

OFFICE OF THE PRIME MINISTER

JOB DESCRIPTION: SENIOR PROJECT PLANNING OFFICER

CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Band: \$38,557.21 - \$49,114.54 per annum
3. Position Type: Permanent
4. Duty Station: Suva
5. Reporting Responsibilities:
 - a) **Reports To:** Manager Project Planning
 - b) **Liaises with:** Head of Division, Ministry staff and External Stakeholders
 - c) **Subordinates:** Project Planning Officers

POSITION PURPOSE

The position facilitates and coordinates subsequent follow up action on project assistance and provides thorough information briefs and papers to the Manager Project Planning and the Head of Corporate Services & Project Planning 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 Development Grant;
5. Prepare monthly cash flow forecasts;
6. Prepare Annual Work Programme, Annual Procurement Plan and Quarterly Project Performance Report;
7. Maintain and update file number for each project with project updates on financial and non-financial information;
8. Facilitate project data and information for the Geographical Information System (GIS);
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; and
10. Facilitate and coordinate the Government Subvention Funds to Minority Communities.

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;
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, prudent financial management; and
4. Assessment and submission of Government Subvention Funds projects.

PERSON SPECIFICATION

In addition to a Degree (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:

Knowledge and Experience:

1. At least 3 to 4 years' work experience in managing projects and grants or similar field;
2. Demonstrated experience in evaluating, planning, and analytical processes and techniques (quantitative and qualitative) for measuring the effectiveness, efficiency and productivity of program implementation;
3. Demonstrated experience in negotiation with sound understanding of contract management and cost containment;
4. Thorough understanding of Project Management phases;
5. Understanding of Financial Management, Procurement and other related laws;
6. Practical work experience in building and sustaining relationships with a network of key people, internally and externally;
7. Understanding of the Fijian Constitution (2013); and
8. Proficient knowledge of Microsoft Office Packages.

Skills and Abilities:

1. 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;
2. Ability to provide appropriate and regular high-level advice relating to projects based upon strong analytical and decisions making skills;
3. Capacity to plan, coordinate and facilitate multiple tasks/activities to meet tight and fixed deadlines, in particular with donor funded projects and developments;
4. Strong attention to details or ability to achieve thoroughness and accuracy when completing a task;
5. Demonstrated ability to analyse and solve complex problems, in a resource constrained environment;
6. Demonstrated ability to manage and motivate staff at different levels and from different backgrounds and experience with the ability to gather data, compile information, analyse and prepare reports;
7. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment; and
8. Service oriented approach, with a commitment to supporting the operational environment of the Ministry.

Personal Character and Eligibility

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 also be Fijian Citizens, under Age 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 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.