

BARBADOS WATER AUTHORITY

Vacancy Notice



Project Planning, Monitoring & Evaluation Specialist – SCCRWP

Applications are invited from suitably qualified members of staff to fill the vacant position of **Project Planning, Monitoring & Evaluation Specialist – SCCRWP**.

1. SCOPE:

The Project Planning, Monitoring & Evaluation Specialist will report to the Project Coordinator (PC) for the Barbados Climate Resilient South Coast Water Reclamation Project. The Specialist will be responsible for leading and supporting all aspects of strategic planning, monitoring, and evaluation during the project's implementation. They will ensure the timely identification and tracking of the Program's physical and financial progress, working closely with the Project Management Office (PMO), Barbados Water Authority (BWA), and other stakeholders.

The Specialist will develop, implement, and update critical planning tools, such as the Pluriannual Program Execution Plan (PEP), Annual Operations Plan (AOP), and Procurement Plan (PP), ensuring alignment with the Program's objectives and compliance with the Program Operations Manual (POM). The role will also include preparing and submitting periodic reports, supporting procurement processes, and coordinating monitoring and evaluation efforts to achieve planned outputs and outcomes.

2. DUTIES AND RESPONSIBILITIES:

The Project Planning, Monitoring & Evaluation Specialist will lead the strategic and operational planning activities of the Program and monitor the physical and financial progress to ensure alignment with the Program's objectives, planned outputs, and results. Key responsibilities include:

- Leading the strategic and operational planning activities of the Program, as well as monitoring the physical and financial progress in implementation, in line with its objectives and respective planned outputs and results.
- Guiding and implementing the Program's Monitoring and Evaluation Plan (MEP), in coordination with key personnel of BWA, the Project Management Office, and other stakeholders.
- Coordinating the Program's planning and monitoring activities with the Project Coordinator and Project Management Office personnel.
- Conducting and supporting all internal and external monitoring activities related to the Program to enable the timely identification of the physical and financial progress, towards achieving planned outputs and outcomes in accordance with the Program's Results Matrix (RM), and in compliance with the Program Operations Manual (POM).
- Periodically preparing and updating the Program's planning tools, including the Pluriannual Program Execution Plan (PEP), Annual Operations Plan (AOP), and Procurement Plan (PP), in collaboration with the financial and procurement areas of the BWA/Project Management Office and other technical and administrative units.
- Preparing periodic reports as direct support to the Project Coordinator and in compliance with IDB and GOB requirements, as established in the POM.
- Any other duties as assigned by the Project Coordinator or his/her designate.

3. QUALIFICATIONS AND EXPERIENCE:

Prospective candidates should have a minimum of the following qualifications and experience:

- Educational Background:
 - A master's degree in business, Management, Construction Management, Project Management & Evaluation, or a related field, with at least five (5) years of relevant experience; or
- A bachelor's degree in business, Management, Construction Management, Project Management & Evaluation, or a related field, with a minimum of eight (8) years of relevant experience.

3. QUALIFICATIONS AND EXPERIENCE *cont'd*:

Relevant Experience:

- a. Demonstrated experience in strategic planning, monitoring, and evaluation of large-scale projects, preferably in water, wastewater, or climate-resilient infrastructure.
- b. Familiarity with international funding organisations, multilateral development banks, or similar institutions is an asset.

4. KNOWLEDGE AND SKILLS:

The Project Planning, Monitoring & Evaluation Specialist must demonstrate the following:

- Strong oral and written communication skills, with the ability to prepare reports and present findings effectively to diverse stakeholders.
- Proficiency in Microsoft Office, particularly Microsoft Project, for preparing submissions, tracking progress, and presenting evaluations.
- Demonstrated ability to build and manage relationships, fostering collaboration across multidisciplinary teams.
- Comprehensive understanding of procurement, contract administration, and monitoring requirements of multilateral development banks or funding agencies.
- Expertise in preparing and assessing Results Monitoring Frameworks and conducting evaluations aligned with project design and objectives.
- Strong analytical and problem-solving skills to address challenges and recommend actionable solutions.
- Knowledge of monitoring and evaluation methodologies, tools, and best practices.
- Familiarity with environmental and social safeguards and compliance standards, especially those of international funding agencies, is an asset.
- Multitasking and organisational skills to manage simultaneous activities effectively and meet strict deadlines.

5. SALARY AND ALLOWANCES:

The successful candidate will receive an attractive salary and benefits package based on their qualifications and experience.

Applications with full curriculum details should be emailed to hr@bwa.gov.bb or addressed to:

The Director of Human Resources Management and Development
Barbados Water Authority,
Pine Commercial Estate,
The Pine, **St Michael**

The closing date for receipt of application is **October 17, 2025**.

Unsuitable applications WILL NOT be acknowledged and only shortlisted candidates will be contacted.