

**11th EDF A Envelope
Technical Cooperation Facility and
Support Services to the National Authorising Officer**

TERMS OF REFERENCE

Project Officer

The Government of Saint Vincent and the Grenadines has received financing from the European Union (EU) for two actions: (1) Technical Cooperation Facility (TCF) and (2) Services to Support the Office of the National Authorising Officer (NAOSU).

Programme Purpose

The NAOSU component will support the operations of, and improve the institutional capacity with the office of the NAO for the efficient planning, implementation and monitoring of development projects and programmes financed by the EU. Activities will also be undertaken to improve awareness among key actors on development issues.

The TCF component will provide technical assistance to the transport sector in all activities not covered by the implementing partner - the Caribbean Development Bank (CDB). The TCF component will also provide short and long-term technical assistance, training, policy advice and studies as needed in the programming, preparation and implementation of actions.

Scope of Service Required

The Duties and Responsibilities of the Project Officer will include:

- (i) Assist the Programme Coordinator with the formulation and, implementation of respective Programme Estimates (PE);
- (ii) Liaise with appropriate personnel particularly the staff in the Public Sector Investment Programme Management Unit (PSIPMU) for relevant guidance on programme management, policy and implementation;
- (iii) Assist the Programme Coordinator with establishing relevant linkages with appropriate national, regional and European Commission level agencies, programmes and personnel;
- (iv) Assist the Programme Coordinator with the organisation, management and reporting for the Project Steering Committee;
- (v) Assist the Programme Coordinator with all relevant reporting obligations pursuant to the rules and procedures set out in the EU's practical guide to procedures for programme estimates;

- (vi) Assist the Programme Coordinator with facilitating evaluations, external missions, and external audits by the European Commission, and with analyzing and implementing relevant conclusions and recommendations;
- (vii) Jointly with the PSIPMU Procurement Officer, plan, coordinate, monitor and carryout procurement processes and activities to ensure time and successful delivery of project activities;
- (viii) Assist the PSIPMU Procurement Officer with the management of the results of procurement procedures and preparation of contracts, including checks on invoices and related technical documentation;
- (ix) Assist the Programme Coordinator in conducting and coordinating necessary consultations, site visits and training for the success of specific activities and expected results;
- (x) Jointly with the staff of the PSIPMU, develop and implement administrative and monitoring procedures for effective supervision of suppliers, contractors and consultants, including technical, financial and other aspects. (Follow up with implementing partners and contractors for progress reports and submission of reports);
- (xi) Assist the Programme Coordinator in coordinating and monitoring of project activities and budgets;
- (xii) The Project Officer may be required, from time to time, to fulfil duties/responsibilities as directed by the Project Coordinator, and may be required to undertake any such other duties as may be required in support of the implementation of the project.

Functional Relationship and Reporting

- (i) Reports to the Programme Coordinator, NAO Support Services Unit
- (ii) The Director of Economic Planning

Qualifications and Experience

The candidate is required to demonstrate the following qualifications, knowledge, skills and experience:

- (i) University degree in Economics, Development Studies and Social Policy, Project Development or related area.

- (ii) A minimum of three years' experience in project development and implementation or related experience.
- (iii) Knowledge of Project Cycle Management and EU programmes would be an advantage.
- (iv) Ability to work as a member of a multi-disciplinary team and to take initiative to work with minimum supervision.
- (v) Excellent oral and written communication skills in English.
- (vi) Experience and skills in Microsoft Suite of programme (including MS Project, MS Excel, MS Word).

Duration of the Contract

The successful candidate will be employed on a contractual basis and stationed at the Economic and Sustainable Development Division of the Ministry of Finance, Economic Planning, Sustainable Development and Information Technology.

Employment will be over a four year period. It will be renewed annually, based upon satisfactory job performance. The initial contract period shall be for one year, extendable by mutual agreement in accordance with the EU procedures for consultancy services.