

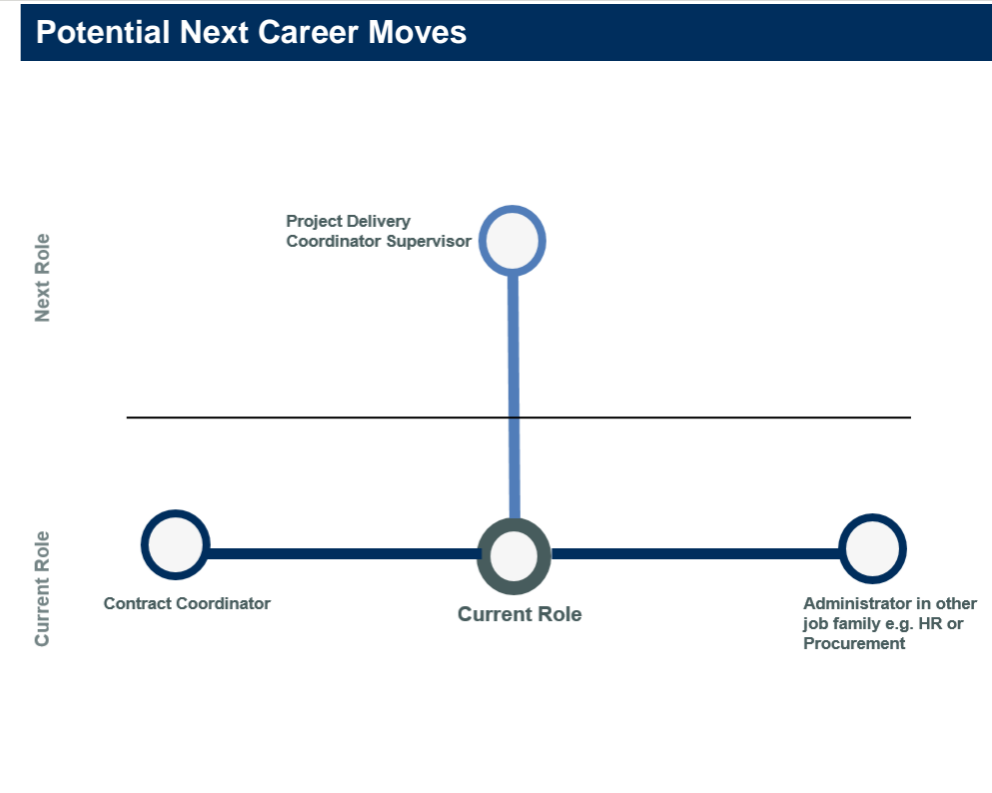


Role Title	Project Delivery Coordinator				
Job Family	Project Management	Sub Category	Project Delivery Specialists	Grade	A2
Behaviours	<ul style="list-style-type: none"> Managing a Quality Service 	<ul style="list-style-type: none"> Commercial Awareness 	<ul style="list-style-type: none"> Delivering at Pace 		
Purpose	Provide Administrative Support to FCDO Services' projects and programmes teams during the project life cycle.				

Key Accountabilities	
<ul style="list-style-type: none"> Ensure that ordered goods are delivered, and on time Raise requisitions accurately, inform project managers of delivery lead times, pay invoices on time, and ensure correct use of relevant computer systems Maintain a range of project-related records, updating these accurately and in a timely manner and assist others with their record keeping Interact in a professional manner, upholding organisational standards, with customers and suppliers Escort visitors to programme teams and RDM interviewees 	<ul style="list-style-type: none"> Coordinate project related logistics to meet project timescales, including travel arrangements and arranging/shipping of equipment Supervise workflow in the team, assigning tasks where appropriate and ensuring that tasks are completed in time and with accuracy

Authority and Scope
<ul style="list-style-type: none"> Ensures project teams adhere to best practice and commercial regulations/compliance Assist programme teams to track orders for project timescales Place and purchase items for project teams, receipting and ensuring payment within P2P standards Advise project teams on lead times for purchase and shipping orders

Internal and External Communications
<ul style="list-style-type: none"> PoC project teams, suppliers, BUSS, Procurement in respect of ordering of goods and services/invoicing/queries/accounts/corrections etc Regular contact with project managers/accounts payable/logistics personnel/FCDO Customer Service Centre for the responsibility of project administration Respond to changes in customer requirements in a timely manner as instructed or authorised by PM/PRM teams



Skills
<ul style="list-style-type: none"> Purchasing/procurement policies and processes Data/information gathering Deliver administrative/secretariat services

Qualifications, Knowledge and Experience
<p>Essential</p> <ul style="list-style-type: none"> Excellent communication and organisational skills Able to work effectively as part of a team Numerical and analytical skills IT literate with strong Microsoft Office Suite skills Motivated, self-starter who can work without close supervision

<p>Desirable</p> <ul style="list-style-type: none"> Experience of government or other large organisation Experience of using an ORACLE system Experience of supporting project delivery
