

POSITION DESCRIPTION
TECHNICAL DIRECTOR
PROJECT MANAGEMENT UNIT
MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT

Duties/Assignments/Projects (Job Description)	Standards of Performance	Standards Met Yes/No
1. Plans, organizes, directs and co-ordinates the work of staff engaged in the provision of project and facilities management services in the Ministry	Ensures that work produced by staff is in accordance with the relevant guidelines and is submitted within the given time frames.	
2. Defines project scopes, goals and deliverables with respect to PSIP initiatives to be implemented	Submission of weekly status reports and other reports which may be required in the required time frame (eg. Draft Estimates)	
3. Plans, directs and coordinates activities of designated projects to ensure that their goals and objectives are accomplished within a prescribed time frame and budgetary allocations	Reviewing of Scope of works for respective projects before final submission to the Permanent Secretary and ensuring compliance with relevant guidelines. Information must be accurate.	
4. Communicates project plans to Project Officers and stakeholders in a timely and clear fashion	Reviewing of RFP's and Terms of Reference prior to submission to the Permanent Secretary in keeping within the required time frame. Information must be accurate and in keeping with relevant guidelines.	
5. Monitors the many facets of the construction, refurbishment and modernization of the community centres/facilities executed by contractors to ensure compliance with the regulatory bodies /agencies	Advising on the selection and engagement of contractors. Advice must be sound and adequately researched, and in keeping within the relevant guidelines.	

6. Plans and tracks project milestones and deliverables and submit reports to the Permanent Secretary on a monthly basis	Conducting regular site visits to monitor progress of the projects during the construction phases and report as required.	
7. Reviews status reports submitted by contractors for compliance, as required and submits in a timely manner to the Permanent Secretary	Attendance at Meetings (Heads of Division, UDeCOTT, Departmental...). The review must be conducted on a timely basis and relevant information submitted to the Permanent Secretary	
8. Manages changes in project scope and identify potential crisis and devise contingency plans	Approval must be sought on a timely basis as the need for changes arise.	
9. Manages and ensure compliance with Public Sector procurement procedures and processes in the implementation of all projects	In accordance with the public sector procurement guidelines, and on a timely basis.	
10. Drafts and submits Budget Proposals and Overseas implementation to ensure financial accountability	In accordance with the submission dates and guidelines set by the call circular and also in keeping with internal deadlines set by the Permanent Secretary.	
11. Conducts Project postmortems and submit a recommendation report in order to identify successful and unsuccessful project elements	Information must be accurate and submitted on a timely basis.	
12. Oversees quality control throughout cycle of all projects undertaken	Reports are to be generated and submitted on a timely basis.	
13. Assist in the preparation of the Ministry's submission for proposed expenditure under the Government's Development Programme.	Coordinate the preparation of the submission and submits same on a a timely basis. Information must be accurate.	

