



MINISTRY OF ECONOMY

JOB DESCRIPTION

POSITION TITLE: Project Officer

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 project management and coordination.

KEY RESPONSIBILITIES

The specific duties and responsibilities will include the following:

1. Provide operational and administrative 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 regular contact with the implementing partners on the implementation of activities, work plans, matters affecting implementation schedule, and recommend appropriate solutions;
3. Facilitate 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;
4. Monitor the implementation and ensure compliance with the requirements of both Government of Fiji (GOF) and the World Bank, and keep track of disbursement; recommend appropriate solutions if issues are identified;
5. Maintain proper project records and files during and after the Project implementation period;
6. Facilitate the organization and record keeping of SC meetings;
7. Actively communicate with the World Bank task team on the performance of projects and issues affecting project implementation;
8. Prepare for submission of reports and ensure consistency in quality of information and required timeline;
9. Organize and facilitate World Bank implementation review visits (including the Mid-Term Review) including meeting arrangement and site visits; and
10. Participate in the meetings and field visits during the World Bank implementation support missions.

KEY PERFORMANCE INDICATORS

The Project Officer is responsible for ensuring the timely completion of the following outputs:

1. Timely and accurate review and completion of the project documents and reports.
2. Effective and timely operational support to the technical coordinators, financial management, procurement and Environmental and Social specialist and officer.
3. Efficient organization of mission activities, schedule of meetings and logistics including and Steering Committee meetings.
4. Effective and efficient development and maintenance of a tiling system for the projects.

PERSON SPECIFICATION

In addition to a Masters in Arts or Masters in Science (an advanced degree) in project management 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