

JOB DESCRIPTION

PROJECT EXECUTION OFFICER I

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- **Job Title: Project Execution Officer I**
- **Reports To: Director, Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean, Project Execution Officer II, Project Coordinator, Senior Technical Officer.**
- **Supervision Given To:** Research Officers, Junior Research Officer, Associate Professional, Interns
- **Internal and External Stakeholder Relationships:** Establishes and maintains effective working relationships with local, regional and international project stakeholders, BCRC Staff and project team members.

Job Summary

The incumbent will be reporting to the Director and will provide general and specific technical support in relation to assigned tasks as it relates to the projects of the Centre. Duties include aiding in tracking project progress; monitoring work plan execution and in writing monthly, quarterly and annual project related reports, other documentation and progress reports as required.

Major Duties and Responsibilities

- Provides general assistance in the implementation of the various components of projects to be executed by the BCRC-Caribbean) including the ISLANDS projects
- Prepares monthly, quarterly and annual reports
- Prepares briefing reports, project reports, terms of reference, screening of bids, facilitating technical evaluation committee reviews and PowerPoint presentations related to projects being executed by the BCRC-Caribbean
- Conducts research and formulates positions on issues related to waste and chemicals management in the Caribbean region.
- Assists in preparing training materials and training manuals from project deliverables.
- Assists the Director in the preparation of project proposals for international donor funding and tender documents and the evaluation of tenders.

- Performs any other related functions and responsibilities consistent with this role.

Required Knowledge, Skills and Abilities

- A working knowledge of project management principles, practices, techniques and procedures.
- A working knowledge of data collection procedures.
- Good ability to present study findings to a formal audience and to the general public.
- Adept at using project management and Microsoft office suite software tools on a routine basis.
- Good ability to prepare clearly written reports on project assessment and analysis.
- Good ability to use the internet for research purposes.
- Good ability to communicate effectively both orally and in writing.
- Good ability to analyse and evaluate projects.
- Excellent ability to establish and maintain effective working relationships with project stakeholders and associates.

Minimum Experience and Qualifications

- At least two (2) years' experience in a similar position in a project-oriented environment.
- Experience in working alongside consultants and contractors and possession of experience in data collection would be an asset.
- Experience working in a multilateral environmental agreement setting and with large multidisciplinary projects would be an asset.
- A Bachelor's Degree in one of the following: environmental engineering, environmental management, environmental sciences, environmental policy formulation and analysis, waste management, environmental education, or industrial/analytical chemistry. **Post Graduate qualifications will be considered an asset.**

Travel Requirements

- Occasional overseas travel may be required.

Working Conditions

- General office environment. The work area is adequately lighted, and ventilated. Moderate noise level. Occasional exposure to prevalent weather conditions.

- Field Work. Inspection, auditing, sampling and testing at the site of works for pilot projects.

Environmental Conditions

- The incumbent may be occasionally exposed to temperature changes due to foreign travel.

Physical Demands

- While performing the duties of this job, the incumbent will be frequently required to sit, talk and hear.
- The employee is occasionally required to stand, walk, and use his / her hands and fingers to handle or operate objects, tools or controls.
- Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, and other office equipment.

Performance Criteria and Standards

- Performance will be assessed based on the incumbent's ability to carry out all assigned duties and responsibilities within the prescribed quality standards and timeframes.