



## **VACANCY-PROJECT SUPPORT OFFICER**

The Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd is a private limited liability Company established by the Tobago House of Assembly (THA) to assist in the diversification of the Tobago economy through the promotion of environmentally sustainable production and the provision of project management services on the island.

The Company invites applications from suitably qualified persons for the position of ***Project Support Officer***.

The Project Support Officer supports the Projects Unit and assists in the implementation and execution of projects related task and activity, assists in writing project related reports and other documentation and coordinating and scheduling of project meetings and site visits.

### ***Job Responsibilities***

- Assists in the implementation and execution of project related activities during preconstruction, execution and monitoring, and post-construction project phases.
- Assists in coordinating and scheduling project teams meetings and site visits, as well as updating and supporting meetings with stakeholders, when necessary.
- Assists in tracking the progress of projects using appropriate project management tools and techniques.
- Assists in the collection, compilation, and record of data related to projects.
- Assist in the compilation of relevant documents for the procurement of goods and services.
- Assists in ensuring that project activities are properly and realistically scheduled, monitored, and reported.
- Assists in the management of the Document Management System for the Projects Unit.
- Assists in developing, monitoring and evaluating reports and studies which will identify possible project-related challenges and reasons for same.
- Supports the Projects Unit to mobilize resources and documentation accordingly.
- Prepare relevant project-related reports and documentation as necessary.
- Performs other related duties as required.

### ***Education and Job Experience***

1. Diploma in Civil Engineering or Building Construction or related field
2. At least 2 years' experience in a similar role or a construction environment.

Any other suitable combination of qualifications and experience may be considered.

### ***Knowledge, Skills and Abilities***

1. Proficiency in Microsoft Office and project management software
2. Strong written and oral communication skills
3. Excellent multitasking skills
4. Excellent problem-solving skills
5. Detail-oriented and highly organized

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### **Instructions for Applicants**

Applications **must** be submitted via email to [careers@e-idcot.co.tt](mailto:careers@e-idcot.co.tt) and should include a cover letter and detailed Curriculum Vitae addressed to:

The Human Resources Department  
Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd  
Isaac T McLeod Building, Cove Eco-Industrial and Business Park  
Canoe Bay Road, Cove Estate, Tobago.

The cover letter and email subject **must** state the position being applied for and copies of all educational certificates **must** be attached.

Applications are to be emailed no later than **4.00 p.m. on Wednesday 11<sup>th</sup> February 2026**. Late or incomplete applications will not be considered.

***We thank all applicants for their interest; however, only shortlisted candidates would be contacted.***