



Project Manager – Nadi Flood Alleviation Project

Position Description	
Assignment	Project Manager
Salary Band	Position Level: Band J Salary Range: \$55,066.28 - \$70,143.96
Implementing Agency	Ministry of Finance, Strategic Planning, National Development and Statistics
Location	Suva, Fiji
Reports to	Head of Strategic Planning Office (SPO)
Level of input and duration of the assignment	The initial contract will be for a 2-year period with the possibility of extension subject to performance and the project implementation progress.

PROJECT BACKGROUND

The Nadi Township and Nadi River floodplain is extremely vulnerable to flooding, causing widespread damage and economic losses for the township and surrounding areas. To mitigate this, the Government of Fiji intends to implement the Nadi Flood Alleviation Project (NFAP) through a combination of both structural and non-structural interventions. Due to the large project scope, it is anticipated that the project will be implemented in a phased manner. The proposed project is divided as follows:

- A. Nadi Flood Alleviation Project - Project A (NFAP-A): Includes the dike surrounding Nadi Town and includes drainage improvements within Nadi Town. Project A is to be implemented in parallel with the NFAP-B project;
- B. Nadi Flood Alleviation Project - Project B (NFAP-B): Project B will include major structural components including widening of the river, construction of bridges, ring dikes and two (2) retention ponds; and
- C. Nadi Flood Alleviation Project - Project C (NFAP-C): Project C is titled watershed management and focusses on the non-structural flood mitigation elements required to address residual flood risk. Project C shall include development of a Watershed Management Act, National Drainage Guidelines (affiliated to Drainage Act) and a Watershed Management Plan for the Nadi River basin. The outputs of Project C shall compliment Projects A and B.

The project is being implemented by the Ministry of Finance, Strategic Planning, National Development and Statistics ('Ministry'), with technical support from the Ministry of Agriculture and Waterways. To support the ongoing project preparation activities, the Ministry is seeking a qualified individual to fill the role of Project Manager.

KEY TASKS AND RESPONSIBILITIES

The position will be based at the Strategic Planning Office, within the Ministry of Finance. The Project Manager will be responsible for the coordination and management of the Project activities, during the preparation and implementation of the Project. This will include the provision of day-to-day technical, operational and administrative support and activity implementation. The role may also be required to prepare and monitor the project budget.

The scope of the project will require close coordination with multiple project stakeholders. The Project Manager will be responsible for coordinating implementation activities with relevant stakeholders, which may also extend to public consultations in relation to the Project.

Key Responsibilities include:

- Lead the development of the Project Annual Work Plan and Procurement Plan.
- Effective management contractors/consultants engaged under the Project.
- Coordination of the established Project Steering Committee.
- Frequent interaction with other ministries and agencies as required to ensure smooth coordination and timely implementation of the Project.
- Lead the resolution of any conflicts that arise during project implementation.
- Lead the development of the Project Annual Budget and its effective management.
- Report on the progress of Project budget utilization and forecast expenditure to the Permanent Secretary (monthly or as required).
- Ensuring the collection of all data required to track progress towards achieving the intended Project outcomes.
- Supervising the Project's reporting and monitoring.
- Preparation of quarterly monitoring and evaluation report to the Permanent Secretary and management.
- Provide Secretariat support to the Project Steering Committee.
- Develop, review and report project risk management plan with appropriate risk mitigation strategies.
- Manage internal and external communications with respect to the Project activities.
- Provide high-level strategic and operational level advice to the Permanent Secretary, Ministers and Government on the Project.
- Oversee the preparation, execution and delivery of outputs for all contracts relating to the Project activities.

- Perform any other duties reasonably requested by the Permanent Secretary and/or the Project Steering Committee.
- The Project Manager will report to the Permanent Secretary for Finance, through the Head of Strategic Planning Office.

PERSON SPECIFICATIONS

Essential	Desirable
<p>Qualifications Master's or Postgraduate in a relevant discipline (project management, business, or other field relevant to this assignment).</p> <p>Experience</p> <ul style="list-style-type: none"> • At least 10 years' experience in management and administration of large public sector projects with proven ability to successfully coordinate and manage project work. • Demonstrated understanding of the tourism sector and its specific development challenges. • Extensive experience in managing projects and project staff and resources, and in roles with similar responsibilities. • Experience in managing project budgets, with financial systems, and in financial reporting. • Experience with preparing project documentation including policies and procedures. • Experience in recruiting, managing, motivating and monitoring staff members and consultants. • Training and/or relevant experience in project monitoring and evaluation. • Strong report writing and analytical skills, with a demonstrable record of delivery on time. • Experience in using technological solution and computer programmes. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience in managing projects of large, complex scale. • Experience with relevant legislation, policies, procedures, and processes of government. • Experience of working with development partner projects.

This section is designed to capture the expertise required for the role at a 100% fully effective level. (This does not necessarily reflect what the current jobholder has). This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or specific competencies.

Personal Character

All applications for employment in the Ministry 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 60, 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 Finance 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.