

## MINISTRY OF PLANNING AND DEVELOPMENT

### JOB DESCRIPTION PROGRAMME MANAGER

The Programme Manager will take overall responsibility for the Transition Secretariat and in supporting the NSITT Task Force in the establishment of the National Statistical Institute.

The incumbent will be instrumental in fine-tuning the programme implementation plan and upon the approval of the Task Force, successfully implement, manage and monitor the plans.

The role will involve liaising at all levels across key Ministries and Departments to analyse, effectively develop, and deliver programme management solutions in line with NSITT objectives.

#### SUPERVISION

The Programme Manager reports to the Permanent Secretary of the Ministry of Planning and Development. The incumbent will supervise the staff of the *Secretariat* and work alongside and through the Task Force and across key Ministries to ensure that the Task Force mandate is achieved. The incumbent must have a high degree of autonomy and is expected to organize and plan a demanding workload and manage conflicting priorities with minimal supervision to deliver within tight deadlines.

#### ROLES AND RESPONSIBILITIES

The Program Manager performs a wide range of duties including some or all of the following:

##### *Plan the program*

- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of Task Force and the organization
- Develop initiatives to support the strategic direction of the organization
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program
- Develop an annual budget and operating plan to support the program
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement

##### *Organize the program*

- Ensure that program activities operate within the policies and procedures of the organization
- Ensure that program activities comply with all relevant legislation and professional standards
- Develop forms and records to document program activities
- Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization

##### *Lead the program*

- Ensure all staff members receive orientation and appropriate training in accordance with organizational standards
- Supervise program staff by providing direction, input and feedback

- Communicate with clients and other stakeholders to gain community support for the program and to solicit input to improve the program
- Liaise with other managers to ensure the effective and efficient program delivery
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency

#### *Control the program*

- Write reports on the program for the Task Force and Ministry management
- Ensure that the program operates within the approved budget
- Monitor and approve all budgeted program expenditures
- Monitor cash flow projections and report actual cash flow and variance to the Chairman of the Task Force on a regular basis (monthly/bimonthly)
- Manage all project funds according to established accounting policies and procedures
- Ensure that all financial records for the program are up to date
- Provide required information to have invoices generated and submitted according to the established timelines
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks
- Monitor the program activities on a regular basis and conduct semi-annual evaluations according to the program evaluation framework
- Report evaluation findings to the Chairman of the Task Force and the Permanent Secretary of the Ministry and recommend changes to enhance the program, as appropriate

## **SKILLS & ATTRIBUTES**

### **Ability to:**

- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions, which are timely, and in the best interests of the organization.

- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

## **EDUCATION AND EXPERIENCE**

- Possession of an MBA or equivalent combination of postgraduate qualifications in a related field.
- Five or more years' experience in project management, programme management and transformation in large organizations, including experience designing and implementing strategies to support business objectives.
- A background in the public sector is preferred but not required.

**DEADLINE: Friday August 17<sup>th</sup>, 2018.**

**Kindly note that only hard copies of applications, accompanied by Curriculum Vitae and copies of certificates, will be acknowledged. These should be submitted by the deadline date and addressed to:**  
**THE PERMANENT SECRETARY**  
**MINISTRY OF PLANNING AND DEVELOPMENT**  
**ATTENTION: DIRECTOR, HUMAN RESOURCES**  
**4TH FLOOR, CAPITAL PLAZA, 11-13 FREDERICK STREET,**  
**PORT OF SPAIN.**