

PERSONNEL DEPARTMENT CIRCULAR NO. 1 OF 2019

FROM: Chief Personnel Officer

TO: Permanent Secretaries, Heads of Departments,
Chief Administrator, Tobago House of Assembly
and Heads of Statutory Authorities subject to the
Statutory Authorities Act, Chapter 24:01

DATE: November 29, 2019.

Subject: **Changes in administrative arrangements in respect of contract employment in the Public Service (Facilities Management, Project Management and Monitoring and Evaluation)**

You would recall that in the Personnel Department Circular Memorandum dated January 18, 2013, on the subject “ Changes in administrative arrangements in respect of contract employment in the Public Service”, I had indicated at paragraph 17, (see attached) that the standardization of job descriptions and job designations in respect of the more common positions in the Clerical/Secretarial, Manipulative, Human Resource, Communications and Legal streams represented the first phase of the exercise to implement new procedures for the administration of contract employment. I had also indicated that standardized job descriptions, job designations and applicable salaries and other terms and conditions of employment would be prepared, on a phased basis, in respect of other job categories/contract positions. It is of note that the undermentioned Circulars were issued:

- Circular No. 1 of 2015 dated October 16, 2015- the Information and Communications Technology (ICT) category,
- Circular No. 3 of 2017 dated August 16, 2017 - Central Legal category
- Circular No 3 of 2018 dated April 30, 2018 - Procurement category

2. In this regard, I now wish to inform you that following a review, the positions listed hereunder, that fall under the Facilities Management, Project Management and Monitoring and Evaluation job categories, have been standardized and relevant salaries and other terms and conditions have been established:-

Facilities Management

- i. Facilities Manager
- ii. Senior Facilities Officer
- iii. Facilities Officer
- iv. Facilities Technician

Project Management

- i. Programme Manager
- ii. Senior Project Manager
- iii. Project Manager
- iv. Project Support Officer

Monitoring & Evaluation

- i. Programme Director, M&E (C)
- ii. Programme Coordinator M&E (C)
- iii. Senior Monitoring & Evaluation Specialist (C)
- iv. Monitoring & Evaluation Specialist (C)
- v. Director, Monitoring & Evaluation
- vi. Monitoring & Evaluation Coordinator
- vii. Monitoring & Evaluation Officer

3. As a consequence, where the approval of Cabinet is obtained for employment, on contract, in the Facilities Management, Project Management and Monitoring & Evaluation job categories and persons are employed on or after **December 1, 2019** in any of the positions named at paragraph 2, the following new procedures shall apply:

- i. the use of the approved standardized Job Descriptions at **Appendix I**, which outline the approved job titles, duties and responsibilities and the knowledge, skills and abilities required; and
- ii. the application of the salaries and other terms and conditions at **Appendix II (A)** and **(B)** which have been approved for the various positions, to all persons employed, on contract, in the positions identified in the standardized Job Descriptions.

With the establishment of salaries and other terms and conditions of employment applicable to standardized Facilities Management, Project Management and Monitoring and Evaluation positions, as set out in **Appendix II**, terms and conditions of employment of persons engaged on contract in such positions will not be subject to negotiation with the Chief Personnel Officer (CPO). **Consequently, in advertising any of the positions listed in Appendix I, no undertaking is to be given for terms and conditions of employment to be negotiated.**

4. The approved salaries and other terms and conditions set out in **Appendix II** apply only to persons on contract, **on or after December 1, 2019**, who satisfy **all** the requirements set out in the relevant Job Descriptions, that is, individuals must possess the specified minimum experience and training as well as the stated knowledge, skills and abilities. It is the responsibility of each organization to ensure that only qualified persons are selected for the positions and the approved salary and other terms and conditions of employment are utilized in this regard.

5. In the event that, immediately on completion of his/her current contract, an individual is employed in the same or similar position in the job categories mentioned at paragraph 2, and under

his/her previous contract, he/she **was in receipt of a salary approved by the Chief Personnel Officer** which is higher than that payable under the terms of this Circular, that individual shall retain the higher salary as personal to him/her for the duration of his/her contract. Should the salary of the contract position overtake his/her personal salary at any time during the period of his/her employment on contract, he/she shall be paid the salary applicable to the position.

6. You are reminded that Ministries/Departments (including the Tobago House of Assembly [THA] and Statutory Authorities, subject to the Statutory Authorities Act, Chapter 24:01) are required to continue to seek the prior approval of Cabinet for the employment, on contract, of all categories of personnel, in accordance with established procedures.

7. Further, Ministries/Departments (including the THA and Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01) are reminded that they are responsible for the preparation and execution of contracts of employment of persons employed in their respective organizations. Samples of the relevant Contracts and Schedules to be utilized are attached to Personnel Department Circular Memorandum dated January 18, 2013 referred to at paragraph 1. Kindly note carefully the differences between the various samples and ensure that the appropriate one is utilized in dealing with the particular case involved. Further, I wish to emphasize that no amendments are to be made to these sample Contracts and Schedules. Rather, Ministries/Departments (including the THA) and Statutory Authorities are required only to insert the **relevant approved** salary, allowances/facilities and vacation leave eligibility applicable to specific individuals. Similarly, no amendments are to be made either to the standardized Job Descriptions at **Appendix I** or to the salaries and other terms and conditions approved for the positions as reflected in **Appendix II**.

8. You are also reminded that where a **contract is of less than one (1) year's duration, no provision for vacation leave or gratuity is to be included**. Further, that where public officers have been granted leave of absence without pay on the grounds of Public Policy to take up employment, on contract, they are not eligible for a Gratuity.


9. The Personnel Department is aware that "draft" standardized Job Descriptions had been provided previously by the Public Management Consulting Division (PMCD), Ministry of Public Administration to some Ministries/Departments in determining the relevant positions required by them. The approved standardized Job Descriptions set out at **Appendix I** contain certain revisions and are to be used in the employment of persons in the relevant positions listed at paragraph 2. **The approved job descriptions can be identified by the reference numbers at the top left corner of the documents which contain the letter (R)**, for example, B01/FM (R) and should **not** be amended by Ministries/Departments. Additionally, it should be noted that the letter "**C**" also appears in four (4) job descriptions listed under the Monitoring and Evaluation job category, for example B01/M&E (R)(C). The "**C**" represents those job descriptions that are to be used only in the relevant central agencies responsible for the monitoring and evaluation function such as, the Ministry of Planning and Development and the Office of the Prime Minister.

10. The application of these new procedures by Ministries/Departments and Statutory Authorities, will be monitored by the Personnel Department in order to ensure that the procedures are adhered to; the Permanent Secretaries/Heads of Department, the Chief Administrator, Tobago House of Assembly and Heads of the Statutory Authorities specified in this Circular, are required

to submit to the Department, **in PDF format**, copies of all contracts of employment in the Facilities Management, Project Management and Monitoring & Evaluation job categories executed on or after **December 1, 2019**. These files should be submitted electronically to cpocontracts@gov.tt within one (1) month of the date of execution of the relevant contract.

11. Permanent Secretaries/Heads of Departments, the Chief Administrator, Tobago House of Assembly and Heads of Statutory Authorities are requested to ensure compliance with the terms of this Circular since failure to follow these arrangements could result in undue delays in finalizing the terms and conditions of employment of persons on contract and thus render the new administrative arrangement ineffective.

12. Kindly bring this Circular to the attention of all persons engaged in the administration of contract employment within your organization.


Ms. Angela Sinaswee-Gervais
Chief Personnel Officer

LIST OF APPROVED STANDARDIZED JOB DESCRIPTIONS

CATEGORY	REF.	POSITION TITLE
Facilities Management	B01/FM (R)	Facilities Manager
	B02/FM (R)	Senior Facilities Officer
	B03/FM (R)	Facilities Officer
	B04/FM (R)	Facilities Technician
Project Management	B01/PM(R)	Programme Manager
	B02/PM(R)	Senior Project Manager
	B03/PM(R)	Project Manager
	B04/PM(R)	Project Support Officer
Monitoring & Evaluation	B01/M&E (R)(C)	Programme Director, M&E
	B02/M&E (R)(C)	Programme Coordinator M&E
	B03/M&E (R)(C)	Senior Monitoring & Evaluation Specialist
	B04/M&E (R)(C)	Monitoring & Evaluation Specialist
	B05/M&E (R)	Director, Monitoring & Evaluation
	B06/M&E (R)	Monitoring & Evaluation Coordinator
	B07/M&E (R)	Monitoring & Evaluation Officer

**JOB DESCRIPTIONS FOR APPROVED POSITIONS IN THE
FACILITIES MANAGEMENT (FM),
PROJECT MANAGEMENT AND
MONITORING &
EVALUATION JOB CATEGORY**

Ref #: B01/FM (R)



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: FACILITIES MANAGER

JOB SUMMARY:

The incumbent is required to manage and direct the provision of facilities management services in a large Ministry/Department ensuring regulatory compliance and a safe and functional work environment for employees and clients. Duties include directing and co-ordinating staff performing facilities management work; developing and implementing a preventative maintenance programme, facilities management policies, procedures and guidelines; advising on facilities management matters; making recommendations for implementing facilities upgrades and construction; developing budget proposals; preparing tender documents and supervising contractors providing contracted services related to facilities management.

REPORTS TO:

Permanent Secretary or Designated Officer

SUPERVISION GIVEN TO:

Staff of the Facilities Management Unit

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, directs and co-ordinates the work of staff engaged in the provision of facilities management services in a large Ministry/Department.
- Develops and implements a programme for the ongoing and preventative maintenance and the operations of all building facilities, grounds, equipment and mechanical/electrical systems.
- Directs the development of and manages the implementation of facilities upgrades, remodelling, construction, relocation and other related projects.
- Advises on all matters relating to or adversely affecting the functional integrity of the buildings, equipment and facilities services of the Ministry/Department and recommends remedial measures.
- Makes recommendations regarding building structures, alterations, additions to equipment, fixtures and other such charges as required to maintain optimal décor and function of the facilities.
- Directs and co-ordinates the planning and acquisition of accommodation and the utilisation of space and facilities consistent with the requirements of organisational efficiency.
- Enforces compliance with the Occupational Safety and Health Act (OSHA) and proper systems for the security of all facilities and occupants are in place; also develops health and safety policies, guidelines and procedures.
- Coordinates all projects and provides overall supervision to contractors engaged in performing work related to repair, maintenance and upgrades to buildings, grounds, equipment and other systems.
- Develops and submits budget proposals in respect of the provision of facilities management services for inclusion in draft estimates; also prepare scopes of work and cost estimates for contracted services related to facilities management.

- Directs and oversees the development and preparation of tender documents and contract specifications for facilities management contracted services.
- Performs periodic inspections of all facilities, equipment and systems to ensure optimal functioning.
- Prepares and/or directs the preparation of Cabinet Notes, reports, correspondence and other documents pertinent to facilities management.
- Represents the Ministry/Department on committees, meetings and other fora on facilities management and related matters.
- Performs related duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Extensive knowledge of the principles and techniques of Facilities Management.
- Extensive knowledge of building construction and maintenance work, codes and standards.
- Extensive knowledge of the methods, materials and equipment used in upgrades, preventative maintenance and repair of facilities and equipment.
- Considerable knowledge of the OSHA as it pertains to facilities management.
- Considerable knowledge of project management principles and techniques.
- Considerable knowledge of the principles of space planning and utilisation.
- Considerable knowledge of the procedures involved in budget preparation, work scope development and cost estimation for contracted services and public service procurement.

SKILLS AND ABILITIES:

- Skill in the use of personal computers.
- Proficiency in the use of Microsoft Office and Microsoft Project.
- Ability to use e-government technology platforms.
- Ability to develop and implement a preventative maintenance programme for building, facilities, equipment and systems.
- Ability to plan, direct and coordinate the work of staff performing facilities management duties.
- Ability to prepare budget proposals, scopes of work and cost estimates related to the provision of facilities management services.
- Ability to communicate effectively both orally and in writing; and to prepare comprehensive reports, briefs and other documents on facilities management matters.
- Ability to establish and maintain effective working relationships with associates, other public service employees and members of the public.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of eight (8) years' experience performing facilities management duties, including at least four (4) years at a managerial/supervisory level.
- Training as evidenced by the possession of a Bachelor's Degree in Facilities Management; or Civil/Structural/Mechanical/Electrical Engineering supplemented by certification in Facilities Management.



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: SENIOR FACILITIES OFFICER

JOB SUMMARY:

The incumbent is required to assist in managing the provision of facilities management services in a large Ministry/Department ensuring regulatory compliance and a safe and functional work environment for employees and clients; or manages and supervises the provision of such services in a small/medium Ministry/Department. Duties include supervising staff performing facilities management duties; assisting in or developing and implementing a preventative maintenance programme, facilities management policies, procedures and guidelines; contributing to or providing advice on facilities management matters; assisting in or making recommendations for and implementing facilities upgrades and construction; assisting in or developing budget proposals; preparing tender documents and supervising contractors providing contracted services related to facilities management. Dependent on work assignment, the incumbent will be required to perform the duties relevant to that assignment.

REPORTS TO:

Facilities Manager or Designated Officer

SUPERVISION GIVEN TO:

Facilities Officer ; Facilities Technician

DUTIES AND RESPONSIBILITIES:

- Plans, organizes and supervises the work of staff engaged in the provision of facilities management services in a medium sized Ministry/Department or assists in performing these functions in a large Ministry.
- Develops and implements a programme for the ongoing preventative maintenance and operations of building structures, grounds, equipment and mechanical/electrical systems in a medium sized Ministry/Department or assists in performing these functions in a large Ministry.
- Supervises the development and implementation of facilities upgrades, remodelling, construction, relocation and other related projects.
- Contributes to or provides advice on matters pertinent to or adversely affecting the functional integrity of buildings, equipment and facilities services of the Ministry/Department and recommends remedial measures.
- Makes recommendations regarding building structures, alterations, and additions to equipment, fixtures and other changes as required to maintain optimal décor and functions of a medium sized Ministry/Department's facilities or assists in performing these functions in a large Ministry.
- Supervises and co-ordinates the planning and acquisition of accommodation and the utilisation of space and facilities consistent with the requirements of organisational efficiency.
- Takes actions to ensure that all facilities are in compliance with the Occupational Safety and Health Act (OSHA) and proper systems for security of all facilities and occupants are in place in a medium Ministry/Department or assists in performing these functions in a larger Ministry.
- Supervises and monitors contractors engaged in performing services related to repair, maintenance and upgrade of buildings, grounds, equipment and other systems.
- Develops budget proposals related to the provision of facilities management services for inclusion in draft estimates; also prepares cost estimates and scope of works for contracted services related to facilities management in a medium Ministry/Department or assists in performing these functions in a larger Ministry.

- Supervises the preparation of tender documents and contract specifications for facilities management contracted services.
- Performs periodic inspections of all facilities equipment and systems to ensure optimal functioning.
- Prepares and/or supervises the preparation of Cabinet Notes, reports, correspondence and other documents pertinent to facilities management.
- Represents the Ministry/Department on committees, meeting and other fora.
- Performs other related duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of the principles and techniques of Facilities Management.
- Considerable knowledge of building construction and maintenance work, codes and standards.
- Considerable knowledge of the methods, materials and equipment used in upgrades, preventative maintenance and repair of facilities and equipment.
- Considerable knowledge of Occupational Safety and Health Act as it pertains to facilities management.
- Considerable knowledge of project management principles and techniques.
- Knowledge of the principles of space planning and utilisation.
- Knowledge of the budget preparation, work scope development, cost estimation and public service procurement procedures and techniques.

SKILLS AND ABILITIES:

- Skill in the use of personal computers.
- Proficiency in the use of Microsoft Office and Microsoft Project
- Ability to use e-Government technology platforms.
- Ability to supervise and co-ordinate the work of staff performing facilities management duties.
- Ability to develop and implement a preventative maintenance programme for building facilities, equipment and systems.
- Ability to prepare budget proposals, work scopes and cost estimates related to the provision of facilities management services.
- Ability to communicate effectively both orally and in writing; and to prepare comprehensive reports, briefs and other documents on facilities management matters.
- Ability to establish and maintain efficient working relationships with associates, other Public Service employees and members of the public.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of six (6) years' experience performing facilities management duties, including at least three (3) years at a managerial/supervisory level.
- Training as evidenced by the possession of a Bachelor's Degree in Facilities Management; or Civil/Structural/Mechanical/Electrical Engineering supplemented by certification in Facilities Management.

Ref #:B03/FM (R):



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

Job Title: FACILITIES OFFICER

Job Summary:

The incumbent is required to assist in developing and implementing a facilities and equipment maintenance and upgrade programme for a Ministry/Department. Duties include inspecting facilities and equipment for deficiencies; assisting in property acquisitions; preparing scopes of work and cost estimates; space planning and utilisation; assisting in preparing tenders; monitoring contractors performing maintenance and repair services and preparing reports on facilities management activities.

Reports to:

Senior Facilities Officer or Designated Officer

Supervision given to:

Facilities Technician

Duties and Responsibilities:

- Performs facilities and equipment inspections to ensure optimal functioning and report deficiencies identified to management in order to facilitate corrective action.
- Develops and implements facilities and equipment maintenance schedule, health and safety policies, guidelines and procedures in a small Ministry/Department or assists in performing these functions in a large or medium sized Ministry.
- Participates in property acquisition and compliance activities, also assists with the preparation, negotiation and review of leases and rental agreements for maintenance and upkeep of property.
- Prepares budget proposals, scopes of work and cost estimates for projects related to maintenance, repairs, improvements, upgrades and modifications of facilities and equipment.
- Plans utilisation of space and facilities consistent with the requirements of organisational efficiency.
- Assists in the management of a disaster recovery programme and in the provision of facilities security, electronic loss prevention, fire and life safety-related services.
- Assists in the preparation of tender documents and contract speculations in respect of contracted services for facilities and equipment maintenance, repair and upgrades.
- Monitors contracts performing contracted services related to the maintenance, repair and upgrades to ensure work is completed according to specifications.
- Develops and maintains or assists in developing and maintaining of an efficient and up-to-date facilities management information database.
- Prepares or assists in the preparation of Cabinet Notes, reports, correspondence and other official documents related to facilities management.
- Performs other related duties as may be required.

Knowledge, Skills and Abilities

Knowledge:

- Knowledge of the methods, materials and equipment used in the preventative maintenance and repair of facilities and equipment.
- Knowledge of the principles and practices of Facilities Management.
- Knowledge of building, construction and maintenance work, codes and standards.
- Knowledge of Occupational Safety and Health Act.
- Knowledge in project management principles and practices.
- Some knowledge of the principles of office space planning and utilisation.

Skills and Abilities:

- Skill in the use of personal computers.
- Ability to conduct inspections of facilities and equipment and identify deficiencies.
- Ability to develop and implement facilities and equipment maintenance schedules.
- Proficiency in Microsoft Office and Microsoft Project.
- Ability to prepare estimates, specifications and budget for facilities maintenance repair and upgrade projects.
- Ability to effectively communicate both orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.
- Ability to prepare reports and other documents and to maintain records.

Minimum Experience and Training:

- Minimum of four (4) years' experience in facilities management.
- Training as evidenced by the possession of a recognised Bachelor's degree in Facilities Management; or in Civil/Structural/Constructional/Electrical Engineering supplemented by certification in Facilities Management.

Ref #:B04/FM (R)



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

Job Title: FACILITIES TECHNICIAN

Job Summary:

The incumbent is required to make inspections of facilities and equipment to ensure optimal functioning and to perform basic maintenance and repair work. Duties include monitoring contractors/vendors performing contracted services; assisting in identifying health and safety hazards and monitoring the use of facilities and equipment, preparing specifications and estimates; and keeping appropriate records.

Reports to:

Facilities Officer or Designated Officer

Supervision given to:

Duties and Responsibilities:

- Makes periodic visual inspections of buildings/facilities and equipment to ensure optimal functioning and reports deficiencies to management.
- Troubleshoots, diagnoses and resolves equipment issues, makes necessary repairs, arranges for repairs to be effected or advises management to facilitate corrective action.
- Performs basic maintenance and repairs involving areas such as electrical, carpentry, plumbing and air conditioning.
- Monitors the performance of contractors and vendors engaged in providing contracted services to ensure work is completed according to specifications.
- Prepares specifications for purchase of equipment; also prepares estimates regarding the provision of contracted services.
- Assists in identifying health and safety hazards and with implementing and ensuring compliance with applicable usage policies and standards.
- Provides information to be used in costing and budgetary exercises.
- Provides support with space planning, furniture and equipment acquisition.
- Keeps records and other relevant documentation in respect of all purchases and equipment installed; also assists with the establishment of a facilities management database.
- Prepares reports on matters related to facilities management as required.
- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge:

- Knowledge of preventative maintenance pertinent to mechanical equipment, electrical equipment, air-conditioning systems, plumbing and general construction.
- Knowledge of equipment and tools used in preventative maintenance and repair.
- Knowledge of the Occupational Safety and Health Act.
- Some knowledge of facilities management.

Skills and Abilities:

- Ability to prepare specifications and estimates pertinent to facilities and equipment maintenance and repair.
- Ability to use/operate equipment and tools used in preventative maintenance and repair.
- Proficiency in the use of Microsoft Office and Microsoft Project.
- Skill in use of personal computers.
- Ability to prepare and maintain records and reports.
- Ability to proactively identify and resolve maintenance issues, and defects in facilities and equipment.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

Minimum Experience and Training:

- Minimum of two (2) years' experience performing facilities/equipment maintenance and repair work.
- Training as evidenced by the possession of a Certificate in Facilities Management or a Technician's Diploma in Civil/Structural/Mechanical/Electrical Engineering.



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

Job Title: Programme Manager

Job Summary:

The incumbent is required to direct and coordinate the development and implementation of a programme comprising multiple related projects in a Ministry/Department ensuring that the strategic goals, objectives and benefits of the programme are accomplished within prescribed timelines and budget. Duties include directing and coordinating the development of programme plans, budget, resources, schedules; implementing programme plans; leading and managing programme staff; monitoring and managing programme risks and issues; and reporting on programme activities. Dependent on arrangement, the incumbent may be required to perform some or the full range of duties of the position.

Reports to:

Permanent Secretary/Head of Department

Supervision given to:

**Senior Project Manager and or Project Manager (direct)
Other support staff (indirect)**

Duties and Responsibilities:

- Directs and coordinates the development and implementation of the project plans of a programme comprising multiple interrelated projects. This includes:
 - Holding meetings with stakeholders to obtain relevant data on business requirements;
 - Determining the scope and deliverables of the programme;
 - Identifying, monitoring, coordinating and controlling the resources and dependencies among projects required for successful programme completion;
 - Preparing programme budget and staffing plans;
 - Identifying and assessing programme risk and issues.
- Coordinates, monitors and manages programme costs to ensure the projects are completed within budget; funds are released as required and programme expenditure is in line with budget plan.
- Coordinates and manages the various project schedules to ensure timely completion of the programme and establishes overall work plans and staffing plans for the programme; directs the recruitment and assignment of programme personnel; supervise the project teams assigned to programme.
- Develops systems for governing the implementation of the programme of projects provides overall management of same and provides guidance to project managers for detailed planning of the projects for the Ministry/Department.
- Manages changes to the scope of the various projects in the programme, includes cost, schedule, scope and quality; ensures that all changes are documented.
- Monitors and manages programme quality to ensure the deliverables are in compliance with agreed standards.
- Monitors and manages programme risks and issues, designs and implements strategies to manage and mitigate those risks and issues.
- Oversees the performance of contractors/consultants and other outsourcing services engaged for the programme to ensure compliance with contracts; also evaluates their performance.
- Performs programme post implementation activities such as soliciting feedback from stakeholders, preparing reports and archiving information.

- Prepares Cabinet Notes, briefs, reports and presentations on programme related matters; reviews status and other reports prepared by project personnel.
- Convenes meetings with management, programme staff, contractors/consultants to discuss programme matters and to provide updates on programme.
- Performs related work as may be required.

Knowledge, Skills and Abilities

Knowledge:

- Extensive knowledge of programme/project management principles, practices, techniques and procedures.
- Extensive knowledge of Strategic Management, Project Cycle Management.
- Extensive knowledge of public sector management principles, practices and procedures.
- Considerable knowledge of relevant procedures, rules, regulations and policies of the Central Tenders Board Ordinance.
- Considerable knowledge of the relevant government financial rules, regulations and procedures.
- Considerable knowledge of the operations of the national Development Programmes for example, the Public Sector Investment Programme, Infrastructure Development Fund.
- Considerable knowledge of the operations of internationally funded projects.
- Considerable knowledge of financial management to administer budgets across multiple projects.

Skills and Abilities:

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of project management software.
- Skill in programme/project planning, coordination and implementation.
- Ability to use the internet for research purposes.
- Ability to use e-Government technology platforms.
- Ability to analyse and evaluate projects and to devise effective methods of evaluation.
- Ability to express ideas clearly and concisely and to prepare reports on programmes and projects evaluated.
- Ability to lead the project/programme implementation process and devise creative solutions to address problems encountered and resolve conflicts.
- Ability to lead and manage a programme of multiple interrelated projects, and to motivate Project Teams.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationship with project stakeholders, associates, other public service employees and the public.

Minimum Experience and Training:

- Minimum of ten (10) years' experience in Project/Programme Management in the Public or Private Sector including a minimum of four (4) years managing a programme or large scale projects.
- Training as evidenced by:
 - A Masters' degree in Project Management/Programme Management from a recognised institution.
 - OR
 - A Masters' degree in Engineering, Information Technology, Management or the Social Sciences together with professional qualifications such as the Project Management Professional (PMP) certification. PRINCE2 etc.



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

Job Title: Senior Project Manager

Job Summary:

The incumbent is required to manage the activities of large scale and complex project(s) in a Ministry/Department; typically, these projects have a large budget and scope and carry significant risks and financial impact. Duties include ensuring that all the goals and objectives of the project(s) are accomplished within the prescribed timelines and budget, developing project plans, budget and schedules; implementing project plans; managing and leading project teams; monitoring and managing project scope, risks and issues; and responding on project activities to management and other stakeholders. Dependent on assignment, the incumbent may be required to perform some or the full range of duties of the position.

Reports to:

Programme Manager/Designated Officer

Supervision given to:

Project Team(s)

Duties and Responsibilities:

- Develops and implements project plans/proposals. This includes:
 - Holding meetings with stakeholders to obtain information on business requirements;
 - Determining the scope and deliverables of the project;
 - Identifying the work activities required for successful project completion;
 - Establishing schedules;;
 - Preparing budgetary and staffing plans;
 - Identifying and assessing risks and issues.
- Monitors and manages project expenditure to ensure project is completed within budget; applies for release of funds as required; authorises project expenditure in line with budget plan.
- Manages project schedule to ensure timely completion of the project and milestones, establishes work plan and staffing for project; arranges for recruitment and assignment of project personnel; supervises assigned project team(s).
- Manages changes to project scope, including costs, schedule, scope and quality; ensures all changes are documented and approved.
- Monitors and manages project quality to ensure the deliverables comply with agreed standards.
- Monitors, manages and responds to project risks and issues; recommends and implements solutions.
- Oversees the work of contractors/consultants and outsourcing services to ensure compliance with contract; also evaluates their performance.
- Performs project post-implementation activities such as soliciting feedback from stakeholders, preparing reports and archiving information.
- Prepares Cabinet Notes, reports, presentations and other documents on project matters for management; reviews status and other reports prepared by project personnel.

- Convenes meetings on project matters with management, project staff, contractors/consultants and other stakeholders.
- Performs related work as may be required.

Knowledge, Skills and Abilities

Knowledge:

- Considerable knowledge of project management principles, practices, techniques and procedures.
- Considerable knowledge of principles, practices and techniques of Strategic Management, Project Cycle Management.
- Considerable knowledge of public sector management principles, practices and procedures.
- Considerable knowledge of relevant government financial rules, regulations and procedures.
- Considerable knowledge of relevant procedures, rules, regulations and policies of the Central Tenders Board Ordinance.
- Knowledge of Civil Service HRM rules, regulations and procedures.
- Knowledge of the operations of national Development Programmes, for example, the Public Sector Investment Programme, Infrastructure Development Fund.
- Knowledge of the operations of internationally funded projects.

Skills and Abilities:

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of project management software.
- Skill in programme/project planning and implementation.
- Ability to use the internet for research purposes.
- Ability to use e-Government technology platforms.
- Ability to analyse and evaluate projects and to devise effective methods of evaluation.
- Ability to lead and manage small to medium sized projects, including project team within and external to the ministry.
- Ability to lead the project implementation process and devise creative solutions to address problems encountered and resolve conflicts.
- Ability to conduct research into programme/project related issues.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationship with project stakeholders, associates, other public service employees and the public.

Minimum Experience and Training:

- Minimum of eight (8) years' experience in project management, including a minimum of three (3) years in leading projects.
- Training as evidenced by:
 - A Masters' degree in Project Management from a recognised institution.
 - OR
 - A Masters' degree in Engineering, Information Technology, Management or the Social Sciences together with professional qualifications such as the Project Management Professional (PMP) certification, PRINCE2 etc.

Ref #: B0 3/PM (R)



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

Job Title: Project Manager

Job Summary:

The incumbent is required to independently manage the activities of small to medium-sized projects or manage, under the supervision of a Programme Manager/Designated Officer, large and complex projects under a Ministry/Department programme or portfolio, ensuring that all the goals and objectives of the project are accomplished within the prescribed timelines and budget. Duties include developing project plans, budget and schedules; implementing project plans; managing and leading project team; monitoring and managing project scope, risks and issues; and reporting on project activities to management and other stakeholders. Dependent on assignment the incumbent may be required to perform some or the full range of duties of the position.

Reports to: Programme Manager/Designated Officer

Supervision given to: Project Team

Duties and Responsibilities:

- Develops and implements project plans/proposals for small to medium-sized projects. This includes:
 - Holding meetings with stakeholders to obtain information on business requirements;
 - Determining the scope and deliverables of the project;
 - Identifying the work activities required for successful project completion;
 - Establishing schedules;
 - Preparing budgetary and staffing plans;
 - Identifying and assessing risks and issues.
- Monitors and manages project expenditure to ensure project is completed within budget; applies for release of funds as required; authorises project expenditure in line with budget plan.
- Manages project schedule to ensure timely completion of the project and milestones; establishes work plan and staffing for the project and arranges for recruitment and equipment of project personnel.
- Supervises project team.
- Manages project resource allocations.
- Manages changes to project scope, cost, schedule, and quality; ensures that all changes are documented and approved.
- Monitors and manages project quality to ensure the deliverables comply with agreed standards.
- Monitors, manages and responds to project risks and issues; recommends and implements solutions.

- Develops monitoring and evaluation reports and studies which will identify very early, slippages and reasons for same.
- Oversees contractors/consultants and outsourcing services to ensure compliance with contract; also evaluates their performance.
- Performs project post implementation activities such as soliciting feedback from stakeholders, preparing reports and archiving information.
- Prepares Cabinet Notes, reports, presentation and other documentation for management on project matters; reviews status and other reports prepared by project personnel.
- Convenes meeting on project matters with management, project staff, contractors/consultants and other stakeholders.
- Performs related work as may be required.

Knowledge, Skills and Abilities

Knowledge:

- Knowledge of project management principles, practices, techniques and procedures.
- Knowledge of principles, practices and techniques of Strategic Management, Project Cycle Management.
- Knowledge of the relevant procedures, rules, regulations and policies of the Central Tenders Board Ordinance.
- Knowledge of the government financial rules, regulations and procedures pertinent to programme/project management especially the Public Sector Investment Programme (PSIP).

Skills and Abilities:

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of project management software.
- Skill in programme/project planning and implementation.
- Ability to use the internet for research purposes.
- Ability to use e-Government technology platforms.
- Ability to analyse and evaluate projects and to devise effective methods of evaluation.
- Ability to lead and manage small to medium sized projects, including project team.
- Ability to lead the project implementation process and devise creative solutions to address problems encountered and resolve conflicts.
- Ability to conduct research into programme/project related issues.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationship with project stakeholders, associates, other public service employees and the public.

Minimum Experience and Training:

- Minimum of five (5) years' experience in project management, including a minimum of two (2) years in leading projects.
- Training as evidenced by the possession of a recognised University degree in Project Management; Engineering, Information Technology, Management or the Social Sciences, with courses in Project Management, Financial Management, Project Quality or a related area.



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

Job Title: Project Support Officer

Job Summary:

The incumbent is required to provide support in the planning, execution, monitoring and control of projects in a Ministry/Department. Duties include tracking project progress; assisting in budget preparation; monitoring work plan execution and in writing project related reports and other documentation and coordinating and scheduling of project meetings.

Reports to: Project Manager or Designated Officer

Supervision given to: n/a

Duties and Responsibilities:

- Contributes towards the development and scoping of projects.
- Tracks the progress of projects using appropriate project management tools and techniques.
- Helps prepare budget proposals, assists in managing and monitoring budget expenditure and revisions and provides interim status reports of all projects.
- Assists in the collection, compilation and analysis of data relative to the programme.
- Coordinates and schedules project teams meetings, as well as update and support meetings with stakeholders.
- Assists in the coordination and organisation of relevant training and in the provision of user support to staff.
- Provides assistance in the maintenance of financial records on the utilisation of funds under all projects.
- Provides support in the execution of activities for and in monitoring the execution of project work plans and ensures that project activities are properly and realistically scheduled, monitored and reported.
- Assists in the procurement of goods and services.
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- Provides support in developing monitoring and evaluation reports and studies which will identify very early, slippages and reasons for same.
- Assists in writing Notes for Cabinet, reports and other project related documentation.
- Performs other related duties as required.

Knowledge, Skills and Abilities

- Knowledge:**
- Knowledge of project management principles, practices, techniques and procedures.

	<ul style="list-style-type: none"> ▪ Some knowledge of the relevant procedures, rules, regulations and policies of the Central Tenders Board Ordinance. ▪ Some knowledge of the government financial rules, regulations and procedures pertinent to programme/project management.
<p>Skills and Abilities:</p>	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of project management software. ▪ Skill in project planning and implementation. ▪ Ability to use the internet for research purposes. ▪ Ability to use e-Government technology platforms. ▪ Ability to analyse and evaluate projects. ▪ Ability to devise creative solutions to address problems encountered and resolve conflicts. ▪ Ability to conduct research into programme/project related issues. ▪ Ability to communicate effectively both orally and in writing. ▪ Ability to establish and maintain effective working relationships with project stakeholders, associates, other public service employees and the public.
<p>Minimum Experience and Training:</p>	
<ul style="list-style-type: none"> ▪ Minimum of two (2) years' experience in project management. ▪ Training as evidenced by a University degree from a recognised institution in Project Management or Engineering or Information Technology or the Social Sciences with courses in Project Management. 	

Ref #: BO 1/M&E (R) (C)



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Programme Director, Monitoring and Evaluation

JOB SUMMARY:

The incumbent is required to lead, direct and coordinate the overall implementation, management, monitoring and evaluation of all programmes and projects across all sectors in the Public Service related to the National Development Agenda. Duties include: leading the activities of a group of professionals responsible for the Monitoring and Evaluation (M&E) function; establishing and maintaining the national performance monitoring and evaluation framework, liaising with relevant stakeholders in developing priority projects and providing expert advice on the review/re-engineering of public services within the context of Public Service management systems. Depending on work assignment the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:

Permanent Secretary or Head of Department/Agency or other designated officer

SUPERVISION GIVEN TO:

**Programme Coordinator, Monitoring and Evaluation (direct)
Monitoring and Evaluation professional and support staff of the
Division/Unit**

DUTIES AND RESPONSIBILITIES:

- Plans, organises, directs and coordinates the activities of the professional and support staff of the Monitoring and Evaluation Division/Unit.
- Establishes and manages a performance monitoring and evaluation framework with clear-cut goals, outcomes, outputs, inputs, processes, indicators, data needs and sources as well as reporting formats and frequency, for effective monitoring, reporting and updating of the progress of programmes and projects in Ministries/Departments/Agencies.
- Oversees the development and maintenance of an electronic management information system with performance indicators and targets embedded in the system for implementation and tracking;
- Develops and manages mechanisms to increase cooperation and guides Ministries/Departments/Agencies in developing programmes, projects and sector-wide work plans and an overall monitoring and evaluation framework.

- Provides expert advice on the review/re-engineering of the public service within the context of the integrated public management system. .
- Develops initiatives and strategies to address difficulties in coordinating M&E actions and to institutionalize the use of M&E practices among different institutions and agencies.
- Collaborates with the core units of the Central Agency involved in policy planning.
- Liaises with stakeholders in the development of an integrated process and technical standards for programme and project monitoring and evaluation at the macro and sectoral levels.
- Collaborates with stakeholders to facilitate the development of a system for prioritizing and selecting programmes and projects and allocating Government expenditure, consistent with the National Development Agenda and in line with the integrated public management system.
- Advances policy reform (across the board) functions such as financial management, procurement, record keeping and information management.
- Leads analysis of data collected in respect of the national indicator system under the monitoring and evaluation framework in order to assess progress and areas for improvement.
- Oversees the conduct of mid-term and post-project evaluations and the preparation of periodic progress reports on projects in collaboration with relevant stakeholders.
- Oversees and directs the conduct of monitoring and evaluation capacity building activities across the public sector, including building technical capacity of teams.
- Provides analysis of best practices and lessons learned to national, regional and international stakeholders.
- Represents the Central Agency on various committees and at meetings, conferences, workshops and other fora as required.
- Reviews and/or prepares Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation activities of the Central Agency.
- Performs related work as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Extensive knowledge of principles, techniques and methodologies used in the monitoring and evaluation of programmes and projects including quantitative, qualitative and participatory approaches and socio-economic research.
- Extensive knowledge of Logic Models/Results Chains and results based planning.
- Extensive knowledge of management principles and practices.
- Extensive knowledge of governance theories and practices, including methods of implementation.
- Considerable knowledge of government policies, procedures, rules and regulations.
- Considerable knowledge of the organisational structures and systems of the public service.
- Knowledge of the principles and practices involved in strategic planning, programme management and public management systems.

SKILLS AND ABILITIES:

- Skill in the use of personal computers.
- Proficient in the use of Microsoft Office Suite and statistical software.
- Ability to use e-government technology platforms.
- Ability to lead and motivate a team in monitoring and evaluation activities.
- Ability to develop the overall framework for project monitoring and evaluation.
- Ability to plan, organize, direct and co-ordinate professional and other support staff engaged in monitoring and evaluation activities.
- Ability to compile and analyse data and prepare comprehensive reports.
- Ability to express ideas clearly and concisely, both in writing and orally.

- Ability to establish and maintain effective working relationships and interact with different stakeholders.
- Ability to use tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of ten (10) years' experience performing duties related to policy development, planning, project management, research and monitoring and evaluation, including a minimum of five (5) years' experience in directing a team with responsibility for monitoring and evaluation, planning and public management.
- Training as evidenced by the possession of a Master's degree in one of the Social Sciences, such as Public Sector Management, Project Management, Public Policy or in a related field from a recognised University.
OR
- Minimum of twelve (12) years' experience performing duties related to policy development, planning, project management, research and monitoring and evaluation, including a minimum of five (5) years' experience in directing a team with responsibility for monitoring and evaluation, planning and public management.
- A Bachelor's degree in one of the Social Sciences such as Public Sector Management or Project Management; or in a related field from a recognised University; supplemented by Post Graduate certification in monitoring and evaluation methods and procedures from a recognised institution.



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Programme Coordinator, Monitoring and Evaluation

JOB SUMMARY:

The incumbent is required to assist with leading the planning, coordinating and managing of the implementation of the national Monitoring and Evaluation (M&E) framework in the Public Sector. Duties include: conducting systematic and comprehensive assessment of Ministries/Departments/Agencies to ensure alignment with the National Development Agenda; developing and implementing M&E systems, strategies, policies and frameworks; leading, coordinating and participating in M&E activities; organizing the functions of a team of professional and technical employees engaged in the monitoring and evaluation of programmes and projects. Depending on work assignment the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:	Programme Director, Monitoring and Evaluation or other designated officer
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SUPERVISION GIVEN TO:	Senior Monitoring and Evaluation Specialists (direct) Monitoring and Evaluation Specialists and other support staff of the Division/Unit
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DUTIES AND RESPONSIBILITIES:

- Directs and coordinates the activities of the professional and support staff of the Division.
- Develops and implements M&E systems for programmes and projects in the Public Service; identifies obstacles to implementation and recommends appropriate solutions.
- Coordinates the selection/refinement of performance indicators relevant to national and sectoral programme and project monitoring and evaluation.
- Directs the conduct of and/or commissions evaluation/impact assessment studies of key projects/programmes being monitored.
- Participates in the process of project selection, prioritization and budgetary allocations of funds to ensure consistency with goals and objectives of the National Development Agenda.
- Organises and conducts mid-term and post-project evaluations and prepares periodic progress reports on projects with the support of relevant stakeholders.
- Coordinates data collection of selected national indicators under the monitoring and evaluation framework in order to assess progress and areas for improvement;
- Monitors and analyses emerging trends and developments in the private sector, civil society and external environment and the implications therein for the implementation of the National Development Agenda.

- Leads monitoring and evaluation capacity building activities, including building technical capacity of teams.
- Keeps abreast of legal requirements and government reporting regulations and advises on the enactment of appropriate legislation/regulations in the area of Monitoring and Evaluation.
- Represents the Central Agency at meetings, conferences, courses, seminars, committee meetings and workshops.
- Prepares and reviews Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation of national programmes and projects.
- Performs related work as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Extensive knowledge of principles, techniques and methodologies used in the monitoring and evaluation of programmes and projects including quantitative, qualitative and participatory approaches and socio-economic research.
- Extensive knowledge of Logic Models/Results Chains and results based planning.
- Considerable knowledge of management principles and practices.
- Considerable knowledge of governance theories and practices, including methods of implementation.
- Considerable knowledge of government policies, procedures, rules and regulations.
- Considerable knowledge of the organizational structures and systems of the public service.
- Knowledge of the principles and practices involved in strategic planning, programme management and the integrated public management system.

SKILLS AND ABILITIES:

- Skill in the use of personal computers.
- Proficient in the use of Microsoft Office Suite and statistical software.
- Ability to use e-government technology platforms.
- Ability to lead and motivate a team in monitoring and evaluation activities.
- Ability to develop the overall framework for project monitoring and evaluation.
- Ability to plan, organize, direct and co-ordinate professional and other support staff engaged in monitoring and evaluation activities.
- Ability to compile and analyse data and prepare comprehensive reports.
- Ability to express ideas clearly and concisely, both in writing and orally.
- Ability to establish and maintain effective working relationships and to interact with different stakeholders.
- Ability to use tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of eight (8) years' experience performing duties related to policy development, planning, research and monitoring and evaluation, including a minimum of four (4) years' experience in directing a team with responsibility for monitoring and evaluation, planning and public management.
 - Training as evidenced by the possession of a Master's degree in one of the Social Sciences, such as Public Sector Management, Project Management, Public Policy; or in a related field from a recognised University.
- OR
- Minimum of ten (10) years' experience performing duties related to policy development, planning, research and monitoring and evaluation, including a minimum of four (4) years' experience in directing a team with responsibility for monitoring and evaluation, planning and public management.

- A Bachelor's degree in one of the Social Sciences such as Public Sector Management or Project Management; or in a related field from a recognised University; supplemented by Post Graduate certification in monitoring and evaluation methods and procedures from a recognised institution.

Ref #: B0 3/M&E (R) (C)



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Senior Monitoring and Evaluation Specialist

JOB SUMMARY:

The incumbent is required to supervise and coordinate the Monitoring and Evaluation (M&E) activities related to implementation of the projects and programmes in Ministries/Departments/Agencies for the achievement of the National Development Agenda. Duties include: measuring progress against set targets and development outcomes, supervising and coordinating the preparation of all reports relating to M&E in relevant Ministries/Departments/Agencies; supporting the implementation of plans, policies, programmes and projects related to Government's National Development Agenda and guiding a team responsible for the related implementation activities. Depending on work assignment the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:

Programme Coordinator, Monitoring and Evaluation or other designated officer

SUPERVISION GIVEN TO:

Monitoring and Evaluation Specialists and other support staff

DUTIES AND RESPONSIBILITIES:

- Supervises and coordinates professional and other support staff performing M&E duties.
- Supervises the collection of routine programme monitoring data and facilitates its integration into continuous quality improvement and programme development.
- Supervises, conducts and/or commissions evaluation/impact assessment studies of key programmes and projects to ensure achievement of development outcomes and consistency with national goals and objectives.
- Assists with the formulation of M&E recommendations for improving implementation performance and enhancing the design of policies and programmes.
- Manages the maintenance of an electronic management information system with performance indicators and targets embedded in the system for implementation and tracking.
- Performs desk audits, studies and evaluations of ongoing policy and implementation processes of national multi-sectoral programmes.
- Develops operational reporting templates that facilitate the acquisition and aggregation of information on programmes.

- Establishes systems and standards for the assessment, monitoring and evaluation of projects and programmes against their objectives and expected outcomes.
- Coordinates the preparation of reports on all statutory programmes; guides staff in preparing these reports in accordance with approved reporting formats and ensures their timely submission.
- Participates in the ongoing review of the implementation of M&E Systems in Ministries/Departments/Agencies.
- Conducts workshops, training programmes, orientations, technical training, coaching and support for key stakeholders on monitoring and evaluation towards facilitating capacity building across the public service.
- Represents the Central Agency at meetings, conferences, courses, seminars, committee meetings and workshops.
- Prepares and reviews Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation of national programmes and projects.
- Performs related work as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of the principles, techniques and methodologies used in the monitoring and evaluation of programmes and projects including quantitative, qualitative and participatory approaches and socio-economic research.
- Considerable knowledge of Logic Models/Results Chains and results based planning.
- Considerable knowledge of management principles and practices.
- Considerable knowledge of governance theories and practices, including methods of implementation.
- Considerable knowledge of government policies, procedures, rules and regulations.
- Considerable knowledge of the organisational structures and systems; and management principles and practices of the public service.
- Knowledge of the principles and practices involved in programme management.

SKILLS AND ABILITIES:

- Skill in the use of personal computers.
- Proficient in the use of Microsoft Office Suite and statistical software.
- Ability to use e-government technology platforms.
- Ability to lead and motivate a team engaged in monitoring and evaluation activities.
- Ability to develop the overall framework for project monitoring and evaluation.
- Ability to plan, organize, direct and co-ordinate the work of professional and other support staff engaged in monitoring and evaluation activities.
- Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Ability to compile and analyse data and prepare comprehensive reports.
- Ability to express ideas clearly and concisely, both in writing and orally.
- Ability to establish and maintain effective working relationships and interact with different stakeholders.
- Ability to use tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of six (6) years' experience performing duties related to policy development, planning, research and monitoring and evaluation, including a minimum of three (3) years' experience in supervising a team with responsibility for monitoring and evaluation, planning and public management.
- Training as evidenced by the possession of a Bachelor's degree in one of the Social Sciences, such as Public Sector Management or Project Management; or in a related field from a recognised University; supplemented by postgraduate certification in Monitoring and Evaluation Methods and Procedures from a recognised institution.



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Monitoring and Evaluation Specialist

JOB SUMMARY:

The incumbent is required to perform monitoring and evaluation activities related to the implementation of the projects and programmes of Ministries/Departments/Agencies for the achievement of the National Development Agenda. Duties include: assisting in the selection/refinement of Monitoring and Evaluation (M&E) indicators relevant to the national monitoring and evaluation framework; assessing programmes and projects; offering recommendations for improvement of implementation mechanisms and researching best practices in M&E, including operational structures and procedures. Depending on work assignment the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:

Senior Monitoring and Evaluation Specialist or other designated officer

SUPERVISION GIVEN TO:

Support Staff of the Division/Unit

DUTIES AND RESPONSIBILITIES:

- Assists with the development of M&E systems for the coordinated design, planning, management and monitoring of programmes/projects within identified priority areas and assists Ministries/Departments/Agencies in the implementation of these systems.
- Contributes to the development and implementation of performance monitoring and evaluation strategies.
- Assists in the conduct of evaluation/impact assessment studies of key projects/programmes to ensure the achievement of development outcomes.
- Assists in the formulation of M&E recommendations for improving implementation performance and the design of policies, programmes and projects.
- Assists in the conduct of ongoing reviews of the implementation of M&E systems within Ministries/Departments/Agencies.
- Collects, compiles and analyses data from reports submitted by implementing partners and prepares consolidated progress reports.
- Reviews M&E findings and best practices and disseminates information to stakeholders to facilitate evidence-based planning, learning and informed decision-making.
- Assists with the design, facilitation and coordination of recommended capacity building initiatives, such as workshops and training programmes for relevant stakeholders, in order to facilitate a culture of results-based management.
- Undertakes research on best practices and trends in M&E to keep abreast of modern best practices and makes recommendations for their inclusion in current and future projects, programmes and policies.

- Represents the Central Agency at meetings, conferences, courses, seminars, committee meetings and workshops.
- Prepares Notes for Cabinet and periodic and/or ad-hoc reports on matters related to the monitoring and evaluation of national programmes and projects.
- Performs related work as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Considerable knowledge of principles, techniques and methodologies used in the monitoring and evaluation of programmes and projects including quantitative, qualitative and participatory approaches and socio-economic research. ▪ Considerable knowledge of Logic Models/Results Chains and results based planning. ▪ Knowledge of management principles and practices. ▪ Knowledge of governance theories and practices, including methods of implementation. ▪ Knowledge of government policies, procedures, rules and regulations. ▪ Knowledge of the organisational structures and systems of the Public Service. ▪ Knowledge of the principles and practices involved in programme management.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Skill in the use of personal computers. ▪ Proficient in the use of Microsoft Office Suite and statistical software. ▪ Ability to use e-government technology platforms. ▪ Ability to develop the overall framework for project monitoring and evaluation. ▪ Ability to plan, organize, direct and co-ordinate the work of support staff engaged in M&E activities. ▪ Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts. ▪ Ability to compile and analyse data and prepare comprehensive reports. ▪ Ability to express ideas clearly and concisely, both in writing and orally. ▪ Ability to establish and maintain effective working relationships and interact with different stakeholders. ▪ Ability to use tact and diplomacy in the performance of duties. ▪ Ability to observe and maintain confidentiality in the performance of duties.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of four (4) years' experience performing duties related to policy development, planning, research and monitoring and evaluation.
- Training as evidenced by the possession of a Bachelor's degree in one of the Social Sciences, such as Public Sector Management or Project Management; or in a related field from a recognised University.



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Director, Monitoring and Evaluation

JOB SUMMARY:

The incumbent is required to coordinate and oversee Monitoring and Evaluation (M&E) practices in a Ministry/Department/Agency. He/She is required to develop an M&E strategy system for the Ministry/Department/Agency in alignment with the national Monitoring and Evaluation system; implement measurement devices; conduct data analysis; train employees and prepare reports to ensure that all programmes and services provided by the Ministry/Department/Agency meet the requirements of the national Monitoring and Evaluation framework. The incumbent is also required to assist the Ministry/Department/Agency in adopting a continuous process improvement approach to planning, implementing and evaluating all aspects of its portfolio of programmes and services. Depending on work assignment, the incumbent may be required to perform some or the full range of the duties of this position.

REPORTS TO:

Permanent Secretary/Head of Department/Agency or designated officer

SUPERVISION GIVEN TO:

**Monitoring and Evaluation Coordinator (direct)
Monitoring and Evaluation Officer and other support staff of the Division**

DUTIES AND RESPONSIBILITIES:

- Plans, organises, directs and coordinates the activities of the professional and support staff of the Monitoring and Evaluation Division/Unit.
- Develops a comprehensive overall monitoring and evaluation toolkit and framework, including performance indicators and benchmarks in accordance with the National Performance Framework.
- Supports Senior Management in employing an impact and evidence-based approach to working so that learnings are implemented throughout future plans and priorities.
- Directs, supervises and monitors the implementation of the M&E system of the Ministry/Department/Agency while ensuring that timely decisions on corrective actions are made and implemented.
- Maintains and improves programmes and service quality by examining compliance with required operating procedures, by monitoring the implementation of programmes and services, by investigating stakeholder complaints and proposing solutions; and by collaborating with other members of management and staff to develop new programmes and services, as well as new quality procedures, as required.
- Supervises, conducts and/or commissions evaluation/impact assessment studies of key projects/programmes.

- Conducts gap analyses; identifies critical control points and preventive measures; and suggests ways in which existing procedures can be streamlined or revised to enhance quality and consistency of all projects.
- Verifies the quality of monitoring and evaluation data produced and ensures the integrity of that data and its appropriate use.
- Submits required reports on the progress of projects undertaken – including indications of planned actions and financial statements –to relevant bodies, with assistance from M&E staff.
- Signs implementation agreements with relevant stakeholders to define the modalities for implementation and M&E.
- Liaises with and provides monitoring and evaluation information to Central M&E Agencies as required.
- Directs/participates in the review of the performance of PSIP, IDF projects of Ministry/Department/Agency.
- Ensures that all evaluation studies needed to gain timely and relevant insights into emerging areas of concern are undertaken and that the data is shared with all those involved in decision making.
- Leads initiatives that foster a joint learning process that identifies how M&E analysis could be improved further to achieve greater impact.
- Directs/participates in the training of relevant Ministry/Department/Agency staff in M&E best practices and ensures compliance with established policies and procedures.
- Represents the Ministry/Department/Agency on various committees and at meetings, conferences, workshops and other fora as required on matters related to monitoring and evaluation.
- Reviews and prepares, where necessary, Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation required to carry out the functions of the Ministry/Department/Agency.
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Extensive knowledge of monitoring and evaluation methodologies and principles including quantitative, qualitative and participatory approaches.
- Extensive knowledge of management principles and practices.
- Extensive knowledge and understanding of governance theories and practices, including methods of implementation.
- Extensive knowledge of Logic Models/Results Chains and results based planning.
- Considerable knowledge of government policies, procedures, rules and regulations.
- Considerable knowledge of the principles and methods involved in strategic planning, project management and public management systems.

SKILLS AND ABILITIES:

- Skill in the use of personal computers.
- Proficient in the use of Microsoft Office Suite.
- Ability to use e-government technology platforms.
- Ability to lead and motivate a team in monitoring and evaluation activities.
- Ability to develop the overall framework for project monitoring and evaluation.
- Ability to plan, organize, direct and co-ordinate the work of professional and other support staff engaged in monitoring and evaluation activities.
- Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Ability to compile and analyse data and prepare comprehensive reports.
- Ability to express ideas clearly and concisely, both in writing and orally.
- Ability to establish and maintain effective working relationships and interact with different stakeholders.
- Ability to use tact and diplomacy in the performance of duties.

- Ability to observe and maintain confidentiality in the performance of duties.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of eight (8) years' experience performing monitoring and evaluation work in the design, formulation and implementation of M&E systems, including a minimum of five (5) years' experience in directing a team with responsibility for monitoring and evaluation, planning and public management.
- Training as evidenced by the possession of a Master's degree in one of the Social Sciences, such as Public Sector Management, Project Management or Public Policy or in a related field from a recognised University.
OR
- Minimum of ten (10) years' experience performing monitoring and evaluation work in the design, formulation and implementation of M&E systems, including a minimum of five (5) years' experience in directing a team with responsibility for monitoring and evaluation, planning and public management.
- A Bachelor's degree from a recognised University in one of the Social Sciences; such as Public Sector Management or Project Management or in a related field; supplemented by Post Graduate certification in monitoring and evaluation methods and procedures from a recognised institution.



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Monitoring and Evaluation Coordinator

JOB SUMMARY:

The incumbent is required to direct or assist in directing, coordinate/oversee and guide the overall Monitoring and Evaluation (M&E) system for the Ministry/Department/Agency in alignment with the national Monitoring and Evaluation system. He/she is required to manage, independently or under the guidance of a Director (dependent on Ministry/Department/Agency to which assigned), a group of professionals responsible for the M&E portfolio. Duties include: ensuring that data is of high quality; collected in a timely manner; is appropriately analysed; and is consistently measured and used within the context of the Strategic and Business Plans of the Ministry/Department/Agency. Depending on work assignment, the incumbent may be required to perform some or the full range of the duties of this position.

REPORTS TO:

Permanent Secretary/Head of Department/Agency, Director, Monitoring and Evaluation or other designated officer.

SUPERVISION GIVEN TO:

Monitoring and Evaluation Officers and other support staff of the Division/Unit.

DUTIES AND RESPONSIBILITIES:

- Directs or assists in directing and coordinates the activities of professional and support staff performing M&E duties.
- Leads the development and implementation of M&E systems for the Ministry/Department/Agency, including designing frameworks and procedures for monitoring and evaluation; provides training in M&E techniques to staff of the Division/Unit in accordance with the national performance framework.
- Manages and coordinates/assists in the management and coordination of the day to day operations of the Monitoring and Evaluation (M&E) Division/Unit of the Ministry/Department/Agency.
- Monitors the performance of M&E staff to ensure that all data such as performance indicators, targets and baselines are fed into the M&E system of the Ministry/Department/Agency and prepares reports on M&E findings that are compatible with the requirements of the national performance framework.
- Coordinates/assists in the coordination of the revision of programmes and projects with key stakeholders to ensure an updated and shared understanding of the strategy and information needs of the Ministry/Department/Agency.
- Monitors and evaluates programmes and projects within the Ministry/Department/Agency and special operating agencies under the purview of the Ministry/Department/Agency.

- Identifies and designs performance questions, key indicators and targets for each project/programme component.
- Prepares analytical reports on progress of projects/programmes undertaken including indications of planned actions and financial statements to the relevant bodies.
- Liaises with and provides monitoring and evaluation information to Central M&E Agencies as required.
- Reviews and analyses evaluation reports to enable informed decision making.
- Monitors the development and execution of policies, projects and programmes to ensure alignment with the vision and strategies of the Ministry/Department/Agency.
- Reviews the performance of Public Sector Investment Programme (PSIP) and Infrastructure Development Fund (IDF) projects of the Ministry/Department/Agency.
- Represents the Ministry/Department/Agency on various committees and at meetings, conferences, workshops and other fora as required.
- Trains/assists in training technical staff on M&E best practices and ensures compliance with established policies and procedures.
- Reviews and/or prepares Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation activities of the Ministry/Department/Agency.
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of monitoring and evaluation methodologies and principles including quantitative, qualitative and participatory approaches.
- Considerable knowledge of management principles and practices.
- Considerable knowledge and understanding of governance theories and practices, including methods of implementation..
- Considerable knowledge of Logic Models/Results Chains and results based planning.
- Considerable knowledge of government policies, procedures, rules and regulations.
- Considerable knowledge of the principles and methods involved in strategic planning, project management and public management systems.

SKILLS AND ABILITIES:

- Skill in the use of personal computers.
- Proficient in the use of Microsoft Office Suite.
- Ability to use e-government technology platforms.
- Ability to lead and motivate a team in monitoring and evaluation activities.
- Ability to develop the overall framework for project Monitoring and Evaluation.
- Ability to plan, organize, direct and co-ordinate the work of professional and other support staff engaged in monitoring and evaluation activities.
- Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Ability to compile and analyse data and prepare comprehensive reports.
- Ability to express ideas clearly and concisely, both in writing and orally.
- Ability to establish and maintain effective working relationships and interact with different stakeholders.
- Ability to use tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.

MINIMUM EXPERIENCE AND TRAINING:

Minimum of six (6) years' experience performing monitoring and evaluation work in the design, formulation and implementation of M&E systems, including a minimum of three (3) years' experience in supervising a team with responsibility for monitoring and evaluation, planning and public management.

Training as evidenced by the possession of a Bachelor's degree in one of the Social Sciences, such as Public Sector Management or Project Management; or in a related field from a recognised University; supplemented by Post Graduate certification in Monitoring and Evaluation Methods and Procedures from a recognised institution.



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Monitoring and Evaluation Officer

JOB SUMMARY:

The incumbent is required to establish and implement or assist in the establishment and implementation of Monitoring and Evaluation (M&E) Systems for programmes/projects in a Ministry/Department/Agency. Duties include formulating programme/project outcomes, performance indicators and data capture systems; assisting in new programme/project development; conducting cost benefits and cost effectiveness analyses; maintaining M&E databases and reporting on M&E activities. Depending on work assignment, the incumbent may be required to perform some or the full range of the duties of this position.

REPORTS TO:

Director, Monitoring and Evaluation/Monitoring and Evaluation Coordinator or other designated officer

SUPERVISION GIVEN TO:

Support Staff of the Division/Unit

DUTIES AND RESPONSIBILITIES:

- Performs as an integral member of project teams to provide guidance, direction and advice to ensure sound, client-responsive and innovative performance monitoring/management plans.
- Drafts monitoring and evaluation sections of proposals as required, adapts and/or develops innovative tools for measurement of progress and achievements of the Ministry/Department/Agency.
- Designs and implements systems for the continuous monitoring and evaluation of the projects and programmes of the Ministry/Department/Agency.
- Identifies and designs performance questions, key indicators and targets for each project component and for each level of the objective hierarchy.
- Collects data on inputs, activities and immediate outputs and reports on their contribution to eventual outcomes.
- Liaises with and provides monitoring and evaluation information to Central M&E Agencies as required.
- Conducts field visits to obtain data in order to inform the design of performance monitoring/management plans where necessary.
- Establishes and maintains monitoring and evaluation information systems or databases and ensures that resources are current, available for employees and widely disseminated.
- Assists relevant staff of the Ministry/Department/Agency in the development of new projects/programmes, ensuring that all proposals include specific goals, objectives, outputs, indicators, targets and provision for adequate funding.

- Participates in assessments of new projects/programmes, as needed.
- Keeps abreast of monitoring and evaluation practices to ensure adherence to international monitoring and evaluation standards.
- Links or assists in the linking of evaluation findings to policy formulation, planning and budgetary processes of the Ministry/Department/Agency.
- Prepares and analyses monitoring and evaluation reports for management to assist in its decision-making processes.
- Represents the Ministry/Department/Agency on various committees and at meetings, conferences, workshops and other fora as required.
- Reviews and/or prepares Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation activities of the Ministry/Department/Agency.
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of monitoring and evaluation methodologies and principles including quantitative, qualitative and participatory approaches.
- Knowledge of management principles and practices.
- Knowledge of accountability theories and practices, including methods of implementation.
- Knowledge of logical frameworks and participatory results based planning, monitoring and evaluation.
- Some knowledge of government policies, procedures, rules and regulations.
- Some knowledge of the principles and methods involved in project management.

SKILLS AND ABILITIES:

- Skill in the use of personal computers.
- Proficient in the use of Microsoft Office Suite.
- Ability to use e-government technology platforms.
- Ability to develop the overall framework for project monitoring and evaluation.
- Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Ability to compile and analyse data and prepare comprehensive reports.
- Ability to express ideas clearly and concisely, both in writing and orally.
- Ability to establish and maintain effective working relationships and interact with different stakeholders.
- Ability to use tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of two (2) years' experience in performing duties related to monitoring and evaluation.
- Training as evidenced by the possession of a Bachelor's degree in one of the Social Sciences, such as Public Sector Management or Project Management; or in a related field from a recognised University.

**SALARIES AND OTHER TERMS AND CONDITIONS, WHERE APPLICABLE, FOR
APPROVED POSITIONS IN THE:**

FACILITIES MANAGEMENT (FM) JOB CATEGORY

PROJECT MANAGEMENT (PM) JOB CATEGORY

MONITORING & EVALUATION (M&E) JOB CATEGORY

Facilities Management Job Category				
Name of Contract Position	Salary	Allowances		
		Transport Facilities		Technical Allowance
	With effect from December 1, 2019 (\$ per month)	Transport Allowance (per month)	Car Loan	
Facilities Manager	\$15,900	\$2,500	\$140,000	\$4000
Senior Facilities Officer	\$13,800	\$2,000	\$140,000	\$3,500
Facilities Officer	\$12,000	\$1,800	\$140,000	\$3000
Facilities Technician	\$8,200	\$1,500	Nil	Nil

Project Management Job Category				
Name of Contract Position	Salary	Allowances		
		Transport Facilities		Technical Allowance
	With effect from December 1, 2019 (\$ per month)	Transport Allowance (per month)	Car Loan	
Programme Manager	\$21,100	\$2,500	\$140,000	Nil
Senior Project Manager	\$18,400	\$2,000	\$140,000	Nil
Project Manager	\$16,000	\$2,000	Nil	Nil
Project Support Officer	\$11,100	\$1,500	Nil	Nil

APPENDIX II (B)

Monitoring & Evaluation Job Category				
Name of Contract Position	Salary	Allowances		
	With effect from December 1, 2019 (\$ per month)	Transport Facilities		Technical Allowance
		Transport Allowance (per month)	Car Loan	
Programme Director, (M&E) (C)	\$22,000	\$2,500	\$140,000	Nil
Programme Coordinator, (M&E) (C)	\$18,400	\$2,500	\$140,000	Nil
Senior Monitoring & Evaluation Specialist (C)	\$16,000	\$2,000	Nil	Nil
Monitoring & Evaluation Specialist (C)	\$11,700	\$1,800	Nil	Nil
Director, Monitoring & Evaluation	\$18,700	\$2,000	\$140,000	Nil
Monitoring & Evaluation Coordinator	\$15,600	\$2,000	\$140,000	Nil
Monitoring & Evaluation Officer	\$9,900	\$1,500	Nil	Nil

