

THE UNIVERSITY OF THE WEST INDIES DIGITAL TRANSFORMATION PROJECT

DRAFT TERMS OF REFERENCE

**PROJECT ADMINISTRATOR, PROCUREMENT OFFICER AND CHANGE
MANAGEMENT/COMMUNICATIONS OFFICER OF THE PROJECT MANAGEMENT UNIT**

Project Name: UWI Digital Transformation Project

Project Title: Project Administrator

Duty Station: UWI Project Management Unit, Regional HQ

Duration of Assignment: 24 months (with a possibility of extension)

1. DUTIES AND RESPONSIBILITIES

1.01 The Project Administrator will be responsible for providing administrative assistance in general project implementation and management and day-to-day liaison with counterparts. He/She will provide comprehensive secretarial and administrative support to the Project Coordinator, including drafting correspondence, taking of minutes, arranging for the processing of government clearances, making travel arrangements and related tasks. The Project Administrator carries out his/her functions under the direct supervision of the Project Coordinator. Specifically, the incumbent will:

- (a) Overseeing the day-to-day activities of the Project Management Unit related to the management and implementation of the Project, including project monitoring and evaluation, financial management, progress and financial reporting, leading staff of the PMU.
- (b) Monitor project budget and financial expenditures and their conformity to the work-plan; process direct payments and advance requests and prepare project budget revisions
- (c) Liaise with UWI Office of Finance to ensure that all administrative and financial transactions are properly carried out according to the requirements of UWI and CDB
- (d) Overall supervision of project activities and arrange for public consultations as required
- (e) Draft Terms of References and management of local and foreign consultants, monitoring progress on deliverables under those contracts and providing feedback as necessary, and coordination of the work of the consultants consistent with the overall project implementation plan.
- (f) Undertake external high-level communication.
- (g) Prepare, or as appropriate supervise the preparation of, progress reports, annual reports, project completion report and other reports that may be required by the stakeholder
- (h) Prepare, or as appropriate supervise the preparation of, annual work plans and budgets and present to the PSC for approval.
- (i) Be responsible for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken.
- (j) Assist in preparing evaluation reports, annual project reports, and update projects files. Prepare minutes of project meetings. Prepare all documentation for contract issuance.
- (k) Collect and analyses data, prepare and update briefs, records and other documents on project implementation and execution.

- (l) Provide inputs for publication materials and collect information related to the Project.
- (m) Liaise with project counterparts on day-to-day implementation of project activities
- (n) Manage the Social Media and Communication component of the project.
- (o) Perform other duties as determined by the Project Coordinator.

2. QUALIFICATION AND EXPERIENCE

Competences

- (a) Professionalism.
- (b) Ability to work independently and to maintain flexibility in working hours.
- (c) Demonstrated effective planning and organisational skills and ability to handle work in an efficient and timely manner.
- (d) Proven experience and technical ability to manage a large project.
- (e) Effective interpersonal, management and negotiation skills proven through successful interaction with stakeholders, including senior government officials, regional/local authorities, experts and NGOs/communities.
- (f) Demonstrated ability in team management and collaboration.
- (g) An ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and to work in teams.
- (h) Demonstrated ability to develop and maintain effective work relationships with counterparts. Communication – Ability to write in a clear and concise manner and to communicate effectively orally.

Education: Either at an advanced stage or have recently completed a university degree in business administration, public administrative or other related area.

Experience: At least 2 Years of administrative assistance experience in managing a similar or large/complex project.

Language proficiency: Fluency in written and spoken English

Other skills

- (a) Computer
- (b) Familiarity digital technologies and digitalisation
- (c) Certification in Project Management

3. DURATION

The total duration of this assignment will be using phased approach over a period of 24 months