

**Job Description**

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| **Job Title**  | Project Administrator - ERDF.09.036 |
| **Department/Institute** | EU Projects Office |
| **Reporting to** | Director – EU Projects |
| **Main Objective** | To be responsible for the successful and efficient management of Projects |

**DUTIES AND RESPONSIBILITIES:**

1. To coordinate the implementation of all the project activities;
2. To gather all necessary data required;
3. To maintain accurate records as required by the Managing Authority;
4. To monitor the progress of the activities to be carried out through the project and to produce appropriate reports as and when required;
5. To liaise with the Project Leader, Institutes, MCAST EU Projects Office, and other stakeholders, to ensure the project is carried out in compliance with all relevant procedures and policies and in a timely manner;
6. To ensure that the overall project objectives are met and that the benefits are communicated to the relevant stakeholders;
7. To respond to requests made by the Project Leader for feedback on matters related to the management and operation of the Project;
8. To provide the Project Leader with timely information on any difficulties or problems affecting the effective and efficient operation of the initiative, or the achievement of its goals and objectives;
9. To regularly update the EU Structural Funds Database (SFD) for the proposed Project;
10. To file and retrieve records and correspondence;
11. To assist in the preparation of any promotional material and other similar documents;
12. To monitor and to report on project progress and performance including closeout reports;
13. To carry out any other duties as directed by the Project Leader;
14. The list is not exhaustive and management may change or add tasks if and when required and according to the exigencies of MCAST and its subsidiaries within the parameters of the post.