# Government of St. Vincent and the Grenadines

## ADVERTISEMENT

### POST OF SENIOR PROJECT OFFICER, MINISTRY OF EDUCATION, VOCATIONAL TRAINING AND INNOVATION, DIGITAL TRANSFORMATION AND INFORMATION

Applications are invited from suitably qualified persons to fill the post of Senior Project Officer, in the Ministry of Education, Vocational Training and Innovation, Digital Transformation and Information

## QUALIFICATIONS AND EXPERIENCE

Applicants should possess the following:

- A Bachelor's degree in Project Management, Development and Economics or other relevant Social Science discipline;
- Post graduate training in Project Management would be an asset
    - **Proficient in the use of project management software**
    - **Sound knowledge in established procurement policies and practice of the international donor community**
    - **Sound knowledge of budgetary procedures**
    - **Sound knowledge of the local Procurement Act of 2018**
    - **A minimum of five (5) years' experience leading the procurement of goods and services**
    - **At least five years related experience in Project Management in the public sector**
    - **Experience in Project Management and Planning**

## DUTIES AND COMPETENCIES

The officer will function with the following competencies: -

- **Monitor and evaluate the implementation of the Ministry of Education's Capital Projects/Programme**
- **Coordinate the preparation of the annual Capital Estimates**
- **Manage the Ministry of Education's Portfolio of Projects in the Sector-wide Public Sector Investment Programme (PSIP)**
- **Lead inter-ministerial coordination in the planning and execution of development projects**
- **Prepare regular progress reports and provide detailed analysis and data that will inform interventions**
- **Monitor project progress, identify potential risks, and implement mitigation strategies in collaboration with stakeholders**

- **Lead in the preparation, monitoring and updating of development plans programmes and strategies**
- **Lead in the development and execution of in-house training programmes in Project Implementation, Project Financial Management and Output measurement**
- **Any other project management related duties assigned**

## SALARY

Salary is payable in the scale **$75,576.00 x $4,824.00 - $99,696.00 per annum in Grade B2.**

## CLOSING DATE FOR APPLICATIONS

Applications accompanied by Certified copies of proof of qualifications and two recent testimonials should be submitted to the Chief Personnel Officer, Personnel Department, 2nd Floor, Ministerial Building, Halifax Street, Kingstown no later than **December 11, 2026**.