

TERMS OF REFERENCE

ASSISTANT PROJECT COORDINATOR FOR SAFETY NETS FOR VULNERABLE POPULATIONS AFFECTED BY CORONAVIRUS DISEASE PROJECT; IMPROVING RESPONSE AND RESILIENCE OF THE HEALTH SECTOR TO COVID-19 PROJECT AND STRENGTHENING RESPONSE, RECOVERY AND RESILIENCE IN THE HEALTH SECTOR PROJECT UNDER THE COVID-19 RESPONSE PROGRAMME

SUMMARY

The Assistant Project Coordinator will support the Public Sector Investment Programme Management Unit (PSIPMU) in the Economic Planning Division, Ministry of Finance, Economic Planning and Information Technology in the implementation of the following projects:

- Safety Nets for Vulnerable Populations Affected by Coronavirus Disease Project.
- Improving Response and Resilience of the Health Sector to COVID-19 Project
- Strengthening Response, Recovery and Resilience in the Health Sector Project

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 APC will carry out his/her functions under the direct supervision of the Project Coordinator. Specifically, the APC will be required to:

- (a) Assist in overseeing the day-to-day activities related to the management and implementation of the Health Sector COVID-19 Response Project and the Strengthening Response, Recovery and Resilience in the Health Sector.
- (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.

- (e) Assist in the coordination of the work of the consultants to ensure adherence and 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 to ensure 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 Procurement Officer in the undertaking of procurement activities under the projects.
- (k) Perform any other duties as determined by the Project Coordinator.

QUALIFICATIONS AND EXPERIENCE

Prospective candidates should have:

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

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

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