

PROJECT OFFICER

PROJECT MANAGEMENT UNIT

JOB DESCRIPTION

JOB SUMMARY

A project officer's main duty is to monitor the progress on a project. The incumbent will be required to evaluate the issues relating to the projects and programmes, communicate with the Technical Director and other staff, using experience to deal with the project at hand.

DUTIES AND RESPONSIBILITIES

- Assist in writing and presenting reports, working papers, proposals, and related documents associated with the development, management, documentation and evaluation of services and programs
- Participate in the analysis of key outcomes of data collection.
- Carry out project work and research as directed by the Technical and Deputy Technical Director
- Monitor and evaluate project management of specific projects as directed.
- Establish and foster communication channels with internal stakeholders. Monitor and coordinate project resources
- Research and prepare reports and submissions
- Monitor all aspects for clear goals, objectives and timelines with measurable results
- Liaise with organizational management
- Ensure priorities and objectives are met

- Provide timely information to the Technical Director in order to produce an identifiable end result for the programmes development
- Ensure satisfactory liaison with stakeholders at the project level
- Other duties as required

KNOWLEDGE, SKILLS AND ABILITIES

- Proven ability to work within a team and independently
- Demonstrated understanding of ethical considerations of research
- High level of interpersonal skills, and ability to relate effectively to people with a broad range of educational backgrounds and life experiences
- Demonstrate excellent written and verbal communication skills
- Demonstrate competency with a broad range of relevant computer software programs including word-processing, spreadsheet, database and statistical packages
- Strong research analytical skills
- Ability to meet strict deadlines
- Knowledge / understanding of formal project management methodologies
- Ability to work unsupervised and be proactive
- Good interpersonal skills
- Good organisational skills
- Be a positive, enthusiastic and motivated team member
- Be able to problem solve
- Ability to determine priorities and work to tight deadlines
- Work independently and be self-directed within the position outlined
- Previous experience in similar roles
- Understanding of the concept of evidence-based research
- Knowledge of Occupational Health & Safety principles
- Analyzing and synthesizing information from a range of sources
- Project coordination

MINIMUM EXPERIENCE AND TRAINING

- A first degree from a recognised institution preferably in the Social Sciences discipline as well as training in Project Management
- At least five (5) years working experience in a similar environment and policy development
- Must be computer literate