



## **NATIONAL CARNIVAL COMMISSION OF TRINIDAD AND TOBAGO**

### **PROJECT MANAGER**

#### **JOB SUMMARY:**

The incumbent is responsible for the planning, coordination, execution, and evaluation of projects undertaken by the National Carnival Commission (NCC). This includes managing cultural, infrastructural, and strategic initiatives aligned with the Commission's mandate to preserve, promote, and develop Trinidad and Tobago's Carnival. The Project Manager ensures that projects are delivered on time, within budget, and to the required quality standards, while engaging stakeholders and maintaining compliance with national and institutional policies.

#### **REPORTING RELATIONSHIP:**

Reports to the Chief Operations Officer (COO)

#### **SUPERVISION GIVEN:**

- Project Coordinators and Officers
- Assigned Technical and Administrative Staff
- External Contractors and Consultants

#### **DUTIES AND RESPONSIBILITIES**

- **Project Planning & Execution:**

Develop detailed project plans, timelines, budgets, and scopes in alignment with NCC strategic goals.

Manage end-to-end project execution for Carnival-related events, site preparation, infrastructure upgrades, cultural programmes, and institutional initiatives.

Ensure project deliverables meet quality, safety, and cultural standards.

- **Budget & Resource Management:**

Prepare and manage project budgets, ensuring optimal use of financial and human resources.

Track expenditures, maintain accurate records, and submit financial reports in accordance with public sector guidelines.

- **Monitoring & Evaluation:**

Implement monitoring and evaluation mechanisms to assess project progress and impact.

Prepare progress reports, project closure documents, and presentations for senior management and stakeholders.

- **Stakeholder Engagement:**

Liaise with government agencies, cultural stakeholders, service providers, and community partners to ensure project coordination and buy-in.

Facilitate meetings, consultations, and collaborative planning sessions.

- **Risk & Compliance Management:**

Identify and mitigate project risks, ensuring alignment with procurement regulations, statutory requirements, and NCC protocols.

Conduct risk assessments and implement corrective measures where needed.

- **Documentation & Reporting:**

Maintain comprehensive project documentation and ensure proper handover and close-out procedures.

Submit timely updates to the Executive Director and relevant oversight committees.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- **Knowledge:**

Strong knowledge of project management methodologies and tools.

Sound understanding of Trinidad and Tobago's Carnival and related cultural traditions.

Knowledge of procurement, budget preparation, and public sector compliance frameworks.

Understanding of stakeholder dynamics in the cultural, governmental, and non-governmental sectors.

- **Skills and Abilities:**

Excellent organisational, time management, and problem-solving skills.  
Strong leadership and team coordination abilities.

Proficiency in project management software (e.g., Microsoft Project, Asana, Trello).

Strong written and verbal communication skills.

Ability to manage multiple projects simultaneously in a fast-paced environment.

## **MINIMUM EXPERIENCE AND TRAINING**

A Bachelor's Degree in Project Management, Business Administration, Cultural Studies, or a related field. A Master's degree would be an asset.

Certification in Project Management (e.g., PMP, PRINCE2) is highly desirable.

At least five (5) years of relevant project management experience, preferably within the public sector, cultural industry, or event management.

Demonstrated ability to lead complex projects with multidisciplinary teams.

Any equivalent combination of training and experience.