



MINISTRY OF ECONOMY

JOB DESCRIPTION

POSITION TITLE: Social Protection Specialist

CORPORATE INFORMATION

1. Position Level: Salary Band G
2. Salary Range: \$28,605.45- \$38,140.60
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Project Manager
 - b) **Liases with:** Project Management Unit members, Permanent Secretary, Consultants, Contractors, relevant internal and external parties
 - c) **Subordinates:** Nil.

POSITION PURPOSE

The position is responsible for the coordination of the technical work and monitoring and evaluation.

KEY RESPONSIBILITIES

The specific duties and responsibilities will include the following:

1. Provide technical support to the project manager to ensure the implementation of the Project in accordance with the Financing Agreement and Project Appraisal Document (PAD);
2. Maintain close contact with the technical coordinators of the implementing partners on the implementation of activities, work plans, matters affecting project technical quality, and recommend appropriate solutions;
3. Monitor the progress and performance of implementation of Component 1;
4. Review the TORs and the outputs of the main activities under Component Two;
5. Contribute to the preparation of the project annual work plans and budgets, semi-annual Project Progress Reports, mid-term review report, and the Project completion report in accordance with the legal covenants of the Financing Agreement;
6. Monitor and collect data to report the progress of the results indicators under the results framework;
7. Facilitate the beneficiary survey and other evaluation activities;
8. Maintain communication with the World Bank task team on the key technical areas of the project; and
9. Participate in the meetings and field visits during the World Bank implementation support missions.

KEY PERFORMANCE INDICATORS

The SP Specialist is responsible for ensuring the timely completion of the following outputs:

1. Provide inputs to the annual work plan and the semi-annual progress reports;
2. Coordinate with the technical coordinator to review the TORs and the outputs of the TA activities under Component 2;
3. Monitoring the project performance in coordination with the technical coordinators to collect data and report progress of the result indicators in the results framework;
4. Oversee the implementation of evaluation activities and summarize the lessons learnt

PERSON SPECIFICATION

In addition to a Masters in Arts or Masters in Science (an advanced degree) in economics, social protection or related discipline (or equivalent experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are as follows:

Knowledge and Experience:

1. A minimum of 5 years' experience in related field.
2. Clear understanding of project management, project objective, results framework, implementation challenges, monitoring and evaluation of performance.
3. Qualification and competencies in effective leadership and management techniques.

Skills and Abilities:

1. Strong communications skills and persuasiveness in presenting, discussing and resolving difficult issues, both orally and in writing.
2. Ability to identify complex issues and to respond and handle accordingly; does not add unnecessary complexity to tasks or projects.
3. Ability to deal sensitively in multi-cultural environments and build effective business relationships with clients and colleagues.
4. Ability to function effectively in multi-disciplinary teams within a matrix management environment.
5. Demonstrated ability to prioritize tasks to meet deadlines, resource allocation to meet budget and quality expectations, and conflict resolution.
6. Task/project management skills with basic proficiency.

Personal Character and Eligibility

All applications for employment in the Ministry of Economy must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution.

Applicants must also be a Fijian Citizen, preferably under the age of 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Economy is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants