**OFFICE OF THE PRIME MINISTER**

**JOB DESCRIPTION: MANAGER PROJECT & PLANNING**

**CORPORATE INFORMATION**

1. Position Band: I
2. Salary Range: $43,296.63 - $55,508.50 per annum

\**Additional performance payments may be available for our highest performers, in accordance with the public Service Commission guidelines.*

1. Position Type: On-going
2. Duty Station: Suva
3. Reporting Responsibilities:
4. **Reports To**: Deputy Secretary
5. **Liaises with**: Internal and External Stakeholders
6. **Subordinates**: Senior Project & Planning Officers

**POSITION PURPOSE**

The position manages the effective coordination, facilitation and implementation of overseas donor aided projects and community development Projects under the Small Grants Scheme, facilitate matters relating to Minority groups, Melanesian Vasu I taukei, Rotuma Island Council, Rabi Council of Leaders and Kioa Island.

**KEY DUTIES**

The position will achieve its purpose through the following key duties;

1. Perform the duties of Project Administrator ensuring that project management, project finance and contract management is of the highest standard for all projects coordinated or implemented by the Unit during all facets of the project cycle;
2. Plan, coordinate, and lead activities of each capital construction project to achieve the objectives and outputs within the prescribed time frame and funding parameters;
3. Prepare presentations, speeches, ministerial statements, parliamentary responses, advertisements, and speaking notes for the Permanent Secretary and/or Minister;
4. Identify and address potential problems and evaluate project effectiveness;
5. Provide leadership, coordination and guidance in the effective facilitation of Project planning, designing, setting of goals, tasks, resource requirements, implementations and timely reporting;
6. Provide policy advice to the Hon. Prime Minister and the Permanent Secretary through the Deputy Secretary on Project implementation status and Aid donor funds;
7. Ensure high level of fiscal control and accountability on project budget are maintained in compliance with the Financial, Procurement and related laws, policies and procedures;
8. Ensure proper documentation are facilitated and proper monthly acquittals on operational costs are presented on all development projects under the Small Grant Scheme, donor funded projects, Council of Rotuma, Rabi Council of Leaders and Kioa Island Council;
9. Interact regularly with stakeholders, suppliers, and communities on the project development plans and implementation. Resolve or assist in the resolution of conflicts within and between projects or functional areas and work cross-functionally to solve problems and implement changes;
10. Manage and motivate the staff of the Project and Planning Division to ensure that key objectives are met and provide supervisory role to the Unit Staff;
11. Contribute towards the timely development and review of the Division’s plans, policies and procedures, strategies, standard operating procedures, budgeting, planning and identification of best practices that are appropriate;
12. Report monthly and/or quarterly to the Permanent Secretary on status and progress of all projects;
13. To ensure that targets in the Operational Plan are regularly monitored and the same is reflected in the Project Planning Business Plan and later collated for reporting on a quarterly basis.
14. Lead and Manage the Division to ensure that the key outputs and outcomes for the division are delivered and achieved.
15. Ensure that all Corporate requirements of the Division are actioned and submitted on time.

**KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.
2. Build, maintain and sustain effective key stakeholder partnerships through the timely delivery of advice, policy and process updates that support achieving Ministry objectives.
3. Efficient management and monitoring of resources, databases, budgetary allocations, and assets that support meeting work plan/department objectives and budget restraints/allocation; including ongoing contribution to sustainability.
4. Achievement of outcomes in the Ministry’s Operational Plan;
5. Provision of high quality standard briefs for the Hon Prime Minister Permanent Secretary and Deputy Secretary.
6. Actively contribute to all corporate requirements of the ministry.

**PERSON SPECIFICATION**

In addition to a Post Graduate qualification (or equivalent work experience) in Economics, Accounting, Management & Public Administration, Project Management or another relevant field, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

**Knowledge and Experience:**

1. Five (5) years of work experience in administration and management of logistics or similar field;
2. Demonstrated knowledge and experience in project management, particularly in leading and managing complex change oriented projects that are strategic in nature and national/international in scope;
3. Demonstrated knowledge and experience in developing operational plans and strategies;
4. Thorough understanding of Project Management phases;
5. Understanding of Financial Management, Procurement and other related laws;
6. Experience in managing high performing teams;
7. Demonstrated experience in negotiation with sound understanding of contract management and cost containment;
8. Practical work experience in building and sustaining relationships with a network of key people, internally and externally;
9. Understanding of the Fijian Constitution (2013); and
10. Proficient knowledge of Microsoft Office Packages.

**Skills and Abilities:**

1. Strong communication and interpersonal skills with the ability to undertake continual adjustments with stakeholders in a persuasive manner to keep the project on course, by use of positive win/win negotiation;
2. Strong organizational, Project Management, analytical and decision making skills;
3. Ability to plan, multi-task and coordinate activities and develop improvements and innovations to enhance performance;
4. Capacity to plan for and meet deadlines, in particular with project development;
5. Strong attention to details or ability to achieve thoroughness and accuracy when completing a task;
6. Ability to relate or relay information to members of the public and liaising with stakeholders;
7. Demonstrated ability to analyze and solve complex problems, in a resource constrained environment;
8. Ability to gather data, compile information, analyse and prepare reports;
9. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
10. Ability to provide supervisory role to subordinates; and
11. Service oriented approach, with a commitment to supporting the Operational/Corporate environment of the Ministry.

**Personal Character and Political Neutrality**

Applicants for employment in the Office of the Prime Minister must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Office of the Prime Minister is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.