



PERSONNEL DEPARTMENT

ADVERTISEMENT

POST OF PROJECT OFFICER I, POLICY, PLANNING AND ADMINISTRATION – MINISTRY OF URBAN DEVELOPMENT, ENERGY, SEAPORTS, GRENADINES AFFAIRS AND LOCAL GOVERNMENT

Applications are invited from suitably qualified persons to fill a post of **PROJECT OFFICER I** in the Ministry of Urban Development, Energy, Seaports, Grenadines Affairs and Local Government.

DUTIES

The duties of the officer appointed to the post will include the following:-

- Assisting the Project Officer II with the implementation and monitoring of the Capital programme;
- Providing administrative support to the project management unit;
- Assisting with the preparation and implementation of the Annual Capital Estimates;
- Supervising the continuous development and functioning of the Project Monitoring System;
- Performing any other related duties assigned by the Permanent Secretary.

EDUCATION

A Bachelor of Science degree in the field of Project Management, Economics, or any related field from an accredited tertiary institution.

EXPERIENCE

Two (2) years working experience in Project Cycle Management or related field.

SALARY

Salary is payable in the scale \$59,988 x \$3,240- \$73,188 in Grade E.

CLOSING DATE FOR APPLICATIONS

Applications, accompanied by Curriculum Vitae, Certified copies of qualifications and two (2) recent testimonials, should be sent to the Chief Personnel Officer, Personnel Department, 2nd Floor, Ministerial Building, Halifax Street, Kingstown, to reach her not later than **October 10, 2025**.