

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Project Coordinator	3. Salary Level: L11-10/9-7	4. Division: Policy, Planning and Development
5. Reports To: Facility Manager	6. Direct Reports: Nil	
<p>7. Primary Objective of the Position: Responsible for the development and management of MOE's projects especially newly identified projects and ongoing ones. Seeking funds for new projects is one of the key roles in collaboration with the Facility Manager and Director PPD. Managing contracts for ongoing projects and ensuring that maintenance work to schools, whether big or small is to be attended to on a timely manner.</p>		

8. Position Overview		
<p>9. Financial: Nil</p>	<p>10 Legal: Should have some knowledge on the National Building Code, Building Act, National Infrastructure Standards and Procurement Act</p>	
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • All MOE staff • HoDs <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • budget, project's costs • project's work plan • Procurement plan • trainings • travels 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Government's ministries and companies • Contractors • Suppliers <p>To be referred to Manager</p> <ul style="list-style-type: none"> • 	
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

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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<p>Key Area 1</p> <ul style="list-style-type: none"> Ministry's projects to be properly developed from the beginning, and well managed up til completion Project work-plan (or implementation plan) and Procurement Plan to be prepared for each project with the consultation and assistance of Facility Manager and Director PPD 	<ul style="list-style-type: none"> Identifying projects and the necessity of them to achieving ministry and divisional goals. Seeking funds which will involve drafting prodocs and project submissions. Monitoring implemented projects will be the key role of the position. This involves site visits and frequent meetings with Contractors and concerned schools. Ensuring that the ministry's projects are well-funded and the shortage of fund ought to be reported with recommendations and options 	<ul style="list-style-type: none"> Project funds to be secured Ministry's projects to be implemented and managed well Updated Project Implementation Plan and Procurement Plan
<p>Key Area 2</p> <ul style="list-style-type: none"> Assist in keeping records of project's processes 	<ul style="list-style-type: none"> Each stage of the project to be put on record, e.g. from project identification, implementation (tendering, tender evaluation, contract award, meeting outcomes, etc) until completion (final payment, defect liability period). Coordinate records with receptionist to update both hard-filing and e-filing. 	<ul style="list-style-type: none"> An updated record system
<p>Key Area 3</p> <ul style="list-style-type: none"> Attending meetings, drawing project timelines, updating a list of suppliers and contractors and regular update to be submitted to Senior Staff, preferably Facility Manager 	<ul style="list-style-type: none"> To coordinate project's meetings with stakeholders Taking minute of meetings (if required) and submitting regular updates (e.g. weekly or monthly) to Facility Manager Drafting contract to be signed and negotiate well with Contractors on contract provisions that may need to be modified and finalized. 	<ul style="list-style-type: none"> Regular reports submitted highlighting problems and resolutions/recommendations

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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none">• Willingness to work overtime• Travelling to the outer islands• Managing load/ stress in a demanding work environment• Analytical• Able to work independently with less supervision	<p>11.1 PQR (Position Qualification Requirement): Education: Degree in Management and related field OR Diploma in Management and related field with at least three years related work experience.</p> <p>Experience: Those who have long time experience but with a Certificate can be considered for a competitive recruitment</p>
	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none">○ Some understanding on government’s processes, e.g. meetings, payment processes, etc○ Knowledge about procurement/contracting/ project management and related policies <p>2. Skills:</p> <ul style="list-style-type: none">○ Report writing○ Capable to analyse big data○ negotiation skills <p>3. Attributes</p> <ul style="list-style-type: none">○ Proactive and pro-social○ Responsive○ Open to new ideas○ Tolerant to other’s opinions

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