

OFFICE OF THE PRIME MINISTER

JOB DESCRIPTION: PLANNING & COORDINATING OFFICER

CORPORATE INFORMATION

1. Position Level : Band F
2. Salary Range : \$24,989.57 - \$31,534.46 per annum
3. Position Type : Permanent
4. Duty Station : Suva
5. Reporting Responsibilities:
 - a) **Reports To:** Manager Project Planning
 - b) **Liaises with:** Internal and External Stakeholders
 - c) **Subordinates:** None

POSITION PURPOSE

The position provides administrative support to the Development Cooperation and Facilitation Office, including database management and monitoring and evaluation activities, to contribute to the successful coordination and implementation of the Small Grant Scheme and Donor funded projects.

KEY DUTIES

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

1. Reconcile, assess and monitor the Small Grant Scheme projects and its financial status prior to providing brief to the Permanent Secretary and the Minister;
2. Coordinate and document the implementation of approved projects in alignment with the Small Grant Scheme standing operating procedures;
3. Manage and update databases for the Small Grant Scheme and donor funded development projects, ensuring the integrity and accuracy of performance data;
4. Assist in the engagement of stakeholders and facilitating logistics for donor funded projects;
5. Consolidate reports on all sectoral development activities for the Division;
6. Conduct site visits or inspections and field audits for active development projects and provide progress reports to Head of Division; and
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, discipline, performance management and selection activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Build, maintain and sustain effective key stakeholder partnerships through the timely delivery of advice, policy and process updates that support achieving Ministry objectives.
2. Monitor and identify instances of non-compliance among grant recipients.
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. 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.

PERSON SPECIFICATION

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

Knowledge and Experience:

1. Three (3) years of work experience in administration, planning, reporting, monitoring and evaluation of development projects or organisational plans;
2. Practical work experience in building and sustaining relationships with a network of key people, internally and externally;
3. Knowledge of Project Management and understanding of the project phases;
4. Demonstrated experience in negotiation with sound understanding of contract management and cost containment;
5. Experience in gathering data, analyse and preparing progress reports;
6. Understanding of the Fijian Constitution (2013); and
7. Proficient knowledge of Microsoft Office Packages.

Skills and Abilities:

1. Strong communication, interpersonal and organisational skills;
2. Strong attention to details or ability to achieve thoroughness and accuracy when completing a task;
3. Capacity to organize and manage activities related to monitoring and reporting;
4. Capacity to plan for, manage multiple tasks, prioritise work, and meet deadlines, in particular with monitoring and reporting on development projects;
5. Demonstrated ability to work effectively within a team, with a proven capacity to analyze and solve complex problems in a resource constrained environment;
6. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
7. A self-starter, innovative, creative, flexible and be able to work within the timeline and resources to achieve results; and
8. 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 of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fiji Constitution. Applicants must be Fijian Citizens, under the age of 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.