



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

## ROLE | JOB DESCRIPTION: MANAGER PROJECT PLANNING, MONITORING & EVALUATION

### CORPORATE INFORMATION

1. Position Level: Band K
2. Salary Range: \$64,556.35 - \$82,232.50
3. **Duty Station:** Suva
4. Reporting Responsibilities:
  - a) **Reports To:** Head of Strategic Planning Office
  - b) **Liaises with:** Ministry staff, Public Service Officers, External Stakeholders
  - c) **Subordinates:** 24

### POSITION PURPOSE

The position is responsible for the formulation of the medium-term Public Sector Investment Programme (PSIP) and capital budget for the annual budget using the new PSIP guidelines, ensuring that Ministries' corporate plans are consistent with the development objectives of Government and the PSIP, and coordinate monitoring and evaluation of government's capital projects including loan and aid funded through close liaisons with Implementing Agencies and the Ministry of Finance for timely and accurate quarterly progress reports.

### KEY RESPONSIBILITIES

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

1. Formulate, coordinate and implement the medium-term Public Sector Investment Programme (PSIP) and capital budget for the annual budget using the new PSIP guidelines.
2. Responsible to implement the new PSIP Guidelines as per the approved timelines.
3. Ensure that Ministries' corporate plans are consistent with the development objectives of Government and the PSIP, and coordinate monitoring and evaluation of government's capital projects including loan and aid funded through close liaisons with Implementing Agencies and the Ministry of Finance for timely and accurate quarterly progress reports.
4. Responsible for providing advice to, and support for the Minister in the performance of his Ministerial responsibilities and to represent the Ministry on Government, interdepartmental, national, and special interest committees and at meetings and forums.
5. Required to supervise and coordinate the Division's work to ensure the effective execution of its roles and functions and achieve the outputs in the Ministry's Annual Corporate Plan and Division Business Plan.
6. Responsible for the development of staff within the unit through the identification of training requirements and opportunities, career development and regular performance appraisals.
7. Provide project coordination and planning in all sectors of the economy.
8. Responsible to coordinate and implement the special projects under the Ministry, undertake regular reviews and necessary monitoring and evaluation of projects / programme across the Government.

9. Coordinate the implementation of the National Infrastructure Investment Plans for sustainable financing including regular reviews and updates.
10. Prepare bi-annually reports to cabinet on capital project implementation.
11. Prepare quarterly QPPR reports.
12. Coordinate the implementation of large capital projects as and when required.
13. Provide advice on global / international agreements and provide necessary advice before commitment to any aid-in-kind or cash grants by bilateral / multi-lateral partners.
14. To engage with development partners.
15. Undertake other activities as may be necessary in order to further the execution of the national development agenda, and the objectives mentioned above.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Ensure timely formulation of the Public Sector Investment Programme (PSIP) and capital budget for the annual budget.
2. Timely submissions of capital project reports to Cabinet office.
3. Effective management of the NIIP Project & QPPR's.
4. Ensuring that the role of the Department is strengthened as a think tank in developing innovative and visionary plans for the country.

## **PERSON SPECIFICATION**

In addition to Post Graduate Diploma (or equivalent) in Economics, Econometrics, Project Management, Macroeconomic Analysis, Finance or similar from a recognized institution or similar from a recognized institution (or equivalent relevant experience) and the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role

### **Knowledge and Experience**

1. At least 10 years' experience providing project planning, monitoring and evaluation well as in depth research and analysis experience with a focus on project planning in a large organization.
2. The applicant should show evidence of well-rounded, forceful personality with proven intellectual capacity, management and supervision skills and an ability to give in depth advice. Previous experience of dealing with policy matters, conducting negotiations/discussions with senior staff in Government and Non-Government Agencies.
3. Possess sound knowledge of Fiji's economy and the various economic, fiscal and social policies of Government as well as the associated development challenges and opportunities
4. Possess sound knowledge of Government financial processes and procedures, procurement regulations and law
5. High level experience dealing with economic policy matters, conducting negotiations/consultations with senior staff in Government and Non-Government agencies

### **Skills and Abilities**

1. Ability to give comprehensive advice on strategic planning and national development matters to the Head of Strategic Planning.
2. Ability to formulate and implement policies, programmes and initiatives to ensure the successful delivery of Ministry outcomes.
3. Ability to exercise effective judgement, sensitivity and creativity to changing needs and situations;

4. Ability to work under pressure and beyond normal work hours, multi-task and respond quickly to the Permanent Secretary and/or Minister when required
5. Ability to manage resources, lead and mentor staff effectively
6. Excellent written and verbal communication skills with high proficiency in technology use.

**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