



JOB TITLE:	Project Officer - Caribbean
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Reporting to:	CLGF Regional Manager - Caribbean
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PURPOSE OF JOB

- Be the operational focal point of the SGA2.
- Provide advice and support for the successful delivery of the project.
- Coordinate with the CLGF Programme Team, including regional programme staff, for the successful delivery of the project.
- Support all reporting to the EU, including financial reporting.
- Undertake other functions as may be required.

MAIN DUTIES

Reporting directly to the Regional Manager (CLGF Caribbean) and working closely with the Programme Team in London and the regions, the project officer will be responsible for project coordination, overseeing key activities against the agreed work plan, coordinating preparation of all narrative and financial reporting within the team and to the EU, and providing backstopping support to enhance project delivery.

Duties and Responsibilities

1. Work with colleagues in the programme team to finalise an annual work plan and budget.
2. Monitor and support the successful achievement of project targets.
3. Organise regular meetings of the team to review progress, identify and respond to any emerging challenges and risks.
4. Coordinate with the CLGF Programme Team and other programme staff in the regions of the Commonwealth, for effective project delivery.
5. Collect and collate team reports, ensuring consistent and eligible reporting of all teams' expenditure related to the SGA2, including availability of supporting documentation.
6. Working closely with the Regional Manager and CLGF's Director of Finance oversee project budgets and ensure timely and accurate reporting, including to the EU and other stakeholders.
7. Provide close financial oversight to the project especially with regard to the contracting and acquittals of partners and CLGF activities.
8. Where appropriate develop TORs, contract consultants or technical assistance, and monitor timely and quality delivery.

General

- Assist in the preparation and implementation of CLGF's events relating to the SGA2 including the CLGF's biennial Conference.

- Represent CLGF at outside events as appropriate.
- Maintain a good overview of current affairs and political developments in the Commonwealth, including developments relating to EU policy and local government.
- Undertake other such tasks and responsibilities as may be required.

PERSON SPECIFICATION

Education

Degree in Social Sciences, Town Planning, Gender Studies, Urban Development and Planning or other related field to the project.

Experience

- At least 5 years' professional experience, preferably relating to project management, particularly within the local government, international development or voluntary sector.
- Experience of working on EC funded projects and understanding of EU financial and reporting procedures is essential.
- Knowledge of, and relevant experience of working in project management in the Caribbean, ideally together with some wider international experience would be preferred.

Knowledge and technical expertise

1. Able to coordinate project activities, maintain excellent communications with project partners and other team members, manage information effectively, organise own workload and work well under pressure.
2. Able to work on own but also collaboratively as part of a team showing initiative and maintaining high quality outputs within set deadlines and targets.
3. Experience of project coordination, monitoring, and evaluation.
4. Familiar with EU reporting procedures (narrative and financial).
5. Understanding of the EU and EU policy relating to local government.
6. Understanding and interest in local government and the Commonwealth an advantage.
7. Good interpersonal skills, political awareness and sensitivity, and high standards of ethics and personal conduct.
8. Good administrative and written skills.
9. Experience of project finance and good project financial reporting.
10. Good knowledge of Microsoft Office.

Other Competencies

- Ability to work independently and as part of a team.
- Able to work under pressure and meet deadlines.
- Sensitive to working in a multi-cultural environment.
- Able to work effectively in a sensitive political environment and respect confidentiality.
- A good ambassador for CLGF and its work.
- Willingness and ability to travel.