

The Trinidad and Tobago Coalition of Services Industries (TTCSI), the premier voice of services in Trinidad and Tobago, is seeking to recruit a suitable candidate to fill the post of **Project Coordinator for a period of eight (8) months**. Applications should be submitted no later than **March 10th, 2019** via email to [generalmanager@ttcsi.org](mailto:generalmanager@ttcsi.org). Only shortlisted candidates will be contacted.

JOB DESCRIPTION	
JOB TITLE:	<b>PROJECT CO-ORDINATOR, SPECIAL PROJECTS</b>
<b>JOB SUMMARY:</b> To assist the TTCSI by providing project coordination and research skills for a Public Sector Investment Programme (PSIP) consultancy over an eight (8) month period.	
<b>KEY DUTIES AND RESPONSIBILITIES:</b>	
<ol style="list-style-type: none"> <li>1. Coordinate activities between the consulting firm and key stakeholders;</li> <li>2. Provide administrative support to the Steering Committee;</li> <li>3. Conduct research on, and analysis of, policy documents;</li> <li>4. Conduct background research to assist with the preparation of the specified project;</li> <li>5. Review reports provided by the consulting firm;</li> <li>6. Compile analytical reports using data from verified sources and statistical databases;</li> <li>7. Prepare presentations;</li> <li>8. Prepare reports for the Steering Committee and the PSIP Coordinating Committee;</li> <li>9. Prepare progress reports;</li> <li>10. Attend meetings on behalf of the TTCSI for the specified project;</li> <li>11. Assist in the execution of the project and project coordination specifically in the areas of administration, budgets and monitoring and evaluation;</li> <li>12. Assist in all tasks related to research, particularly in the form of literature searches, processing/compiling data, data analysis and report writing;</li> <li>13. Monitor and evaluate reports submitted and provide timely feedback and analysis</li> <li>14. Review and provide feedback on survey instruments and workshops;</li> <li>15. Assist the TTCSI General Manager in drafting supporting documents for the project;</li> <li>16. Any other duties and responsibilities which may be assigned.</li> </ol>	

**QUALIFICATIONS AND EXPERIENCE:**

- University degree in Economics (Preferred) ( or one of the following disciplines: Statistics; Trade; International Relations
- A minimum of five (5) years relevant professional experience
- Experience in statistical data collection and analysis;
- Experience in the use of Statistical software such as SPSS and Stata;
- Knowledge of designing survey instruments and indices.

**REQUIRED SKILLS AND CORE COMPETENCIES**

- Proven excellent analytical, report writing, and organisational skills
- Excellent research, report writing and documentation skills
- Presentation, oral and written communication skills
- Strong analytical and problem solving skills
- Good interpersonal skills including building effective working relations with stakeholders and other colleagues
- Excellent planning and time management skills and ability to work under pressure and meet tight deadlines
- Knowledge of Research Methodologies
- Proficiency in the use of Microsoft Office suite of applications