

Project Manager, Public Health Clinics on Outer Islands

Ministry of Health and Medical Services

Background

The New Zealand Government obtained a grant of AUD 1,243,470 as a grant fund to the Government of Kiribati through the Ministry of Health and Medical Services (MHMS) to implement the Public Health Clinics on South Tarawa, Outer Islands and Kiritimati Island Activity under the New Zealand Aid Programme.

The MHMS is an implementing agency and responsible for implementing this Project according to the Grant Agreement in particular to implement the Activity and deliver the Outputs in a manner that maximises the prospect of achieving its goal and expected outcomes. The aim of the project is to decrease the burden of morbidity and mortality due to primarily preventable health issues. This may reduce referrals to Health Centres and to the National Hospitals and also to improve health treatment outcomes and declining Non-Communicable Disease (NCD) risks factors.

Having more clinics available on outer islands will improve delivery of primary health care at the village level; improve patient experiences and outcomes. This must be sustainable, climate resilient, safe, and patient-friendly health clinics that are aligned to National Infrastructure Standards.

The Project consists of the following two key components:

Component 1: Management and Governance

Activities under this component are focused on recruiting a Project Manager, establishing a construction committee and to work towards deadlines of expected outcomes provided in the Grant Fund Agreement.

Component 2: Reporting

Activities under this component includes the following;

- i) Implementation Plan
- ii) Progress Meetings:
- iii) Progress report:
- iv) Completion report and Maintenance Plan

Scope of work under this TOR

The project requires contracting a local consultant to be the Project Manager of the Project Management Unit to manage and supervise Project as described in the below responsibilities;

- Managing staff and overseeing the day-to-day activities related to the management and implementation of the project, including procurement, project monitoring and evaluation, financial management, progress and financial reporting, leading staff of the PMU.
- Overall supervision of the project activities and arrange for public consultations as required
- Participate in the Project Construction Committee and serve as secretary of the committee.
- Draft Terms of References and management of local supporting staff required to form part of the project team, monitoring progress on deliverables under those contracts and providing feedback as necessary, and coordinating of the work in consistence with the overall project implementation plan.
- Prepare, or as appropriate supervise the preparation of, progress reports, annual reports, project completion report and other reports that may be required by MFAT, MHMS, MFED or by the stakeholders.
- Prepare, or as appropriate supervise the preparation of, annual work plans and budgets and present to the Project Construction Committee or SRO for approval.
- Supervise Project staff in the performance of their respective duties and ensure the efficient function of the unit and ensure that clear working arrangements are established to collaborating with higher authorities within MHMS & MFED on all management, financial, accounting and procurement matters.
- Participate in building and implementing the detailed concept and approaches as part of the overall framework and methodology of the project
- Lead the development of work plans, periodical work sessions when required and meetings.
- Identify implementation arrangements and needed resources to implement the project and ensure proper management of funds, including accounting, financial control and audit procedures acceptable to the MFED as well as the procurement of materials/goods, works and services in accordance to the procurement guidelines including submission of annual financial audit to NEPO/MFED.
- Manage and liaise with all stakeholders MISE / MFED / MIA / Outer Islands Councils
- Maintenance of clinics at hand over – Develop asset management facility plans and set up ongoing mechanism where maintenance of the clinics will be budgeted for and maintenance can be undertaken in a cyclic and preventative manner in the future and recurrent budget allocation

The Project Manager will report directly to the SRO MHMS, which will facilitate resolutions of any internal delays to implementation.

Start Date: June – December 2023
Contract Period: 6 months
Working Hours: Normal Working Hours stipulated in the NCS 2020
Salary: L6-5, per the Government salary scale

Qualifications

The person suitable for this position should have the following qualifications:

- University Degree in Project Management / Engineering / Architecture OR Management and Public Administration OR related field
- At least 3 years of project management experience OR in the field of middle management level
- Proven experience to manage a construction project, demonstrating not less than three successful projects
- Effective interpersonal, management and negotiation skills proven through successful interaction with stakeholders, including senior government officials, local authorities, experts and NGOs/communities
- Demonstrate ability in team management and collaboration
- Fluency in Kiribati and English
- Computer literacy

Please send applications to the following email addresses:

Human Resource Officer, terotia.tabwaka@mhms.gov.ki,