


GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands and Agricultural Development		
2. Position Title: Senior Project Officer	3. Salary Level: L6-5	4. Division: Project Planning Unit
5. Reports To: Secretary	6. Direct Reports: Project Officer	
7. Primary Objective of the Position: Overall management, advice and coordination of MELAD and its overall divisions (ECD, LMD and ALD) development project, funding and strategic or operational plans		

8. Position Overview		
9. Financial: \$50,000 and less	10 Legal: National Condition of Service, Procurement Act and MELAD related Acts	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Administrative • Head of Divisions, CEO's or GMs of MELAD's Counterparts/Stakeholders To be referred to Manager: <ul style="list-style-type: none"> • Advise on institutional changes within the Ministry to bring about more effective and efficient delivery of the Ministry's development objectives and goals. • Reports the lists of convincing development projects proposals that are a result of feasibility studies • Procurement with cost that are beyond his/her authority 	12. External Stakeholders: <ul style="list-style-type: none"> • NEPO, MFAI • Other stakeholders • To be referred to Manager <ul style="list-style-type: none"> • Decisions that critically need the involvement and participation of External stakeholders 	
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
		Performance Indicators/Measures:

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.


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<ul style="list-style-type: none"> • Development of PPU projects, plans and development budget 	<ul style="list-style-type: none"> • Overall administration of the project planning unit • Advise and strengthen capacity of the MELAD in the management and coordination of donor assistance and projects • Develop work-plans that will guide MELAD on capacity building of HOD's and in implementing of priority in the Ministry strategic plans (MSPs) and MOPs. • Supervise, manage and build capacity within the Project planning Unit of the MELAD • Review and assist in the formulation, evaluation and reporting on development programmes on Infrastructure and utility projects on the MELAD and its stakeholders • Facilitate and assist in the formulation of the Ministry's development strategic plans (MSPs) and operational plans (MOPs) for effective phasing and implementation. • Initiate and coordinate review and evaluations of the Ministry's performance against its MSPs and MOPs on regular basis. 	<ul style="list-style-type: none"> • Project proposals on Infrastructure and utilities developed and submitted to DCC • Donors support and funding for project proposals • Updated reports on new and ongoing projects submitted to senior management, Minister and Cabinet. • Trainings on project management and development planning. • Ministry or Donor meetings conducted.
<ul style="list-style-type: none"> • Development and Coordination of implementation plan for the MELAD's and its counterparts/stakeholders 	<ul style="list-style-type: none"> • Assist in developing initiatives and facilitate efforts by the Ministry's Divisions in project development and implementation 	<ul style="list-style-type: none"> • Development budget prepared and submitted. • Reviews Ministry's and its overall SMP completed

10. Key Challenges	11. Selection Criteria
KEY CHALLENGES.	11.1 PQR (Position Qualification Requirement):


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<ul style="list-style-type: none"> • To formulate very convincing proposals • To complete tasks within tight schedules • To work odd hours when project has urgent/emergency elements. 	<p>Education: Appointment requires a Master in Economics or Finance or Project Planning or Degree in Economics or Finance or Project Planning plus 3 years of relevant experience in a senior management position or</p> <p>A diploma in the same field of study plus 5 years related experience</p> <p>Experience: have sufficient experience in developing project proposals</p> <p>Job Training: On the job training</p> <p>Prerequisite:</p>
	<p>11.2 Key Attributes (Personal Qualities):</p> <p>The incumbent should be mentally and physically fit, a lateral thinker and proficient in written and spoken English and Kiribati</p> <p>Have a sober habit, positive PR and able to work well with people</p> <ul style="list-style-type: none"> - Knowledge: lateral thinker and proficient in written and spoken English and Kiribati - Skills: Good leadership/communication Teamwork and time management skills Able to formulate convincing proposals - Attributes: Hard working; Proactive Integrity Concern for others; Innovative and creative

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