

IDB60-648/05

Country: TRINIDAD AND TOBAGO

Project: SECONDARY EDUCATION MODERNIZATION PROGRAMME

Sector: Education / consultant

Abstract: PROJECT MANAGER, INSTITUTIONAL STRENGTHENING 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 Member Countries to fill the following position (on contract):

--Project Manager, Institutional Strengthening for a Period of Two Years

Job Summary:

Required to professionally manage and direct the activities of the Institutional Strengthening 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 the project and its subcomponents, and work towards that end.
- Work closely with MOE's senior staff to successfully execute work plans for IS activities.
- Supervise and coordinate the work of the IS Project staff, and local or international experts/consultants working for the Project.
- Implement, operate and maintain, effective systems and procedures for monitoring, tracking, analyzing & controlling the work and work packages of the IS Project.
- Monitor, track and control, and report on SEMP's IS Consultancy budgets.

Qualifications and Experience:

- A university / college post-graduate degree in Institutional Strengthening, Organizational Development, Organization Management, Industrial Psychology, or a similar degree, from an accredited institution.
- At least five years of experience in a similar management position, with knowledge and experiences in the areas of planning, work organization, scheduling, controlling, supervision, reporting, and personnel management.
- Over ten years of postgraduate experience in the field of Institutional Strengthening with responsibility for the assessment, design, and implementation of Policy Frameworks, Organizational Restructuring and/or Performance-Based Management Interventions, designed to achieve strategic Organizational Objectives.

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

- Professional or post-graduate Certification in Project Management.
- Professional or post-graduate Certification in General or Public Sector Management, Leadership, Change Management, HR Management, HR Development.
- 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

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