

## **JOB DESCRIPTION**

**JOB TITLE:** Programme Coordinator

**JOB PURPOSE:**

The incumbent is required to coordinate assigned activities throughout its life cycle to assist the operations of the Construction Company Limited in support of the mandate of the Trinidad and Tobago Housing Development Corporation.

**WORKING RELATIONSHIPS:**

- Reports to the designated Programme Manager.
- Works closely with internal and external stakeholders.

**MAJOR DUTIES & RESPONSIBILITIES:**

- Strategic & Transformational Role:
  - Prepares documents for the award of contracts. (technical information, scope documentation to support Procurement and Contract Management with tenders, common variations and awards).
  - Conducts site visits and confers with project team members and other stakeholders to ensure work is done in accordance with:
    - Project Management, Constructions Management and Contract Management best practices.
- Operations Oversight Role:
  - Reviews tenders submission and makes recommendations.
  - Schedule, drawings, and required standards, codes and specifications.
  - Evaluates works performed by contractors and makes recommendation for payments.
  - Supervises the work activities for relevant employees performing related work on projects.
  - Prepares and submits reports in accordance with project schedule and the Company's requirements.
  - Develops and manages department's/unit's budget in accordance with strategic and operational plans of the Company.
  - Performs any other related duties and responsibilities consistent with the job title/position.

## **QUALIFICATIONS AND EXPERIENCE:**

- Bachelor's Degree in Project Management; Civil Engineering; Constructions Management; or related Engineering discipline.
- Seven (7) years in a similar position with at least five (5) years with supervisory experience in a similar position; or
- Equivalent combination of training and experience.

## **KNOWLEDGE AND SKILLS:**

- Knowledge of project management, construction management, building standards, specifications and codes governing housing and infrastructure projects.
- Knowledge of OSH principles and practices relevant to the housing and infrastructure projects.
- Knowledge of construction management, building standards, specifications and codes.
- Knowledge of project management principles, practices, techniques and procedures.
- Knowledge of the government rules, regulations and procedures pertinent to programme/project management.
- Skill in the use of project management software.
- Skill in project planning and implementation.
- Ability to use the internet to conduct research into programme/project related issues.
- Ability to establish and maintain effective working relationships with stakeholders and the public.
- Excellent analytical and reasoning skills.
- Attention to detail and problem solving skills.
- Strong organizational and planning skills.
- Excellent time management skills and ability to multi-task and prioritize work.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).

## **PHYSICAL REQUIREMENTS:**

- Prolonged periods sitting at a desk and working on a computer.
- Maybe required to work in outdoor weather conditions when required.
- You might travel around to a number of different sites.
- You would wear protective gear when on site, including hard hat, overalls and safety shoes.

