



## MINISTRY OF HEALTH AND MEDICAL SERVICES

### ROLE DESCRIPTION

#### Corporate Information:

Position Title:	Project Manager Fiji COVID-19 Emergency Response Project
Salary Band:	M
Salary:	\$74,710.90 - \$95,783.20 per annum
Location:	Suva, MoHMS HQ
Duration:	Initial Contract for 1 year (up to 3 years)
Unit/Division:	HQ
Reports to:	Permanent Secretary for Health & Medical Services
Subordinates:	COVID-19 Project Management Staff International & Local Environmental and Social Safeguard Specialist

#### Position Purpose

The Project Manager has the overall responsibility for the effective planning, execution, monitoring, controlling and closure of the project so that MoHMS successfully achieves the Project Objectives relating to the COVID-19 World Bank Project. The Project Manager (PM) will oversee implementation of the project, work closely with other project stakeholders to manage and coordinate all aspects of the project, leading to successful and timely project outcomes.

#### Key Responsibilities

The position will achieve its purpose through the following key responsibilities.

1. To oversee and manage the day-to-day running of the project and coordinate the activities of other relevant personnel
2. To prepare and oversee implementation of the annual project work plans and budget, which will form a part of the regular MHMS annual work plan and budget
3. To maintain official records of all project-related activities
4. To gather information and data, and report on, the performance indicators for the project
5. To facilitate the preparation and public release of project information in accordance with Fiji and the World Bank's Public Communications Policies
6. To prepare relevant documents to meet the timing specified in the Finance Agreement, including but not limited to financial reports, progress reports and implementation completion report
7. To produce regular project progress reports, including updated results framework and inputs from relevant stakeholders)
8. To support assist MHMS in the development of terms of reference and technical specifications for related procurement activities assignments
9. To liaise with World Bank task team and other relevant stakeholders as necessary
10. To perform any other relevant tasks related to the project as requested by MHMS.
11. To supervise the preparation of project accounts

12. To ensure that all financial reporting, as required under the project, are completed and disseminated according to agreed timelines and schedules
13. To manage and have overall oversight of the project budget
14. To arrange the regular review and annual audit of accounts
15. To manage all contracts, including to review all formal project outputs, including the deliverables by consultants and contractors, and authorize payment as appropriate
16. To prepare the Project Procurement Strategy for Development (PPSD) as defined in the World Bank's *Procurement Regulations for Investment Project Financing (IPF) Borrowers*
17. To coordinate the preparation (or update, as needed) of the Project Procurement Plan. The plan is to be prepared or updated by utilizing the World Bank's system STEP - Systematic Tracking of Exchanges in Procurement
18. To prepare all the necessary and appropriate procurement documentation for goods, non-consulting services and consulting services. This includes, among others, Procurement Notices, Procurement Documents and Evaluation Reports and requests for clearance as needed (e.g. from government procurement office, Contracts' Committee, and from the World Bank)
19. To monitor the Procurement Performance. Based on the Procurement Plan data in STEP, the PM is required to establish the number and amount of procurement activities to be contracted (in excel files) and to monitor progress monthly. Efficient procurement implementation is paramount, so the PM is required to actively and pragmatically address any delays.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Inception Report including a detailed work plan within 2 weeks of start date
2. Develop the Project budget, procurement plan and operational
3. Biannual report on progress of work plan, budget, financial reports, procurement plan status, contract status, monitoring and evaluation, safeguards implementation within 6 months from effectiveness date
4. Yearly Report on overall project progress, challenges and mitigation measures. Work plan, budget, revised procurement plan, contract management plan, etc. for the upcoming year.
5. Mid-term review report
6. Facilitate World Bank Missions, reporting and updates
7. Implementation completion report three months prior to end of the project
8. Provide PSHMS regular updates on progress to the WB project

### **Person Specification**

In addition to Masters Degree (with a major in a relevant discipline e.g. Public Health, Medicine, Business, Management, Economics or equivalent and/or relevant experience) the knowledge, experience, skills and abilities required to successfully undertake this role are the knowledge, Experience, Skills and Abilities required to successfully undertake this role;

### **Knowledge and Experience:**

1. Minimum of seven years' experience managing projects at a regional or national level
2. Experience in similar projects in developing countries would be an advantage.
3. Experience of working on projects funded by World Bank or other international development agencies would be an advantage.
4. Sound knowledge of project management principles
5. Sound knowledge of business planning, resource management and quality improvement principles and practices
6. Sound knowledge of good financial management practices

7. Understanding of the applicable legislation or policies / procedures (or experience which demonstrates the ability to rapidly acquire);
8. Experience in managing multiple contracts and consultants, and ability to prioritize competing demands.
9. Good knowledge of all concepts and principles of and approaches to international procurement, and of public procurement systems.

**Skills and Abilities:**

1. Ability to understand changing environments, and to anticipate developments and opportunities, threats, and weaknesses in order to advise on a clear pathway forward for the project and its stakeholders.
2. Ability to make prompt, but rational, assessments of situations/issues and be able to identify options founded on a logical argument.
3. Be proactive and taking action before it is required in order to avoid problems or create opportunities.
4. Ability to share responsibility where appropriate with individuals or groups to develop a meaningful sense of ownership and commitment to the organization, as well as local capacity.
5. Ability to plan and set goals and targets to achieve an objective.
6. Ability to lead a group of individuals towards a desired outcome.
7. Ability to work together in a multi-organization, multi-culture team with the comfortable sharing of ideas to reach a decision.
8. Ability to regularly review or check work to reduce errors and to improve organizational systems/performance.
9. Ability to manage resources towards the end results required by the organization.
10. Competency in Microsoft office suite (Word, Excel, Access, etc.) and MS Project or similar planning/monitoring software.
11. Excellent written and oral communication skills in English.
12. Strong communication skills and persuasiveness in presenting, discussing and resolving difficult issues, both orally and in writing.
13. Ability to identify complex issues and to respond and handle accordingly; does not add unnecessary complexity to tasks or projects.
14. Ability to deal sensitively in multi-cultural environments and build effective business relationships with clients and colleagues.
15. Ability to function effectively in multi-disciplinary teams within a matrix management environment.

**Personal Character & Eligibility:**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants