

Role Title	Project Delivery Coordinator				
Job Family	Project Management	Sub Category	Project Delivery Specialists	Grade	A2
Behaviours	- Managing a Quality Service - Commercial Awareness - Delivering at Pace				
Purpose	Provide Administrative Support to FCDO Services' projects and programmes teams during the project life cycle.				



Key Accountabilities

- 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
- 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

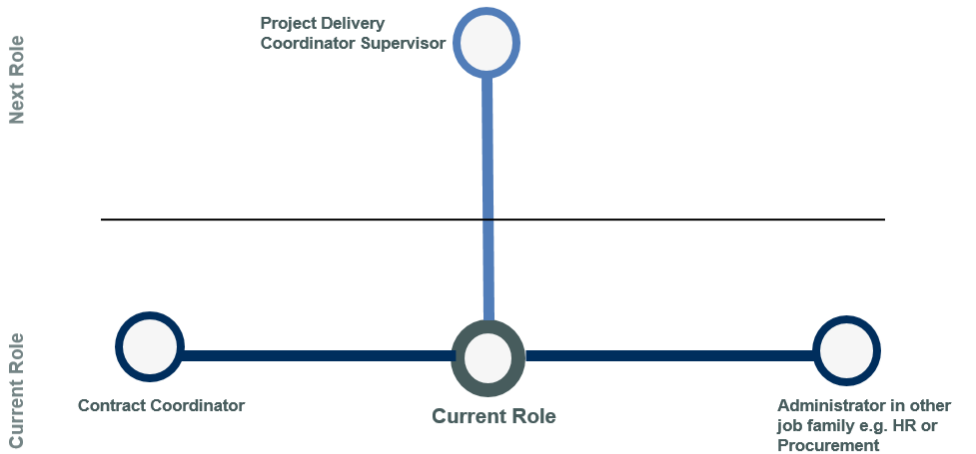
Authority and Scope

- 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

- 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

Potential Next Career Moves



Skills

- Purchasing/procurement policies and processes
- Data/information gathering
- Deliver administrative/secretariat services

Qualifications, Knowledge and Experience

Essential

- 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

Desirable

- Experience of government or other large organisation
- Experience of using an ORACLE system
- Experience of supporting project delivery