

REGIONAL CO-ORDINATOR, NSDP

JOB SUMMARY:

This job requires the incumbent to ensure that the quality projects under the NSDP are delivered to citizens. Work involves visiting sites in predetermined regions of the country to conduct needs assessments, monitor project implementation and conduct project evaluations to ensure proper project delivery. The incumbent is also responsible for liaising with relevant stakeholders in order to facilitate the effective and efficient execution of NSDP deliverables.

KEY DUTIES AND RESPONSIBILITIES:

- Liaise with community representatives with Social Service delivery staff of the MPSD to inform project selection and prioritization.
- Assist in verification of project feasibility and authenticity.
- Conduct needs assessments with a view to recommending NSDP assistance.
- Monitor project implementation in communities.
- Liaise with relevant officials of Area Implementation Agencies, for example, T&TEC and WASA to expedite project implementation.
- Assist in the resolution of conflict relating to NSDP projects in communities.
- Attend regional and other meetings that have implications for NSDP.
- Prepare and submit timely reports as required.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficient in Microsoft Office Suite and other relevant software.
- Demonstrated Project Management skills.
- Strong interpersonal and communication skills.
- Helpful, positive and co-operative style of working.
- Sound analytical skills
- Ability to monitor and evaluate projects
- Ability to liaise and network with agencies for resource assistance
- Perform other related duties as required.

QUALIFICATIONS AND EXPERIENCE

- Degree in Social Sciences from a recognized University.
- At least three (3) to five (5) years practical experience in working with community groups and organization.
- Conflict Resolution Skills Training will be an asset.