OFFICE OF THE PRIME MINISTER

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# JOB DESCRIPTION: SENIOR PROJECT PLANNING OFFICER

# CORPORATE INFORMATION

1. Position Band: G
2. Salary Band: $28,605.45 - $38,140.60

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

1. Duty Station: Suva
2. Reporting Responsibilities;
3. **Reports To:**  Deputy Secretary
4. **Liaises with:** Internal and External Stakeholder
5. **Subordinates**: Project Planning Officer

## POSITION PURPOSE

The position facilitates and coordinates subsequent follow up action on project assistance and provides thorough information briefs and papers to the Prime Minister and Permanent Secretary through the Deputy Secretary on a wide range of issues on developments that impact at the National level and Society as a whole.

## KEY DUTIES

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

1. Assists in the effective facilitation of project planning, designing, setting of goals, tasks, resource requirements, implementations and timely reporting;
2. Ensure timely advice on the Small Grants Schemes (SGS) data update and advice on weekly, monthly, and quarterly basis for sound decision making and effective project management implementation;
3. 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;
4. Ensure proper documentation are facilitated and proper monthly acquittals on operational costs are presented on all development projects under the SGS and donor funded project;
5. 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;
6. 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.

## KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All reports and briefs 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; and
3. Efficient management and monitoring of resources, databases, budgetary allocations, and assets that support meeting work plan/department objectives and budget restraints/allocation; including on-going contribution to sustainability.

**PERSON SPECIFICATION**

In addition to a Degree (or equivalent) in Economics, Accounting, Commerce or another relevant field, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

**Knowledge and Experience:**

1. Five (5) years’ work experience in managing projects and grants;
2. Understanding the National Development Plan 2017 and key strategies within;
3. Demonstrated experience in evaluating, planning, and analytical processes and techniques (quantitative and qualitative) for measuring the effectiveness, efficiency and productivity of program implementation; and
4. Understanding of the Fijian Constitution (2013).

**Skills and Abilities:**

1. Ability to provide appropriate and regular high level advice relating to projects based upon strong analytical and decisions making skills;
2. Capacity to plan and coordinate multiple tasks/activities to meet tight and fixed deadlines, in particular with project development;
3. Strong interpersonal and communication skills with the ability to effectively consult with others to keep the project on course, by use of positive win/win negotiations;
4. Capacity to plan for and meet deadlines, in particular with project development;
5. Demonstrated ability to problem analysis and problem solving including negotiations
6. Demonstrated ability to manage and motivate staff at different levels and from different backgrounds and experience; and
7. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
8. Service oriented approach, with a commitment to supporting the operational environment of the OPM.

### Personal Character and Eligibility

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.