

MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT

PROGRAMME COORDINATOR

PLANNING AND IMPLEMENTATION UNIT

JOB DESCRIPTION

REPORTING RELATIONSHIP: **DIRECTOR, PLANNING AND
IMPLEMENTATION UNIT**

JOB SUMMARY

To coordinate the activities with a view to maximising their effectiveness, of the various social programmes/ projects of the Ministry.

DUTIES AND RESPONSIBILITIES

- Performs programme and project administration and management functions for the social programmes of the Ministry
- Tracks programme and project performance and coordinates performance reports to ensure consistency of reporting
- Coordinates all training activities to ensure synergies are realized as well as benefits from economies of scale
- Maintains oversight of the budgeting process for the programmes and the management of the budgets and expenditures
- Coordinates the communication functions for all programmes in consultation with the Manager, Communications at Head Office
- Visit all Transformation and Development Centres (TDC'S)
- Attend periodic meetings with the Director Planning Implementation Unit
- Attend monthly meetings as Ministry's representative on inters ministerial Committees

KNOWLEDGE, SKILLS AND ABILITIES

- Leadership and organizational skills
- Planning and coordinating skills
- Knowledge of and skills in adult education programming including needs assessment, development and evaluation
- Ability to communicate effectively through written, oral and electronic methods
- Ability to work professionally and effectively as a team member
- Ability to work with individuals and community organizations on programme development and promotion
- Ability and willingness to initiate and complete projects independently
- Ability to work with and through others, delegating responsibilities and leading others to accomplish goals and objectives
- Ability and willingness to work a varied schedule as necessary
- Ability to present customized training solutions persuasively
- Ability to establish strong and effective organizational relations
- Knowledge of skills in budgeting and financial management
- Possess an attitude that fosters a respectful, non-threatening workplace environment

MINIMUM EXPERIENCE & TRAINING

- Training as evidenced by a degree in one of the Social Sciences from a recognized institution
- At least five (5) years' experience in a managerial position