

IDB59-648/05

Country: TRINIDAD AND TOBAGO

Project: SECONDARY EDUCATION MODERNIZATION PROGRAMME

Sector: Education / consultant

Abstract: PROJECT MANAGER, FINANCE AND ADMINISTRATION SUPPORT SERVICES FOR A PERIOD OF TWO YEARS

Loan No. 1180/OC-TT

The Ministry of Education (MOE) is inviting applications from suitably qualified nationals of Inter-American Development Bank (IDB) Member countries to fill the following position (on contract):

--Project Manager, Finance and Administration Support Services for a Period of Two Years

Job Summary:

Required to professionally manage and direct the activities of the Finance and Administration Support Services (FASS) Unit of the SEMPCU in the accomplishment of the Unit's goals and objectives in congruence with the Programme's implementation priorities and strategies.

Key Duties and Responsibilities:

- Under the leadership of the Programme Consultant, the Project Manager shall develop a very clear idea of what constitutes the successful conclusion of FASS components and subcomponents, and work towards that end.
- Work closely with SEMPCU managers to provide timely and effective support in the finance and administrative areas, which include overall SEMPCU procurement, facilities and transport management, as well as personnel administration.
- Work closely with SEMPCU Managers and Senior MOE Officers to successfully execute work plans for FASS activities.
- Provide timely inputs in defining and strengthening policies and procedures on SEMPCU and FASS-related work.
- Supervise and coordinate the work of the FASS Project staff.
- Prepare studies relating to capital and operating costs, in order to determine the appropriate size of Projects.
- Prepare Financial and Economic analyses of Programme, and Programme components for Programme development and Programme/ FASS decision- making.
- Effectively manage the systems and work processes/procedures of the FASS Unit.
- Monitor, track, control, and report on SEMP's budgets. Consult with the Programme Consultant on matters relating to budget, cost justification, and cost approval.

Qualifications and Experience:

- A university/college degree (preferably post-graduate) in Business Administration, Public Administration, Economics, Industrial Engineering, or similar degree, from an accredited institution
- Considerable experience as an Administrator or Manager/Supervisor in the Service Sector and/or Public Sector, with a working knowledge of finance and administrative areas that also include the functions of: procurement, facilities and transport management, and personnel administration.
- Experience in Industrial Relations, preferably in a public sector environment.
- A working knowledge of Accounting and Economic and Financial analysis.

Possession of any of the following shall be considered a valuable asset:

- Professional or postgraduate Certification in Accounting
- Professional or postgraduate Certification in Project Management
- Professional or postgraduate Certification in HR Management
- Experience working in internationally funded projects (preferably IDB funded)

CVs would be evaluated based on the following criteria:

- Qualifications (35 pts)
- General Experience (35 pts)
- Experience in similar projects (20 pts)
- Proficiency in English (10 pts)

Total: 100 pts

Unsuitable applications would not be acknowledged. Queries may be forwarded to the Director of Human Resources, Ministry of Education.

Deadline: 31 March 2005

Suitably qualified persons are asked to submit their applications with resumes to:

The Permanent Secretary
Attn: Director of Human Resources, Human Resource Planning and Consulting Services
Ministry of Education
18 Alexandra St. & St. Clair
Trinidad and Tobago
Tel: (1-868) 622-2815 Ext. 218
Fax: (1-868) 628-2089