpose of establishing budgets and initiating the process of land acquisition where necessary
- Initiates and attends meetings with representatives of the State Valuation Division
- Establishes and maintains contact with private landowners (and/or their land surveyors) of lands contiguous with existing community centre sites
- Establishes and maintains contact with state landholders of lands contiguous with or close to existing and/or new proposed community centre sites
- Initiates and attends site meetings with representatives of the Town and Country Planning Division
- Prepares and finalizes drafts of correspondence to state agencies, private and individuals, ministries, NGO's on all matters relating to land acquisition and sites regularization
- Participates in discussions and in meetings of the project team on matters relating to the respective project sites and the schedules for regularization
- Prepares programmes and schedules for the specific activities of the position
- Maintains and submits regularly to the Technical Director, a daily project report of activities, personnel employed, stakeholders met, and sites visited
- Prepares monthly and quarterly summary reports
- Makes recommendations for problem sites where land availability is difficult
- Makes recommendations for the acquisition of specialist tools, software and equipment as necessary of the discharge of the responsibilities of this position
- Discharges related responsibilities as may be required
- Ensures the delivery of regularized sites for the timely implementation of the community centres programme

KNOWLEDGE, SKILLS AND ABILITY

- Substantial and intensive knowledge of the process of land acquisition, the Land Acquisition Ordinance and of Land Law in Trinidad and Tobago
- Must be familiar with survey computer software for data entry and plotting of results
- Must be a member of the Institute of Surveyors of Trinidad and Tobago and registered as a Licensed land Surveyor therewith

MINIMUM EXPERIENCE AND TRAINING

- Must be academically and professionally qualified in the field of Land Surveying with a Bachelor of Science Degree in Land Surveying from a recognized university
- A minimum of ten (10) years' experience in Land Surveying, Land Valuation and Land Acquisition in both state and private sectors