



# MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

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## ROLE | JOB DESCRIPTION: SENIOR PROJECT COORDINATOR

### CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Range: \$37,434.18 - \$47,684.02
3. **Duty Station:** Suva
4. Reporting Responsibilities:
  - a) **Reports to:** Head of Strategic Planning Office through Manager Project - NFAP
  - b) **Liaises with:** Ministry staff, Public Service Officers, External Stakeholders
  - c) **Subordinates:** 1

### POSITION PURPOSE

The position is responsible for assisting the Head of Strategic Planning Office in coordinating and implementing the National Development Plan, planning and assist in the implementation of special projects including Nadi Flood Alleviation Project (NFAP), provide technical advice on special project, assist in formulation of medium-term public sector investment programme (PSIP) and for the annual budget and also implementation of the new guidelines for the PSIP, coordinate projects developed in collaboration with our key partners, and coordinate the implementation of the projects outlined in the National Infrastructure Investment Plan.

### KEY RESPONSIBILITIES

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

1. Assist the Head of Strategic Planning Office to coordinate and monitor the implementation of National Development Plan, strategies and programmes within the framework of a long-term development perspective;
2. Assist in the planning and implementation of special projects including NFAP;
3. Provide technical advice on special projects including NFAP;
4. Assist in formulation of medium-term public sector investment programme (PSIP) and for the annual budget and also implementation of the new guidelines for the PSIP;
5. Coordinate the implement the projects outlined in the National Infrastructure Investment Plan;
6. Undertake the coordination and synchronize the implementation of special project planning and budgeting processes including NFAP;
7. Assist in the monitoring and reporting on special projects including NFAP;
8. Support the administration aspect to strengthen the special project planning capacity within the central and local government to create innovative and creative special project implementation processes;
9. Ensure monitoring and evaluation (M/E) framework is implemented through whole of Government for Capital Projects and assist the M/E officers in monitoring process;
10. Coordinate the national strategic policies and activities across ministries/departments/agencies;
11. Provide coordination and planning for special projects in all sectors of the economy;
12. Assist and coordinate the preparation of infrastructure investment plans for resilient and viable special projects;
13. Conduct site visits/inspections and meetings to provide timely reports and updates from sites; and

14. Other duties and responsibilities as and when requested by supervisor.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Provide technical contribution in the formulation and implementation of the National Development Plan and assist the project team to ensure successful implementation, coordination and monitoring of the Plan.
2. Ensuring technical assistance to project planning phase are provided in a timely manner.
3. Successful monitoring and reporting of the project implementation across Ministries and Agencies.
4. Timely input to the production of the public sector investment programme.
5. Ensuring the proper project coordination and planning in all sectors of the economy.
6. Ensuring the update of agreed projects and its related documents in the register and database.

### **PERSON SPECIFICATION**

In addition to a Certificate or Diploma in Architectural Studies, Quantity Surveyor, Structural/ Civil Engineering, Project Management or equivalent from a recognised institution [or equivalent relevant experience], the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role.

#### **Knowledge and Experience**

1. At least 6 years' experience preparing project management documentation including appropriate monitoring and reporting framework to senior management on the project information and issues;
2. Possess sound technical knowledge of Fiji's infrastructure and the various sectoral policies of Government as well as the associated development challenges and opportunities;
3. Demonstrated capacity to identify and collect data to plan, monitor and report on project viability, and progress;
4. Possess sound knowledge of Government and Donor agencies financial processes and procedures, procurement regulations and law; and
5. Experience dealing with project matters, conducting negotiations/consultations with senior staff in Government and Non-Government agencies and demonstrated capacity to independently carry out tasks in order to meet set deadlines.

#### **Skills and Abilities**

1. Ability to give quality advice on project related matters to the Head of Strategic Planning Office;
2. Ability to formulate and implement project in line with the policies, programmes and initiatives to ensure the successful delivery of Ministry outcomes;
3. Ability to work under pressure and beyond normal work hours, multi-task and respond quickly to the Head of Strategic Planning Office;
4. Ability to work within a team from different levels, backgrounds and experience;
5. Excellent written and verbal communication skills with high proficiency in technology use and demonstrated knowledge to use project management computer programs.

#### **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