

## **POSITION TITLE**

Project Manager – OPEN INTEGRATED MARKET

## **PERIOD OF ENGAGEMENT**

4 years

## **GROSS SALARY (KPF+TAX)**

\$24,000 per annum

## **LOCATION**

Ministry of Tourism, Commerce, Industry and Cooperatives

## **REPORTS TO**

The Project Manager will report to the Secretary for the MTCIC.

## **BACKGROUND**

Kiribati's long-term development path defined by the 20-year Vision Development Plan (KV20) 2016-2036, seeks to maximise development benefits from fisheries and tourism as key productive sectors. The vision also seeks to increase domestic trade and investment in order to create employment, generate income and livelihood especially for I-Kiribati. The Trade Policy Framework, 2017, identified key challenges facing domestic trade including the lack of marketing infrastructure. The Government through the Ministry of Tourism, Commerce, Industry and Cooperatives, with funding assistance from Department of Foreign Affairs and Trade (DFAT), Australia is implementing the establishment of the '**Open Integrated Market**' (OIM Project). The project aims to foster the development of domestic trade and create economic opportunities for I-Kiribati, especially the women and the youth. The Ministry of Tourism, Commerce, Industry and Cooperatives is therefore seeking to engage the services of a qualified and highly motivated full time Project Manager to oversee the implementation of the Open Integrated Market (OIM) Project.

## **DUTIES AND RESPONSIBILITIES**

The Project Manager is expected to oversee the implementation of the OIM Project. The project manager is required to undertake the following specific key tasks to deliver the expected project outputs;

- ❖ Develop and Coordinate the implementation of the Annual Project Work plan and budget;
- ❖ Facilitate the development and implementation of the Project Operation Strategy Note(OSN);
- ❖ Facilitate establishment of Project Management Unit;
- ❖ Facilitate pre-construction activities including but not limited to site Preparation for the OIM; Environment Impact Assessment (EIA), Development of detailed cost and design documents;

- ❖ Coordinate and facilitate the development of Project tender documents to facilitate procurement of goods and services;
- ❖ Facilitate development of project Exit and Sustainability Strategy;
- ❖ Ensure timely delivery of expected project outputs;
- ❖ Assist in the implementation of the M&E Plan;
- ❖ Facilitate the development of the project risk management plan;
- ❖ Maintain Risk Management Plan
- ❖ Develop and facilitate submission of financial and progress reports to DFAT in line with grant agreement;
- ❖ Ensure project assets are properly managed, asset register developed and updated;
- ❖ Ensure good coordination with key stakeholders including but not limited to, MISE, MELAD, MFMRD; MIA, BTC, KPPS, OB, and private sector and community groups; and DFAT through PSC and TWGs;
- ❖ Develop and ensure timely submission of fortnightly project progress and reports, financial and other reports to the Secretary;
- ❖ Convene monthly technical working group meetings on emerging issues impacting on the Project progress
- ❖ Develop and Present/Submit monthly progress reports to the National Trade Advisory Committee Meeting/Project Steering Committee;
- ❖ Contribute to MTCIC's performance management, briefings and reporting system;
- ❖ Support the auditing of the project related funds;
- ❖ Convene with the approval of the Secretary the PSC meetings;
- ❖ Advise the Secretary and PSC on the monthly financial status of project funds;
- ❖ Organise and participate in relevant trainings required for the Project Team and relevant stakeholders in a timely manner;
- ❖ Identify and facilitate monthly promotion and advocacy initiatives to ensure visibility of the Project;
- ❖ Develop and coordinate the implementation of a marketing strategy and monthly communication materials to promote the OIM Project
- ❖ Assist in identifying and developing case stories in collaboration with relevant Government contact points and publish for advocacy on the various components of the Projects;
- ❖ Form part of and contribute to the MTCIC's senior management team;
- ❖ Provide update to the PSC/NTAC and discuss project cross-cutting issues affecting the implementation of the project.
- ❖ Supervise the Project Implementation Unit staff and relevant engaged advisors to ensure respective milestones are achieved within the expected timeframe;
- ❖ Work in line with the National Condition of Service; and
- ❖ Any other assignment(s) delegated by Project Manager or an authorized MTCIC officer

**Post Qualifications and Experience required:**

- ❖ Masters or Post-graduate degree with two-year work experience, preferably in areas of administration, economics, trade and development or;
- ❖ Undergraduate degree with 5-year work experience in the same fields;
- ❖ Must have in-depth knowledge in trade, private sector development, and trade related matters/issues;
- ❖ Project coordination, management, and reporting skills;
- ❖ Good understanding of Kiribati 20 Year Vision Development plan, the Trade Policy Framework and trade policy initiatives supporting domestic trade and challenges associated;
- ❖ Good understanding of Government communication channels and external stakeholder engagements;
- ❖ Good understanding of infrastructure projects is desirable;
- ❖ Must be computer literate in Microsoft Word and Excel;
- ❖ Excellent inter-personal and communication skills in both English and Kiribati;