

## Job Description

<b>Job Title:</b>	Project Administrator – Digital Transformation Project
<b>Job Level:</b>	GMG/AM 3
<b>Department:</b>	The Accountant General’s Department – A Department of the Ministry of Finance & and the Public Service
<b>Reports to:</b>	Project Manager
<b>Direct Reports:</b>	N/A

---

### 1. STRATEGIC OBJECTIVES:

The Information and Technology Division is responsible for providing support to the Treasury in all areas of operations, facilitating the modernization of fiscal processes through the use of better methods and techniques, and cutting-edge information technology. The work of this division improves the acquisition, allocation, utilisation and conservation of public financial resources using automated, integrated, effective, efficient and cost-effective information systems.

The Division is responsible for the development and maintenance of the Government’s Integrated Financial Management Information System GIFMIS. It is also responsible for training the AGD’s staff as well as staff of the MOFPS and other MDAs in the use and functions of the relevant IT systems, guided by recognized standards and formal policy.

The Division is also responsible for the implementation and maintenance of the AGD’s Records Management System (RMS) as part of the overall management system, based on records management principles, to facilitate the management of the AGD’s records to meet the AGD’s information needs, stakeholders’ information expectations, and statutory and fiscal requirements regarding records.

### 2. JOB PURPOSE:

Under the supervision of the Steering Committee, Project Manager, the Project Administrator will provide comprehensive administrative and organizational support for the Digital Transformation Project to include managing project documentation and information distribution, coordinating logistics and report collation. The incumbent must ensure efficient and clear communication among project stakeholders to facilitate and encourage a successful and cooperative project life cycle.

### 3. KEY OUTPUTS:

- Project deliverables monitored and reported.

- Project reports, memoranda, presentations, correspondence and other documents prepared.
- Minutes, action items and agendas prepared.
- Meetings, events and training sessions coordinated.
- Filing system maintained, updated and secured.
- Monthly reports prepared.
- Ad hoc reports prepared.

#### **4. KEY RESPONSIBILITIES:**

Technical

- Performs a wide variety of administrative duties as required by the Project Coordinator.
- Manages project correspondence and communications.
- Monitors project deliverables and reporting timelines and work with the project team to ensure timely completion and dissemination.
- Prepares and proofreads documents including reports, memoranda, presentations and correspondence.
- Coordinates training sessions and prepares training materials
- Coordinates the logistics of special events, meetings and workshops that may be formed in support of the various project deliverables.
- Assists the Project Coordinator with tracking project expenses and maintaining accurate financial records.
- Prepares and circulates agendas, minutes and action sheets, and liaises with stakeholders to ensure timely completion/ implementation of meeting outcomes.
- Develops and maintains appropriate filing system for the capture, storage and maintenance of project information for ease of access by the Registry Unit and other stakeholders.
- Provides administrative support to team members as required.

#### **Any Other Duties**

Any other related duty that may be assigned from time to time

#### **5. KEY PERFORMANCE INDICATORS**

The job is successfully performed when:

- Project deliverables monitored and reported within stipulated timeframes.
- Project reports, memoranda, presentations, correspondence and other documents accurately prepared within the required timeframes.
- Minutes, action items and agendas accurately prepared within stipulated time frames.
- Project logistics, to include managing project calendars and schedules and meetings, events and training sessions coordinated within required time frames.
- Filing system maintained, updated and secured in accordance with protocols.
- Monthly reports accurately prepared within the stipulated time frames.
- Provide administrative support to other project team members as required.
- Assist with change management activities as required.

## 6. AUTHORITY

- Request and obtain necessary information and resources for project administration.

## 7. JOB SPECIFICATION:

### a. Qualification and Training

Associate Degree in Business Management, Administration or related field

### b. Essential Experience and Knowledge:

- At least two years' experience in an administrative position.
- Proficient in Microsoft Office Suite (e.g. MS Word, PowerPoint and Excel)

Desirable:

- Experience in a project management environment would be an assets

### c. Competencies

. The following competencies are required for the effective performance of this job.

#### Core Competencies

- Good Oral and Written Communication Skills
- Good Problem Solving and Analytical Skills
- Good Customer Focus Skills
- Results Focus
- Integrity

#### Technical Competencies

- Planning and Organizing Skills
- Records Management Skills
- Business Writing Skills
- Minute Writing
- Knowledge of Legislations, Policies and Procedures

## 8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

**Physical Demands** - Extended working hours may be required.

**Work Environment** - Normal office conditions

#### Data Protection

**Officers are required to comply with the Data Protection Act and the AGD's Data Protection Policies.**