

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: PROJECT ADMINISTRATOR

JOB SUMMARY: Project Administrator will be responsible for the Finance and Accounts, Procurement and Administrative functions for this programme. This will involve but not limited to developing and maintaining all relevant policies, procedures and systems to meet the financial, administrative and procurement requirements for this programme; and ensuring that resources are secured. Also, the Project Administrator will work closely with the Ministry of Works and Transport's Finance and Accounts Unit, Procurement Unit and Drainage Division's Sub Accounts Unit as well as the PEU's Senior Legal Officer in the administration of their duties. Additionally, The Project Administrator will assume the responsibility for the PEU in the absence of the Drainage Programme Manager.

REPORTS TO:	Drainage Programme Manager PEU
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SUPERVISION GIVEN TO	Finance & Accounts, Procurement and Support Staff
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DUTIES AND RESPONSIBILITIES:

- Develops and maintains accounting, procurement, contract administration and administrative policies, procedures and systems in alignment with the regulatory framework of the Public Sector
- Planning, organizing and coordinating the operations of the accounting, procurement, contract administration and administrative functions of the Programme
- Reviews expenditure of contracts and makes recommendations for cost effectiveness
- Ensures that statutory obligations are met with respect to this Programme
- Supervises the accounting, procurement and support staff
- Reviews budgetary proposals to ensure adherence to legislative and reporting requirements;
- Provides support and advice to the accounting, procurement and administrative staff
- Representing the Drainage Programme Manager, PEU at meetings, conferences and seminars in respect of financial, procurement and contract administration matters
- Performs the role of the Drainage Programme Manager in his/her absence
- Performs any other related duties

KNOWLEDGE, SKILLS AND ABILITIES

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| KNOWLEDGE: | <ul style="list-style-type: none">• Sound knowledge in Project Management, Finance and Accounts, Procurement and Administrative procedures;• An understanding of IFRS;• Knowledge of safety and health regulations. |
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SKILLS AND ABILITIES :

- Ability to work independently
- Possesses analytical skills;
- Good interpersonal and communication skills.

MINIMUM EXPERIENCE AND TRAINING:

- A Bachelor's degree in Management, or a related field;
 - A Master's degree in Finance or Business Administration (MBA); OR
 - Certification in project management or related field would be considered an asset;
 - 10 years' experience in program administration, or related experience;
 - Proficient in use of accounting software and data entry;
- OR**
- Any equivalent combination of experience and training.