

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Senior Project Officer	3. Salary Level: L6-5	4. Division: Headquarter
5. Reports to: Secretary	6. Direct Reports: Project Officer	
7. Primary Objective of the Position: Overall management, advice and coordination of MPWU and its SOE's development project, funding and strategic or operational plans.		

8. Position Overview	
9. Financial: NIL	10 Legal:
<p>11. Internal Stakeholders:</p> <p>Secretary, Deputy secretary, HOD's</p> <p>To be referred to Manager:</p> <p>-Advise on institutional changes within the Ministry to bring about more effective and efficient delivery of the Ministry's development objectives and goals.</p>	<p>12. External Stakeholders:</p> <p>SOE's, NEPO. MFAI</p> <p>To be referred to Manager</p> <p>Advise on institutional changes within the Ministry to bring about more effective and efficient delivery of the Ministry's development objectives and goals.</p>

This 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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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<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
<p>Development of Infrastructure and Utilities projects, plans and development budget.</p>	<ul style="list-style-type: none"> • Overall administration of the project planning unit • Advise and strengthen capacity of the MPWU in the management and coordination of donor assistance and projects. • Develop work-plans that will guide MPWU on capacity building of HOD's and in the implementing of priority in the Ministry strategic plans (MSPs) and MOPs. • Supervise, manage and build capacity within the project planning unit of the MPWU • Review and assist in the formulation, evaluation and reporting on development programmers on Infrastructure and utility projects of the MPWU and its SOE's. • 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.

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	<ul style="list-style-type: none"> Assist in developing initiatives and facilitate efforts by the Ministry and its SOE in project development and implementation 	<ul style="list-style-type: none"> Development budget prepared and submitted. Reviews Ministry's and SOE's SMP completed
	<p>Decision Making Authority</p> <ul style="list-style-type: none"> Identify and develop capacity within the Ministry and its SOE's on project development and management. Develop capacity for strategic planning and preparing within the Ministry and its SOE's. Develop capacity for development budget preparation and monitoring in Ministry. Develop project management and control system within the Ministry and its SOE's. Provide progress reports on the Ministry's performance and achievements against its MSP and KDP. 	

10. Key Challenges	11. Selection Criteria
<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>11.1 PQR (Position Qualification Requirement): Education: Appointment requires a Degree in Economics or Finance or Project Planning 3 years of relevant experience in a senior management position</p> <p>or</p> <p>A diploma in the same field of study plus 5 years related experience.</p>

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	<p>Experience:</p> <p>Job Training: Nil</p> <p>Prerequisite: Nil</p>
	<p>11.2 Key Attributes (Personal Qualities): The incumbent should be mentally and physically fit, a lateral thinker and proficient in written and spoken English and Kiribati. Should also be good with people having a generally positive PR.</p>

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