



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**MINISTRY/AGENCY/OFFICE:** Ministry of Fisheries and Marine Resources

**DIVISION/SECTION:** Project Management

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 290-00107

**MINISTRY VACANCY REF:** MFMR 18/2022

**POSITION TITLE:** Principal Project Officer

**POSITION LEVEL:** Level 8/9

**SALARY RANGE:** \$2,092.85 - \$2,299.26

**THIS POSITION REPORTS TO:** (Chief Project Officer)

**THIS POSITION SUPERVISES:** (Senior Project officer)

### SECTION B - SCOPE OF DUTIES

The Ministry of *Fisheries and Marine Resources* is mandated to *manage and develop its fisheries and aquatic resources covers the entire Solomon Islands fisheries waters, from our islands' coastlines to the 200 nautical mile exclusive economic zone (EEZ)*.

The Division of *Project Management* supports the Ministry of *Fisheries and Marine Resources* to do this by *leading the delivery of implementation of all national fisheries projects mandated by the Government or its partners*.

This position will contribute to the corporate functions and objectives of this Ministry by *(insert statement - might come from the RS Form 1 – Job Analysis Questionnaire)*

### SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Review architectural plans and prepare quantity needs.
- Estimate the quantity and costs of materials.
- Prepare contracts and documents.
- Set budgets for payments, inventory needs, and materials.
- Analyze costs for maintenance and additional building needs.
- Track changes in plans or constructions; update budgets.
- Negotiate with contractors and subcontractors.
- Hire and document contractors and subcontractors.
- Act as a liaison between clients and site managers/engineers.
- Keep track of construction materials and inventory.
- Identify potential financial or construction risks.

- Advise clients on improvements, strategies, and/or estimated costs.
- Prepare payments for contractors and subcontractors.
- Document progress, materials, and reports on project.
- Advise on property taxes, regulations, and local laws.
- Source maintenance costs and facilities management for clients.
- Develop and maintain working relationships with contractors and subcontractors.
- Utilize software to calculate, record, and track inventory and estimates.
- Analyze completed projects to determine ROI and compare costs.
- Compliance with;
  - With Fisheries Act 2015
  - PFM Act 2013
  - With Fisheries Regulations 2017,2018:
  - With MFMR procedures and processes (Administration and Technical)
  - With Public Service Code of Conduct
  - With Public Service General Orders.
  - With Financial Instructions.
  - With SIG procurement and contracts administration
- Identify personal development needs and build new skills and competencies
- Attend trainings and conferences pertaining to project management both locally and regionally.
- Monitor and report on the status, trends and key issues in all projects of the Ministry.
- Liaise with key stakeholders for technical advice and assistance on fisheries development aspirations.
- Lead and/or participate in working groups and represent MFMR as required.
- Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

*(This should be a dot-pointed list of specific duties which clearly outlines what is required of the incumbent. The last entry is mandatory and must appear in all public service JDs regardless of position title and/or level. Your Ministry's Corporate Plan may also help you to identify key duties.)*

## **SECTION D - KEY DELIVERABLES**

The incumbent of this position will have their performance assessed according to following key deliverables:

1. Section work plans are developed and implemented on time and to budget.
2. Projects are appraised and facilitated by the relevant division.
3. Projects are implemented according to annual work and procurement plans.
4. All projects are monitored and reported on in a timely manner.
5. Management is informed of any issues or delays in good time
6. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### Mandatory Qualifications

*Bachelor level degree in Architecture or Building or other relevant degrees related to the tasks.*

### Desirable Qualifications

- *List any desirable qualifications. In this case it might be desirable for the incumbent to hold a qualification but not compulsory if the applicant has relevant knowledge, experience and the right attitude. For example, it is desirable (but not mandatory) for a Human Resource Manager to hold a tertiary qualification in HRM or similar discipline.*

### Capabilities Required

- *Work experience for 3 years.*

## **SECTION F - KEY SELECTION CRITERIA**

Suitability for this position will be assessed against the following key selection criteria:

KSC1. Demonstration of strong scientific /technical abilities and skills.

KSC2. Demonstration of strong management skills

KSC3. Strong team player

KSC4. Honest, reliable and trustworthy

KSC5. Self - motivated with ability to work independently.

KSC6. Ability to meet deadlines

KSC7. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

## SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$2,092.85 - \$2,299.26

Annual Salary: \$54,414.22 - \$59,780.68

Annual Leave entitlement: 28

Other Conditions of Service relevant to this position:

- *A: a fortnightly housing allowance of \$209.29*
- *B: An annual Travelling allowance of (Refer to GO).*

## SECTION H - APPROVAL *(Business use only)*

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*

.....  
**Permanent Secretary/Responsible Officer**

.....  
**Date Approved**

*Additional Comments:*