

PROJECT PLANNING AND IMPLEMENTATION OFFICER

JOB SUMMARY

The Project Planning and Implementation Officer is responsible for planning and coordinating programmes and projects. Functions also include preparing progress reports and budget reports under the development programme and conducting evaluation of the performance of consultants and contractors.

KEY RESPONSIBILITIES AND DUTIES

- Plan and coordinate programmes and projects in accordance with the Ministry's policies.
- Prepare terms of reference for consultants.
- Prepare and update implementation plans/programmes for projects.
- Evaluate the viability of projects to ensure that user requirements are met.
- Liaise with key personnel of the Ministry in developing programmes and projects such as the Public Sector Investment Programme.
- Prepare progress reports and budgets reports.
- Evaluate the performance of consultants, contractors and members of project team.
- Perform other related duties as required.

QUALIFICATIONS AND EXPERIENCE

- A Bachelor of Science degree in a Social Science, preferably with Policy Development, Research, Evaluation, Project Management or Public Sector Management.
- A minimum of two (2) years' work experience in project planning and evaluation

