



NATIONAL COOPERATIVE CREDIT UNION LTD VACANCY NOTICE

PROJECT MANAGER

The National Co-operative Credit Union (NCCU) Ltd invites applications from suitably qualified applicants for the position of **Project Manager**.

The Project Manager will be expected to perform tasks in a dynamic and proactive manner, in accordance with established procedures, to drive strategic initiatives, address critical challenges, and enhance operational efficiency. The Project Manager is expected to be employed, on contract, and will report directly to the Chief Executive Officer (CEO).

(A) GENERAL DUTIES AND RESPONSIBILITIES:

- a) Assist in the implementation of the NCCU's Strategic Plan for 2024 to 2027;
- b) Lead all aspects of project planning, execution and monitoring of key projects identified by the NCCU Ltd, through technical input and guidance;
- c) Undertake regular liaison with the management and staff of the NCCU Ltd, various Sub-committees of the Board of Directors; key stakeholders and other interested parties, for effective project co-ordination;
- d) Managing tendering procedures through appraisal, preparation and submission of dossiers for approval; and in the supervision of contracts awarded; and
- e) Prepare and submit regular reports.

(B) SPECIFIC DUTIES AND RESPONSIBILITIES

- a) Conduct research and analysis to guide the NCCU's investments in major projects;
- b) Provide Management with assessments and other relevant documentation to mobilize action in key areas of interest;
- c) Develop the Monitoring and Evaluation System for the implementation of the NCCU Ltd's project portfolio, in line with the Strategic Plan;
- d) Monitor, assess and analyze performance as per Strategic Plan;
- e) Monitor and supervise the implementation of assigned projects; and
- f) Advise the NCCU Ltd on project implementation matters.

(C) The Project Manager should have a profile as follows:

- a) Master's Degree in Business, Management, Economics, Project Management, Monitoring & Evaluation, or related, relevant discipline;
- b) Specialized training in Project Management (PMI or other Certification);
- c) Experience in the development and maintenance of a Monitoring and Evaluation System for project implementation;
- d) Five years' professional experience, including at least three years' experience, in management, supervision or implementation of projects; and
- e) Experience with procurement procedures and construction management would be an advantage
- f) Knowledge of cooperative principles and applicable legislation would be an asset.

All applications should be sent under confidential cover, along with the names of two (2) references, to:

The Human Resource Manager
National Co-operative Credit Union Ltd
31 – 37 Independence Street
P O Box 175
Roseau, Comm. of Dominica

The deadline for receipt of applications is 4:00 **pm, FRIDAY, 28th February 2025**