


MINISTRY OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services			
2. Position Title: Senior Project and Planning Officer	3. Salary Level: L6-5	4. Division: Planning Unit	
5. Reports To: Secretary	6. Direct Reports: Deputy Secretary		
7. Primary Objective of the Position: The initial purpose of this post is to manage, advise and coordinate MHMS and its overall division developing its projects, funding and strategic or operational plans			

8. Position Overview	
9. Financial: nil	10. Legal: National Condition of Service, Procurement Act and MHN related acts
11. Internal Stakeholders: <ul style="list-style-type: none"> • Administrative • Head of Divisions, CEO's or GMs of MHMS stakeholders To be referred to Manager: <ul style="list-style-type: none"> • Advise on institutional changes within the Ministry to bring about more effective and efficient delivery of the Ministry's development objectives and goals • Reports the lists of convincing development projects proposals that are a result of feasibility studies • Procurement with cost that are beyond his/her authority 	12. External Stakeholders: <ul style="list-style-type: none"> • NEPO, MFAI • Other stakeholders To be referred to Manager: <ul style="list-style-type: none"> • Decisions that critically need the involvement and participation of External stakeholders

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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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- KDP/KPA:
- MOP Outcome:
- Divisional/Departmental/Unit Plan:

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Development of projects, plans and development budget	<ul style="list-style-type: none"> • Overall administration of the project planning unit • Advise and strengthen capacity of the MHMS in the management and coordination of donor assistance and projects • Develop work plans that will guide MHMS on capacity building of HOD's and in implementing of priority in the Ministry Strategic plans (MSPs) and operational plans (MOPs) • Review and assist in the formulation, evaluation and reporting on development programs on all MHMS projects for all its divisions as advised by Secretary • 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 MHN projects (new and existing projects) • Donors support and funding project proposals • Update reports on new and ongoing projects submitted Executive members, Ministers and Cabinet • Trainings on project management and development planning • Ministry or Donor meeting conducted
Development and Coordination of implementation plan for MHMS's and its stakeholders/ counterparts	<ul style="list-style-type: none"> • Assist in developing initiatives and facilitate efforts by the Ministry's Divisions in project development and implementation 	<ul style="list-style-type: none"> • Development budget prepared and submitted • Reviews Ministry's and its overall strategic management plan completed

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GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<p>14. Key Challenges</p> <ul style="list-style-type: none"> • To formulate very convincing proposals • To complete tasks within tight schedules • To work odd hours when projects has urgent/emergency elements 	<p>15. Selection Criteria</p> <p>15.1 PQR (Position Qualification Requirement): Education: <u>Master in Economics or Finance or Project Planning or I</u> <u>in Economics or Finance or Project Planning plus 3 years of relevant</u> <u>experience in a senior management position</u> OR <u>A diploma in the same field of study plus 5 years related experience</u> Experience: have sufficient experience in developing project propo Job Training: on the job training Prerequisite:</p> <p>15.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> 1. Knowledge: lateral thinker and proficient in written and spoke English and Kiribati 2. Skills: Good leadership/communication Teamwork and time management skills Able to formulate convincing proposals 3. Attributes: Hardworking Proactive Integrity Concern for others Innovative and creative
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