

ADMINISTRATIVE AND COMMUNICATION OFFICER

Position: Projects Officer	Supervisor: Sr. Projects Officer
Current incumbent:	Department/Unit: Projects
Division: Corporate Services	Level:
Location: Belmopan	Last revised:

PRIMARY FUNCTION:

The Project Officer is responsible for harnessing partnerships with national and international development organizations, to support enterprise growth in the private sector. The Unit prepares, updates, and monitor projects administration activities to ensure quality of execution, as well to ensure their sustainability, in addition to conducting procurement of goods and services for activities related to projects within BELTRAIDE.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Track project deliverables, budgets, and timelines with the project team.
2. Maintain user-friendly access to files and documents regarding the project.
3. Take minutes in meetings and disseminate project implementation progress.
4. Request quotations, invoices, and receipts from suppliers for goods and services,
5. Liaise with Finance Unit in ensuring and verifying payments are made to suppliers.
6. Liaise with Marketing Unit to coordinate and ensure promotion of project activities.
7. Assist in developing project proposals for funding agencies.
8. Assist in developing monitoring and evaluation plans for projects.
9. Assist in preparing project status reports or presentations for CEU.
10. Assist in developing budgets for projects.
11. Assist in preparing notices and requisitions for procurement.
12. Effectively communicate relevant risks or opportunities to the Senior Projects Officer.
13. Collaborate with managers to streamline meeting schedules and ensure timely delivery of high-quality deliverables.
14. Perform any other relevant tasks as assigned

15. Perform any other relevant tasks as assigned by supervisor.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements that follow are representative of the knowledge, skill and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

- Bachelor's in Business Administration, International Business, International Relations, or related field.
- Training in Project Management and/or PMP / Agile certification will be an asset.

Knowledge & Skills

- Well-developed interpersonal, communication, and leadership skills.
- Pro-active in seeking information, managing relationships with stakeholders, including building trust and promoting partnership.
- A working understanding of guidelines and procedures typically used by international development agencies and financial institutions.
- The ability to work independently and manage multiple tasks effectively.
- Excellent written and oral communication skills, including the ability to synthesize key issues and draw lessons learned.
- Ability to prepare technical reports.
- Languages: English (minimum), Spanish (will be an asset).
- Good working knowledge of MS Office applications (word, excel, project, PowerPoint) email/internet.

Key Competencies & Attitudes

- Team player
- Self-starter
- Flexible
- Multi-tasker
- Dependable
- Honest
- Mature
- Sound work ethics
- Detail oriented

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to sit and reach with hands and arms. The incumbent is occasionally required to walk, use hands or fingers, handle, or feel objects, tools or controls, stoop, kneel, crouch and talk or hear.

The incumbent must occasionally lift and or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The incumbent will have his/her own office area and will be equipped with standard office equipment. The office will be at a moderate temperature with a noise level of low to moderate. The incumbent is required to work a standard work week (40 hrs.); however, there may be times when he/she will be required to work evenings, weekends, and overtime to accommodate activities that are directly related to BELTRAIDE.