

SAINT VINCENT AND THE GRENADINES

TERMS OF REFERENCE
ASSISTANT PROJECT COORDINATOR FOR VULNERABLE POPULATIONS AFFECTED
BY CORONAVIRUS PROJECT

SUMMARY

The Assistant Project Coordinator will support the Public Sector Investment Programme Management Unit (PSIPMU) in Economic Planning Division, Ministry of Finance, Economic Planning and Information Technology in the implementation of the Health Sector COVID-19 Response Project and the Safety Net for Vulnerable Populations Affected by Coronavirus Project, hereinafter referred to as the COVID-19 Response Programme.

DUTIES AND RESPONSIBILITIES

The Assistant Project Coordinator (APC) will support the Project Coordinator in ensuring the successful implementation of project activities. In particular, the APC will be responsible for providing administrative assistance in general project implementation and management and day-to-day liaison with counterparts in the participating ministries and agencies within the Government of St. Vincent and the Grenadines (GOSVG), and the Caribbean Development Bank (CDB) project teams. The Assistant Project Coordinator will carry out his/her functions under the direct supervision of the Project Coordinator. Specifically, the Assistant Project Coordinator will be required to:

- (a) Assist in overseeing the day-to-day activities related to the management and implementation of the Safety Net and Health projects.
- (b) Monitor project budget and financial expenditures and their conformity to the work plan and prepare project budget revisions.
- (c) Liaise with internal and external clients to ensure that all administrative and financial transactions are properly carried out according to the requirements of GOSVG and CDB.
- (d) Monitor progress on deliverables under contracts and provide feedback as necessary.
- (d) Assist in the coordination of the work of the consultants to ensure consistency with the overall project implementation plan.
- (f) Assist with the preparation of evaluation reports, progress reports, project completion report and other reports that may be required by the Project.
- (g) Be responsible for day-to-day project correspondence, information-sharing and filing ensuring that appropriate follow-up actions are taken.

- (h) Manage the logistical arrangements for all project-related meetings and prepare meeting minutes.
- (i) Collect and analyse data, prepare and update briefs, records and other documents on project implementation and execution.
- (j) Support the Communications Consult in implementing the communication/public awareness component of the social protection and the health projects.
- (k) Perform other duties as determined by the Project Coordinator.

QUALIFICATIONS AND EXPERIENCE

Prospective candidates should have:

Education: A university degree in Business Administration, Public Administration, Management or other related field. Certification in Project Management would be an asset

Experience: At least two years' administrative assistance experience working on a similar or large/complex project.

Language proficiency: Fluency in written and spoken English

Other skills:

- (a) Proficiency in Microsoft Office Suite
- (b) Familiarity with digital technologies and digitalisation
- (c) Strong spoken and written communication skills