



MINISTRY OF LOCAL GOVERNMENT

ROLE DESCRIPTION: Senior Administrative Officer – CAPITAL PROJECTS

CORPORATE INFORMATION

1. **Position Level** : Salary Band G
2. **Salary Range** : \$28,605.45 to \$38,140.60 (Step 1 to 4)
3. **Duty Station** : (HQ) Suva
4. **Reporting Responsibilities:**
 - a) **Reports To** : Director Local Government
 - b) **Liases with** : Staffs of the Department of Local Government, all Sections of the Ministry i.e. Department of Town & Country Planning, Ministry of Housing and Department of Environment, Corporate Service Unit, External Clientele: Municipal Councils, National Fire Authority, Line, donor agencies (JICA, UN Women, CLGF) Ministries & rate payers, suppliers and International Organizations.
 - c) **Subordinates** : Technical Assistant

POSITION PURPOSE

The position will work directly with Ministry and stakeholders to ensure project deliverables fall within the applicable scope and budget. He or she will coordinate with other departments in the Ministry, Municipal Councils and donor partners to ensure all aspects of each project are compatible as needed to fulfil client needs.

KEY RESPONSIBILITIES

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

1. Oversee and coordinate internal resources for the flawless execution of capital and special projects;
2. Monitor all projects are delivered on-time, within scope and within budget and ensure resource availability and allocation of funds;
3. Review Municipal Councils' construction project proposals to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements and allotment of available resources to various phases of the project;
4. Coordinate the project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility and develop a detailed project plan to monitor and track progress;
5. Manage changes to the project scope, project schedule and project costs using appropriate verification techniques;
6. Control potential risks foreseen during the implementation stages of the relevant projects;

7. Measure project performance using appropriate tools and techniques and report and escalate to management as needed;
8. Monitor relationship management with the clients and all stakeholders and perform risk management to minimize project risks;
9. Establish and maintain relationships with third parties/vendors and create and maintain comprehensive project documentation;
10. Coordinate with Fiji Procurement Office and Office Accommodation Unit on call for tenders and project implementation process;
11. Meet with clients to take detailed ordering briefs and clarify specific requirements of each project and delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels;
12. Prepare presentations, assist Ministry of Local Government on preparing speeches, ministerial statements, parliamentary responses, advertisements, press releases and speaking notes for the Permanent Secretary and/or Minister;
13. Coordinate project performance, specifically to analyse the successful completion of short and long-term goals;
14. Manage the budgetary objectives and make adjustments to project constraints based on financial analysis and develop comprehensive project plans to be shared with clients as well as other staff members; and
15. Actively oversee all corporate requirements of the Ministry, including planning, budgeting and human resources activities where required.

KEY PERFORMANCE INDICATORS [KPIs]

Performance will be measured through the following indicators:

1. Reporting of projects updates in a timely manner;
2. Utilization and monitoring of funds as per planned schedule;
3. Risk assessments of projects in a timely manner;
4. Client satisfaction and process of responsive customer service; and
5. Audit of all projects carried out and unqualified audit reports.

PERSON SPECIFICATION [KESAs]

In addition to an Undergraduate Degree (or equivalent work experience) in Engineering, Project Management and Business Administration or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Proven 5 years' successful experience in Capital Project Management;
2. Practical working knowledge managing various extensive projects;
3. Knowledge of reporting on project milestones, predicting risks and mitigating the risk factors;
4. Knowledge of accounting standards, principles and practices, data analysis and reporting of financial status; and
5. Understanding teams and how to work within a high performing team.

SKILLS AND ABILITIES

1. Excellent client-facing and internal and external communication;
2. Solid organizational skills including attention to detail and multitasking skills;
3. Strong working knowledge of Microsoft Office;
4. Ability to work effectively autonomously with attention to detail and a high level of accuracy;
5. Demonstrated ability to cooperatively work as part of a team;
6. Demonstrated analytical and problem solving skills;
7. Ability to plan and organize work in a timely manner in order to achieve deadlines; and
8. Service oriented approach with a commitment to support the operational/corporate environment of the organization.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment must be Fiji citizens, under age 60, with personal character and background that demonstrates a commitment to the Public Service Values and Code of Conduct. The successful candidate will be subject to confirmation upon receipt of a clear police record.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.