



Job Specification and Job Description

Job Title: Project Administrator

Division: Executive Director's Office

Job Summary

1. The Project Administrator is required to conduct ongoing analysis of project expenditure; provide status reports and disbursement requests to funding agencies in collaboration with the Accounts department; prepare purchase requisitions and follow up the status of procurement of goods and services and liaise with the Accounts department to ensure creditors are paid. The Project Administrator is also required to provide the requisite administrative and logistical support to the Rural Youth Employment Project (RUYE), in accordance with goals, policy guidelines and standards of the project.

Job Specifications

A. Skills

Education & Specialized Techniques

1. Bachelor degree in Management Studies (Accounting) or Level 2 ACCA
2. Diploma in Business Administration
3. Proficiency in software applications, especially Microsoft Word, Excel, PowerPoint and Outlook
4. Training in Project Administration/Project Management.
5. Preparation of Financial Statements and Budget Analysis.

Experience

- At least three (2) years experience in Budget preparation, Project Administration.



Human Relations Skills

1. Excellent administrative skills
2. Excellent interpersonal skills and the ability to relate to all levels of staff
3. Good written and oral communication skills
4. Good analytical and problem-solving skills
5. Good planning and organizational skills and the initiative to work with minimum supervision

B. Effort

Physical Demand

Normal physical effort required.

Mental Demand

1. Respond to technical and other queries
2. Prepare and collate status and other reports
4. Orderly maintenance of information database

Working Conditions

1. Normal Office environment
2. May be required to work irregular hours and on occasional weekends.
3. Occasional travel out of town
4. Deadline oriented environment

Equipment Used

1. Network Computer
2. Calculator
3. Fax machine
4. Photocopier
5. Telephone
6. Multimedia projector



Job Description

C. Reporting Relationship

Supervision Received From:	Project Manager (RUYE)
Nature of Supervision Received:	Broad supervision for regular duties; specific instructions for special activities.
Supervision Given To:	None

D. Liaises Internally with:	Finance division; Project and Quality Management Systems Unit
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E. Liaises Externally with:

1. UNDP Jamaica
2. Funding Agencies
3. Suppliers of goods and services
4. Government Agencies and Ministries

F. Duties and Responsibilities:

In accordance with the policies and procedures of the Division and Council, and in consultation with the Manager, the Project Administrator is responsible for the following:

1. Prepare purchase requisitions and submit to Accounts department for cheques on a timely basis
2. Follow up procurement status of goods and services
3. Ensure payment of creditors by liaising with Accounts department
4. Check invoices for accuracy and approvals and maintain accurate and up-to-date project financial records
5. Conduct Budget Analysis
6. Provide status report for disbursement requests to funding agencies in collaboration with the Accounts Department



7. Provide administrative support for Project Team and Project Board meetings and activities
 - a. Take minutes for Project Board meetings as requested
 - b. Ensure appropriate follow up of action items for Project Team.
 - c. Respond to queries as appropriate, communicating with persons responsible for actions from meetings.
 - d. Drafting letters and responding to routine correspondences
 - e. Maintain Project files and ensuring their confidentiality
 - f. Edit, format and bind project reports
8. Perform other related duties as assigned.

G. Authority

1. To prepare Budget and other required reports
2. To prepare purchase requisitions
3. To request information from internal and external sources

H. Performance Criteria

1. Timely and accurate execution of assignments (budgets, reports, payments) in keeping with established plans.
2. Ability to work effectively as part of a team
3. Actions from meetings are completed on time.
4. Accuracy of figures presented