

Government of Tuvalu – Job Description



Position Title:	Project Development Officer	
Band and Salary:	T1 – T3	\$15,448 - \$29,287
Ministry and Department:	Ministry of Home Affairs, Climate Change and Environment	Department of Home Affairs
Location:	Funafuti	
Reports to:	Director	

JOB PURPOSE:

To provide support on all Local Government project developments.

KEY RESPONSIBILITIES: (list no more than 6 key responsibilities not tasks)

1. Coordinate the Kaupule Project plans and aligned with the Island Strategic Plan (ISP).
2. Prioritizing and reprioritizing Kaupule projects.
3. Preparing project design and list of material.
4. Develop and implement a training program for the Falekaupule and Kaupule.

MAIN DUTIES AND OUTCOMES:

- 1.1 Develop and implement the project plans and associated with the ISP objectives.
- 1.2 Monitor the progress of the project plans against schedule of events.
- 1.3 Report progress and evaluation of projects to the monitoring and evaluation officer
- 2.1. Assist Kaupule in planning and prioritizing project before submitting to the Falekaupule general assembly for approval.
- 2.2 Ensure the list of prioritizing projects agree by the Falekaupule General Assembly
- 2.3 Follow up any changes to Kaupule for reprioritizing of project evidence that the Falekaupule General Assembly approve changes made.
- 3.1 Ensure that project design meet the building code of Tuvalu.
- 3.2 Facilitate the arrival and delivery of materials to Funafuti and then the outer islands to ensure all materials safely landed.
- 3.3 Ensure list of project material meet good quality
- 4.1 Consult with Falekaupule and Kaupule on required training needs, including the development project.

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MANDATORY REQUIREMENTS:

Degree in Project Management, Civil Engineering, Finance, or other relevant disciplines (Human Resource Management, Public Administration, Governance and Development Studies) with minimum of 3 years' experience in Local Government Administration.

DESIRABLE REQUIREMENTS:

- Very good written and oral communication skills (Tuvaluan and English);
- Ability to function effectively in a multidisciplinary team;
- Ability to engage with a range of stakeholders;
- Excellent time management and organization skills;
- High-level of attention to detail in all activities;
- Possesses strong leadership qualities;
- Ability to maintain discretion and confidentiality at all times;
- Excellent computer literacy skills (including Word, Excel, PowerPoint, Outlook and the Internet (for research purposes);
- High level interpersonal, leadership, representation and communication skills', and High-level integrity and confidence.

Previous experience in Local Governance and Rural Development sector

- High-level project management experience
- Good written and oral communication skills (Tuvaluan and English) e High-level representational and liaison skills in a cultural environment High-level attention to detail and accuracy
- Excellent excel spreadsheet and computer skills
- Sound time management skills

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.