

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Women, Youth, Sports and Social Affairs		3. Salary Level: 16-5	4. Division: Administrative
2. Position Title: Senior Planning and Project Officer			
5. Reports To: Secretary		6. Direct Reports: Subordinates	
7. Primary Objective of the Position: Overall management, advice and coordination of MWYSSA's development project, funding and strategic or operational plans			

8. Position Overview	
9. Financial: \$19812.44	
11. Internal Stakeholders: Head of Divisions To be referred to Manager: a) Advise on institutional changes within the Ministry to bring about effective and efficient delivery of the Ministry's development objectives and goals b) Reports the lists of convincing development projects proposals that are a result of feasibility studies c) Procurement with cost that are beyond his/her authority	12. External Stakeholders: NEPO, MFAI, PSO To be referred to Manager ❖ Decisions that critically need the involvement and participation of external stakeholders
13. KEY ACCOUNTABILITIES (include linkage to KDP, MOP and Divisional Plan)	
■ KDP/KPA: ■ MOP Outcome: ■ Divisional/Departmental/Unit Plan:	

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.

Approved by:



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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outco
Development of Women, Youth, Sports and Social Affairs projects, plans and development budget	<ul style="list-style-type: none"> ❖ Overall administration of the project planning unit ❖ Advise and strengthen capacity of team MWYSSA in the management and coordination of donor assistance and projects ❖ Develop work plans that will guide MWYSSA on capacity building of HODs and in the implementation of priority activities under the Ministry Strategic Plans (MSPs) and Ministry Operational Plans (MOPs) ❖ Supervise and manage the project and planning unit ❖ Review and assist in the formulation, evaluation and reporting on development programmes on Women, Youth, Sports and Social Affairs projects ❖ 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 a regular basis 	<ul style="list-style-type: none"> ❖ Project proposals developed submitted to NEPO, MFAI and ❖ Donors support and funding project proposals ❖ Updated reports on new and ongoing projects submitted senior management team a Minister ❖ Trainings on project management and development planning ❖ Ministry or donor meetings conducted ❖ Timely evaluation and acquisition ❖ Timely release of warranted
Development and Coordination of Implementation plan for MWYSSA's projects	Assist in developing initiatives and facilitate efforts by the Ministry in project development, planning and implementation	<ul style="list-style-type: none"> ❖ Development budget prepared submitted ❖ Review Ministry's Strategic be completed and accomplished time

14. Key Challenges

- ❖ To formulate very convincing proposals
- ❖ To complete tasks within tight schedules
- ❖ To work odd hours when project has urgent/emergency elements

15. Selection Criteria

Qualifications and experience:

Education: Degree in Economics or Finance or Project Planning PLUS 3 years relevant work experience in senior management position

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<p>OR</p> <p>A Diploma in the same field of study PLUS 5 years related experience</p> <p>Experience: have sufficient experience in developing and planning projects</p> <p>Key attributes:</p> <p>The incumbent should be mentally and physically fit, a lateral thinker and proficient in written and spoken English and Kiribati</p> <p>Have a sober habit, positive PR and able to work well with people</p> <ul style="list-style-type: none">- Knowledge: lateral thinker and proficient in written and spoken English and Kiribati- Skills: Good leadership/communication Teamwork and time management skills Able to formulate convincing proposals- Attributes: Hardworking Concern for others Innovative and creative Integrity Committed Dedicated	
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