



POSITION DESCRIPTION

DIVISION: PROJECTS
JOB TITLE: PROJECT OFFICER
TITLE OF SUPERVISOR: PROJECTS MANAGER

ABOUT THE ROLE

Reporting to the Projects Manager; the Project Officer will work under the direction of the Project Manager and provide technical assistance to ensure that the TISA Project goals and objectives are achieved. This officer will assist with planning, coordination, implementation, monitoring and evaluation of the project.

KEY RESPONSIBILITIES

- Works closely with the Project Manager in defining the project scope and in the development of the work breakdown structure to facilitate decision-making for project start-up.
- Assists with the preparation of the Project Implementation Plan (PIP) and other key documents to support the project.
- Assists with the creation of the Annual Work Plans (AWPs) and schedules for the project and its components for the approval of the Project Manager.
- Assists with the development of the overall budget for the project as well as for project components and conducts budget reviews and analyses in conjunction with the Project Accountant for discussion with the Project Manager.
- Assists with the implementation of finance and accounting, records management, communications, feedback, monitoring and evaluation frameworks are effectively established to facilitate project start up and to support the project to completion under the direction of the Project Manager.
- Assists the Project Manager with the establishment of sustainability and project exit strategies from the inception of the project.
- Assists the Project Manager with the development and implementation of a framework for national judiciaries to calculate their level of Effort (LOE) contributed to the project.
- Interfaces with project contractors, keeps track of their deliverables, and keeps the Project Manager up-to-date.

- Interacts with and supports the national and regional project teams in the execution of the project components.
- Prepares regular reports to assist the Project Manager to track the progress of project components to ensure schedules and deadlines are being met.
- Identifies projects issues and possible solutions and bring them to the attention of the Project Manager for action.
- Performs any other related duties.

KEY QUALIFICATIONS & REQUIREMENTS

- Tertiary qualification in Project Management
- Dynamic professional with experience in project planning, coordination, monitoring and evaluation of medium to large projects.
- Strong project management and reporting skills.
- Must be able to provide technical advice and support to the Project Manager.
- Ability to work collaboratively with multi-disciplinary teams and stakeholder groups.
- Knowledge and understanding of Performance Management Frameworks (PMFs)
- Good understanding of Results Based Management (RBM).
- Good communications (oral and written) and presentation skills.
- Ability to work under tight deadlines.
- Excellent people skills
- Strong organizational skills and keen attention to detail
- Proficient in the use of different project management software and the Microsoft Office Suite.