



## Ministry of Public Administration and Information

# Career Opportunity

### Research and Development Coordinator – Monitoring and Evaluation Unit Public Service Transformation Division

The mission of the Ministry of Public Administration and Information is to facilitate the development of the capacity of the Public Service to deliver quality goods and services in an effective, sustainable and equitable manner, and the Implementation of the National Connectivity Agenda (*fastforward*) which is designed to move Trinidad and Tobago to a prominent position in the global information society.

#### TERMS AND CONDITIONS OF EMPLOYMENT

Terms and conditions of employment will be negotiated with the Chief Personnel Officer and approved by the Minister of Public Administration and Information

#### SUBMISSION OF APPLICATIONS:

Suitably qualified persons are asked to submit their applications with resumes to

**The Permanent Secretary  
Ministry of Public Administration and Information  
Level 7, National Library Building,  
Cor. Hart & Abercromby Streets,  
Port of Spain  
Attention: Director,  
Public Management,  
Public Service Transformation  
Division**

For detailed position descriptions, visit [www.fastforward.tt](http://www.fastforward.tt) or [www.labour.gov.tt/nes/nes.htm](http://www.labour.gov.tt/nes/nes.htm)  
Deadline date for submission is **Friday 18th, May 2007**

Unsuitable applications will not be acknowledged.

For further information please contact:  
Ms. Kiba Aguellera @ 623-8578 Ext. 2220

#### Major Functions:

- Collaborates with public sector agencies to establish monitoring and evaluation (M&E) systems
- Monitor and evaluate performance data and other change processes initiated to transform the public service.
- Collaborates with the Ministry of Finance and the Ministry of Planning and Development and other agencies to ensure that macro level performance indicators are identified and that appropriate monitoring and evaluation (M&E) systems are installed to measure performance of transformation initiatives.
- Supervises work in monitoring and evaluation
- Collaborates with public sector agencies to establish monitoring and evaluation (M&E) systems
- Extensive knowledge of the Public Service Regulations, Civil Service Regulations and Financial Regulations
- Knowledge of the organisational structures and systems of the Public Service.
- Knowledge of the principles and practices of a wide variety of management practices in the public sector.
- Knowledge of the techniques of strategic planning and project management.
- Ability to plan, direct and ordinate the activities of a Unit engaged in public policy planning and research.

#### Required Knowledge, Skills and Abilities:

- Extensive knowledge and experience in the design of monitoring and evaluation methods and practices at the management level in the public sector.
- Extensive knowledge of the principles, techniques and methodologies of monitoring, evaluation and social science research.
- Extensive knowledge of the principles and practices of public policy planning and public management.
- Ability to provide leadership and vision.
- Ability to identify, analyse and solve complex problems and to make appropriate decisions.
- Ability to communicate effectively both orally and in writing.
- Ability to develop and maintain effective working relationships with colleagues and clients.
- Considerable knowledge of relevant computer applications.