



JOB DESCRIPTION

Job Title:	Project Management Officer	Reporting to:	Strategic Projects Manager
Salary Scale:	F3	Reports on:	None

Job Purpose:

To assist FIDC's Strategic Projects Manager in the delivery of key strategic projects and initiatives to support the growth of the Falklands Islands economy.

Main Accountabilities:

- To provide project admin support in the delivery of FIDC projects
- Reporting on project progress, budget and resources
- Ensuring efficient day-to-day progress with projects and helping to mitigate issues and challenges
- Scheduling tasks and managing resources
- Updating and maintaining project records and documentation
- Responding to enquiries from stakeholders

Knowledge/Skills/Experience/Qualifications required for the job:

Qualifications and Experience

Essential Criteria:

- Business related degree or equivalent qualifications or experience
- A Project Management Qualification or relevant experience
- A solid track record of at least 3 years effective delivery in a similar area of work which includes at least successful project management experience, procurement and experience in strategic planning.

Desirable Criteria:

- A background in initiating, developing and managing the successful implementation of projects to support key business growth
- Preference will be given to candidates with experience in both the private and public sectors.

Skills and personal attributes

- Ability to plan, organise and prioritise work using initiative to work to deadlines
- Ability to communicate effectively at all levels internally and externally
- Ability to work accurately and to a high degree of detail
- Excellent analytical and problem solving skills