

LEARNING AND DEVELOPMENT OPPORTUNITY



INTERNAL REASSIGNMENT NOTICE Project Coordinator LevelUp

Opening Date:	7 th September, 2021
Closing Date:	21 st September, 2021
Location:	Road Town, Tortola
Ministry/Department:	Ministry of Finance
Job Classification:	Administrative
Assignment Duration:	Full time; 6 Months Assignment

Are you seeking an opportunity to:

- ✓ temporarily work in a different area and environment,
- ✓ grow your knowledge and experience,
- ✓ develop new skills,
- ✓ work with a dynamic team on some transformative and new initiatives?

RESPONSIBILITIES

1. Provide guidance to other departments in the development and preparation of project concepts and documents to ensure compliance with the required standards.
2. Review, advice and monitor the progress of projects during the implementation and report on variations to schedules, budget or quality standards to ensure successful project planning and progress.
3. Maintain project portfolios in the Project Management Information System to ensure that up to date information is available when required.
4. Manage projects as assigned including the issuance of payments certificates, development and implementation of risk management strategies, and quality assurance and control.
5. Perform any other duties as required by the supervisor or senior officer in order to contribute to the effectiveness and efficiency of the department.

SKILLS AND COMPETENCIES

- Bachelor's degree in Engineering, Computer Science, Finance, Economics, or related field
- Three (3) years working experience in a related area
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of applicable policies, regulations and laws
- Sound knowledge of project management principles
- Sound knowledge of the use of standard office equipment and computer applications
- Sound analytical and decision-making skills
- Sound interpersonal and organisational skills
- Sound oral and written communication skills
- Ability to work well under pressure

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Fieldwork

HOW TO APPLY:

Please complete the **Job Rotation Application** and provide an up to date **resume**. All application packets must be submitted to the Department of Human Resources provided below by the closing date.

Director of Human Resources

Department of Human Resources

Simms Building, 2nd Floor

Road Town, Tortola VG 1110 British Virgin Islands Or by email: hrgbvi@gov.vg