

## Job Description/Terms of Reference ASSISTANT PROJECT COORDINATOR

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### **Location:**

4<sup>th</sup> Floor PCJ Building 36 Trafalgar Road, Kingston 10

### **Reporting Relationship:**

Person/s from whom Direct Supervision is received: Project Manager Person/s  
to whom Direct Supervision is given: none

### **Job Summary:**

Responsible for providing project management support in the planning and effective execution of projects within budget and on time, consistent with the mandate of the Universal Service Fund. This includes collaborating with project stakeholders island-wide to identify strategic projects and to ensure punctual executions of approved projects at industry-leading standards as well as participating in the provision of technical expertise for tender specification and evaluation of proposals/bids for project implementation.

### **Key Outputs/ Deliverables:**

- Project monitoring schedules developed
- Project proposals evaluated
- Project deliverables/ resources defined
- Work plans/ project schedules produced
- Project outputs monitored
- Rules/ standards/ regulations adhered
- Problems resolved
- Reports prepared/ presented
- User Acceptance Testing performed
- Inspections conducted
- Data analyzed
- Technical documents evaluated
- Project schedules monitored
- Specifications prepared
- Infrastructure assessed
- Requirements assessed
- Projects monitored
- Technical guidance provided
- Progress payment requests vetted
- Tender document proposal reviewed
- Database maintained
- Reports prepared
- Operational and work plans developed

### **Principal Responsibilities:**

- Participate in the evaluation of ICT project proposals for compliance with established funding criteria.
- Prepare ICT project plans and assist with ensuring that the intended projects are completed within the specified quality assurance framework.
- Prepare specifications and cost estimates for ICT projects.
- Monitor ICT projects, outputs and implementations island-wide.
- Maintain ICT project management files for each project.
- Assist in defining the deliverables, resource requirements and work plan for ICT projects.
- Monitor ICT project executions island-wide to ensure maximum efficiency.
- Track ICT project costs, time and execution.
- Test and assist in managing the operation of the wide-area-network and associated equipment.
- Conduct inspection of ICT projects in progress; compare work-in-progress against project schedule timeline and standards.
- Perform User Acceptance Testing for all assigned ICT projects.
- Provide technical assistance/ support to Community Access Point Administrators.
- Assist with the analysis of data to inform technical specifications.
- Anticipate and resolve problems, bottlenecks or scheduling conflicts relating to ICT project implementation.
- Compile timely financial and performance reports and present reports.
- Identify potential projects, consistent with the corporate mandate.
- Ensure ICT projects adhere to Organization policies/safety rules/statutory regulations/government guidelines.
- Review requests for payment and ensure that invoices are legitimate.
- Assist with monitoring functionality of existing ICT projects of the Fund.
- Assist with conducting inspection of ICT projects in progress.
- Assist with the evaluation of technical documents and interpretation of ICT proposals.
- Compare work-in-progress against project schedule and standards.
- Review requests for progress payments by examining ICT project status (work to date) against project deliverables/milestones.
- Prepare source documents to inform requests for progress payments.
- Assist with preparing periodic reports to inform on the progress/status of ICT projects.
- Assess technical proposal and participate in the tender.
- Perform any other related functions that may be assigned from time to time.

### **Performance Criteria:**

- Key deliverables are produced within agreed time frame to required standards.
- Initiative and ingenuity are demonstrated in expediting tasks.
- Project monitoring schedules developed as agreed and in accordance with established guidelines.
- Projects monitored in accordance with agreed timelines/schedules.

- Technical advice given is sound and supported by research, best practice or industry standards.
- Reports prepared are accurate and submitted on time.
- Competence is displayed in completing tasks.
- Demonstrate initiative, decorum, professionalism and ingenuity in discharging duties and responsibilities.
- Display good working relationships with others.
- Confidentiality, dependability, professionalism and tact are displayed in the execution of duties.
- Universal Service Fund's and department's policies are adhered to in the execution of duties.

**Minimum Required Education and Experience**

- BSc. Electrical Engineering/ Telecommunications /Information Technology or equivalent
- Minimum of two (2) years' experience in a similar position.

**Key Competencies:**

<i>Behavioral Competencies</i>		<b>LEVEL</b>
Problem solving and analytical skills	The ability to approach a problem by using a logical, systematic, sequential approach; diagnose, and solve problems involving varied levels of complexity, ambiguity and risk; diagnose and make prompt decisions in emergencies.	2
Interpersonal Skills	The ability to get along and interact positively and effectively with coworkers and in groups. The degree and style of understanding and relating to others; maintain composure and work effectively in groups and with individuals; show compassion; be patient and confidential in dealing with situations.	3
Teamwork and Cooperation	The ability to recognize that total participation and commitment to team excellence brings shared success; cooperate with others to accomplish common goals and treat others with dignity and respect and value the contributions of others.	4
Customer Focus	The ability to identify and respond to current and future customer's needs as well as to provide excellent customer service to internal and external customers.	4
Communication	The ability to listen to others and communicate in an effective manner; communicate ideas, thoughts, and facts in writing; use, correct grammar, correct spelling, sentence and document structure, accepted document formatting, and special literary techniques to communicate a message both orally and in writing.	3

Conflict Management	The ability to encourage creative tension and differences of opinion; anticipate and take steps to prevent, counterproductive confrontations and manage and resolve conflicts and disagreements in a constructive manner.	3
Decision making	The ability to identify and understand issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.	3
Ethics and Integrity	The degree of trustworthiness and ethical behavior of an individual with consideration for the knowledge one has of the impact and consequences when making a decision or taking action; displaying high standards of ethical conduct and understands the impact of violating these standards on an organization, self and others.	5
Planning and Organizing	The ability to define tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.	2
Thoroughness	The ability to ensure that one's own and other's work and information are complete and accurate; to carefully prepare for meetings and presentations; to follow up with others to ensure that agreements and commitments have been fulfilled.	3
Vision and Strategic Thinking	The ability to support, promote, and ensure alignment with the organization's vision and values; to understand how an organization must change in light of internal and external trends and influences.	2
Creative Thinking	The ability to look at situations from multiple perspectives; to do or create something new; to create solutions to problems using novel methods and processes as well as to compose and edit written material.	2
Organizational Awareness	The ability to understand that workings, structure, and culture of the organization as well as the political, social and economic issues affecting the organization.	3
Professional and Personal Development	The ability to commit to improving one's technical and personal growth; actively identify new areas for learning; regularly taking advantage of learning opportunities and using newly gained knowledge and skills on the job and learning through their application.	3
Results Orientation	The ability to focus personal efforts on achieving results consistent with the organization's objectives.	3

<i>Functional/ Occupational Competencies:</i>	<b>LEVEL</b>
• Knowledge of Project Management principles and practices	3
• Sound knowledge of data communications principles.	4
• Working working knowledge of web technologies.	3
• Use of Microsoft Office tools including Microsoft Project.	3

**Liaison/ Principal Contacts:**

<b>Internally:</b>	<b>Nature of relationship</b>
Divisional Heads	Provide advice and guidance
General Staff	Provide advice and guidance
<b>Externally:</b>	
Contracted Service Providers	Provide and receive information

**Dimensions, Authorities and Decision Making:**

- Make recommendations for improvements where technical deficiencies are detected.
- Suggest/recommend project schedule timelines.

**Working Conditions:**

Expected to work beyond normal working hours from time to time and as such may be required to arrive at or depart from work prior to 8:30 a.m. and beyond 5:00 p.m.; and may also be required to work on weekends. There may also be instances where overnight stay is imperative.

**Special conditions associated with job:**

- Required to work beyond normal working hours from time to time.
- Frequent travel to USF project locations.
- Visiting sites in different communities across the island, which may require that the incumbent monitors developments in these areas prior to visiting and ensure to wear clearly USF branded clothing/vest (to be provided) and their Staff ID under normal circumstances.