

## POSITION DESCRIPTION

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### IDENTIFICATION

**Position Title:** Project Manager - CSF

**Position Number:** xxxx

**Section:** DVCRI

**Department:** DVCRI

**Location:** Laucala Campus, Suva

**Category:** Senior Staff (Comparable)

**Grade:** Professional Level 4

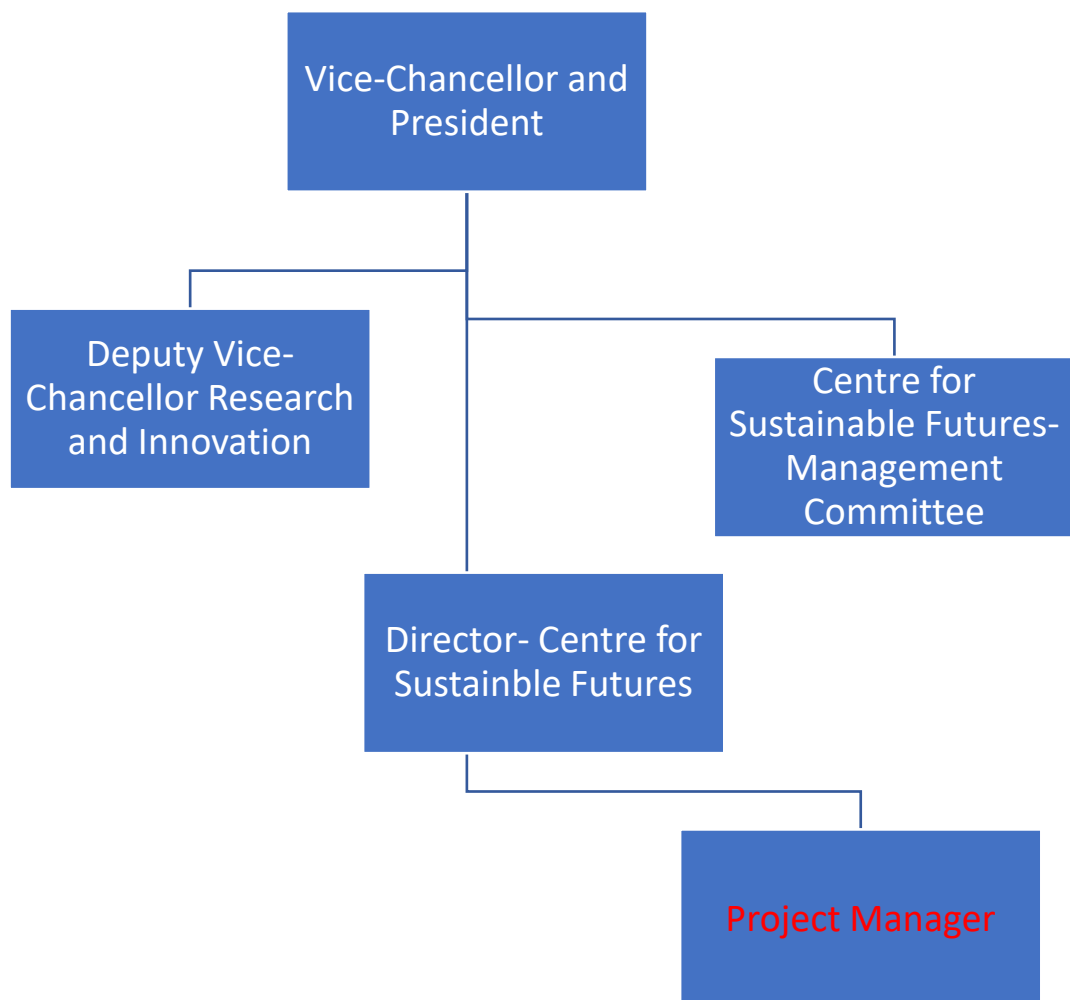
**Current Incumbent:** n/a

**Date of substantive appointment:** xxxx

**Reports To:** Deputy Vice-Chancellor R&I

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### ORGANISATIONAL CONTEXT



**PURPOSE**

*What part of the organisation's purpose is accomplished by this job?*

The role will provide high-level administrative and strategic support to the Director of the Centre for Sustainable Futures (CSF) and the CSF Management Committee in two folds:

1. Operationalising the CSF with budget preparation, financial monitoring and reporting, audit compliance, procurement and efficient administration through the Office of the Deputy Vice-Chancellor Research and Innovation (DVCRI). The key primary focus of this role is to ensure the smooth and efficient setup of the CSF in strict adherence to the grant agreement signed between MFAT and USP to establish the CSF. This means that the position will work very closely with the Contract Manager and internal stakeholders.
2. Providing day-to-day high level and strategic administrative support to the Director CSF in the establishment of the Center, securing ongoing funding and timely report preparation of CSF activities against the MFAT Grant Agreement.

**NATURE AND SCOPE**

The Centre for Pacific Sustainable Futures is a new research centre, supported and initially funded by the Aotearoa New Zealand Ministry of Foreign Affairs and Trade (ANZMFAT). The centre will consolidate and strengthen regional efforts in producing Pacific leaders who are equipped, empowered, and able to lead the transition to a sustainable future for the Pacific.

The Centre will consolidate five existing centres, to strengthen, synthesise and scale USP's overall institutional climate finance and resilience knowledge and research collaboration delivery and capabilities. These current centres are:

1. Pacific Centre for Environment and Sustainable Development (PaCE-SD)
2. Institute of Marine Resources (IMR)
3. Institute of Applied Sciences (IAS)
4. Pacific Islands Centre for Public Administration (PICPA)
5. Norway-Pacific Ocean-Climate Scholarship Programme (N-POC).

Additionally, other relevant programmes from other schools such may be integrated into the programmes to be offered through this Centre of Excellence.

The objective of the Centre for Pacific Sustainable Futures is to address the goals of the Aotearoa New Zealand International Climate Finance Strategy (ANZICFS), with a particular focus on improving institutional capability and evidence-based decision making through

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growing the number and capability of current and future climate change researchers, policy-makers and legislators.

Pacific research and innovation are at the centre of weaving together indigenous and local knowledge with western science, reflecting a deep knowledge of the Ocean to ensure sustainable Pacific futures. USP will join the world’s leading universities to embrace interdisciplinary, multi-disciplinary and transdisciplinary approaches building dynamic solution-oriented teams.

The Centre will serve as a source of research, innovation and education across the region. The teams include finance, business, science, governance, administration and blue economy focused approaches building on the model of the successful programs in Climate Change and Pacific Islands and Ocean Stewardship.

The position of Project Manager encompasses the following major functions or Key Result Areas:

1. Support establishment of the CSF, budget preparation, monitoring, and financial reporting (40%)
2. Project results reporting, audit, and compliance (15%)
3. Procurement Services (10%)
4. Overall administrative support (30%)

**POSITION DIMENSIONS**

**Staff Responsible for:**

**Limits of Authority:**

Financial - \$5,000.00

Non Financial- as per financial delegations policy

**Key Relationships Contacts:**

*Lists the key inter-relationships that are necessary for effective performance in the job. Also describe the nature of contact most typically expected with those key working relationships:*

<b>Internal</b>	<b>Purpose of contact</b>
<ul style="list-style-type: none"> <li>• Office of the Vice-Chancellor and President (Manager Strategic and International Partnerships (contract manager for CSF)</li> <li>• Office of the Chief Operating Officer (Finance/Estates and Infrastructure, Human Resources)</li> <li>• Office of DVC R&amp;I and Dean of the Graduate School</li> <li>• Assurance and Compliance Office</li> <li>• Schools/Institutes/Centres</li> </ul>	<ul style="list-style-type: none"> <li>• Team working, collaborating, receiving and providing technical input</li> <li>• Courtesy, giving and receiving information, explaining things to people, clarifying needs</li> <li>• Interacting, gaining assistance</li> <li>• Liaising to get budget parameters;obtaining reports; generating internal reports for management</li> </ul>

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	<ul style="list-style-type: none"> <li>Facilitation of CSF activities</li> </ul>
<b>External</b> <ul style="list-style-type: none"> <li>USP approved vendors</li> <li>Stakeholders/Project Teams/Donors</li> <li>Recruitment agencies</li> </ul>	<ul style="list-style-type: none"> <li>Setting up CSF</li> <li>Reporting to stakeholders and donors where required</li> <li>Recruitment of CSF staff</li> </ul>

**KEY RESULT AREAS / KEY ACHIEVEMENT AREAS**

*Aim: KRAs to have a logical heading. KRAs: 4 – 6.in total Key tasks : 4-5 tasks per KRA. Performance Measures: Identify the performance standards for someone doing the job at the 100% level. Use both quantitative and qualitative measures, Measures the KRA as a whole, not every task. Maximum 3 measures for each KRA Include KRA for Corporate Responsibilities which is generic to all positions*

<b>Job holder is accountable for/KRA</b>	<b>% of Total Job</b>	<b>Jobholder is successful when/Performance measures:</b>
<b>Support establishment of the CSF- Program activity management</b> <ul style="list-style-type: none"> <li>Support the CSF Management Committee in monitoring the overall establishment, project budget and forecasts, including against the following specific areas: <ul style="list-style-type: none"> <li>Income and expenditure against Project plan or annual workplan and budgets</li> <li>Outputs and outcomes including monthly analysis of project expenditure provided to project management team.</li> </ul> </li> <li>Support CSF Director with the planning and implementation of CSF</li> </ul>	40%	<ul style="list-style-type: none"> <li>Program workplans are prepared in a timely manner and well monitored.</li> <li>Risks and challenges are identified well in advance and highlighted to relevant manager/staff members.</li> <li>Support the Management Accountant in the preparation of timely multi-purpose project financial (numerical and narrative) reports for CSF- Reports could include the following: <ul style="list-style-type: none"> <li>Actuals against budget</li> <li>Preparation of progress and financial (numerical and narrative) reports for the 6 monthly reporting as required under the MFAT Grant Agreement</li> <li>Costed activity or outcomes against workplans.</li> <li>Project executions and related risks</li> <li>Cash management</li> <li>Audit issues</li> <li>Project budget established in line with USP and donor requirements.</li> </ul> </li> </ul>

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<p>activities including establishing annual and/or periodic workplans, budgets and activity schedules.</p> <ul style="list-style-type: none"> <li>• Ensure that all activities are in line with the funding agreement and comply with MFAT and USP requirements.</li> <li>• CSF activity progress information is provided on a timely basis and analysed to inform reporting and management decision making.</li> <li>• Ensure that activities are well linked to the CSF activities log frame and budget for ease of reference and reporting.</li> <li>• Work closely with the USP's CROP focal point to identify where CSF could add value to regional priorities and implement key actions.</li> <li>• Provide secretarial support services to the Internal Steering committee meetings when required.</li> <li>• Prepare relevant documentations for meetings, workshops, dialogues and other program events.</li> <li>• Liaise and communicate with partners and relevant stakeholders for protocol and</li> </ul>	<ul style="list-style-type: none"> <li>• Finance and HR teams are well informed of budget execution for decision making.</li> <li>• Overall budget tracking is up-to-date in line with the approved budget and work plan and other agreed deliverables as per the signed agreement.</li> <li>• Monitoring of expenditure and project progress in line with USP policies and procedures.</li> <li>• Appropriate tools developed to assist CSF's establishment</li> <li>• Project acquittals up to date on a monthly basis and in line with USP reporting requirements.</li> <li>• Program activities are implemented within given timeframes.</li> <li>• Effective working relationships are established and maintained with internal counterparts.</li> <li>• Information is shared on progress and outcomes of the program with key stakeholders.</li> <li>• The CSF is represented effectively by USP and partners at national and sub- regional meetings where required.</li> </ul>
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<p>logistical arrangements for meetings, workshops, trainings, etc</p> <ul style="list-style-type: none"> <li>• Seek out and actively manage key internal and external stakeholder relationships based on open and regular discussions and feedback, to ensure effective interface between program development, planning, service design and policy implementation.</li> </ul>		<ul style="list-style-type: none"> <li>• The CSF activities maintains its connections with all internal stakeholders well.</li> <li>• Stakeholders are fully informed of CSF activities.</li> </ul>
<p><b>Project results reporting, audit, and compliance</b></p> <ul style="list-style-type: none"> <li>• Work closely with the USP MERL expert and DEI Advisor to design and implement a MEL Plan (MEL framework and calendar) for the CSF that is clear and succinct and in line with USP and MFAT requirements.</li> <li>• Ensure that the program risk management plan is monitored and updated on a timely basis.</li> <li>• Support the development of the progress reports against program indicators.</li> <li>• Collate and maintain all program data collected through trainings/workshops/meetings</li> </ul>	<p>20%</p>	<ul style="list-style-type: none"> <li>• Timely preparations for any project audit and support any external review or evaluation on financial and grant matters.</li> <li>• CSF staff and beneficiaries are aware of the program MEL framework and requirements.</li> <li>• Development of a robust and systematic electronic filing system covering all financial, procurement, and grant documents.</li> <li>• Expenditures and reporting are compliant with applicable USP policies and requirements and with grant contractual agreement.</li> <li>• CSF MEL milestones are successfully organised on time.</li> <li>• CSF activities data and MEL reports are well analysed and prepared for disseminating to relevant stakeholders.</li> </ul>

<p>for analysis and reporting purposes</p> <ul style="list-style-type: none"> <li>• Support the identification and documentation of performance/impact stories for communication products</li> <li>• Support the collation and documentation of lessons learned.</li> <li>• Develop necessary MEL tools to track activity implementation, analyse and visualise data, document and share lessons</li> <li>• Sensitise program staff about MEL Plan and tools amongst others</li> <li>• Organise program learning events, meaningfully engaging beneficiaries.</li> <li>• Works closely with the Office of DVCRI to prepare and organise baselines, mid-term and end of term evaluations</li> </ul>		<ul style="list-style-type: none"> <li>• CSF activity lessons, risks and results are well documented and shared in time</li> <li>• All aspects of a project’s financial information including accounting transactions, are accurately captured in the USP financial system, with any discrepancies corrected in a timely manner.</li> <li>• Contribution to CSF’s risk management processes, including in the work-planning process, as it pertains to financial and compliance risk, identifying potential risks, such as, irregular expenditures not approved in work plan.</li> <li>• Worked closely with finance team and procurement officers to provide training and capacity building to CSF staff on finance policies and processes.</li> <li>• Developed training materials if required and ensure these are consistent with other training materials developed through shared services or central finance.</li> <li>• Provided support for the review and implementation of applicable USP policies and processes as may be required, including participating in review groups or discussions.</li> </ul>
<p><b>Overall administrative support</b></p> <ul style="list-style-type: none"> <li>• Provide support to the Director of CSF in the day-to-day administration of CSF</li> </ul>	<p>30%</p>	<ul style="list-style-type: none"> <li>• Facilitation of all administration relating to CSF staff travel, meetings, trainings, and field exercises.</li> </ul>

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<p>and to map key stakeholders and develop and maintain effective relationships and open channels of communication.</p> <ul style="list-style-type: none"> <li>• Seek out and actively manage key internal and external stakeholder relationships based on open and regular discussions and feedback, to ensure effective interface between CSF’s development, planning, service design and policy implementation.</li> <li>• Ensure that a detailed database of key stakeholders is maintained and updated regularly.</li> <li>• Work effectively with team members towards mutual continued development and provide feedback to each other on program work undertaken.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial acquittals are provided on a timely basis and support documentation is sufficient and adequate.</li> <li>• All CSF finance documentation are well prepared and stored in readily available mediums in line with audit standards.</li> <li>• Effective communication with Office of DVCRI and other internal stakeholders on CSF administration issues, country specific financial policies and financial reporting matters.</li> <li>• Key CSF positions are filled in a timely manner.</li> <li>• Key activities as outlined in the CSF grant agreement are met in a timely manner.</li> <li>• Provision of effective support to the Director of CSF to secure ongoing funding/research grants for CSF.</li> <li>• The program maintains its connections with stakeholders well.</li> <li>• Stakeholders are fully informed of program activities.</li> <li>• Database is maintained regularly</li> <li>• The CSF is well represented in relevant forums.</li> </ul>
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**TERMS & CONDITIONS**

**Salary: Professional/ Level 4 Salary (range): \$89,505.79- \$109,648.44 per annum**

**Length of Contract:** 3 years fixed term



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**Gratuity and Allowances:** Relocation Allowance (if expatriate incumbent)

**Other Benefits:** N/A

**POSITION SPECIFICATION****Qualifications (or equivalent level of learning)**

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>• A Masters level qualification from development, project management, administration, finance or a related discipline; and</li> <li>• The appointee is a well-qualified professional with integrity and confidence, with a postgraduate qualification from a recognized institution.</li> <li>• Research and programme management knowledge and skills are essential.</li> <li>• Demonstrated programme leadership skills</li> </ul>	<p>Appointee with a Master's degree in management/administration/project management</p>

**Knowledge / Experience**

<i>Essential</i>	<i>Desirable</i>
<p>It is essential that the appointee has:</p> <ul style="list-style-type: none"> <li>• Minimum 10 years experience in the management of development projects, and working with donors, regional/international organizations and government agencies and proven management expertise preferably in a tertiary institution or comparable multi-cultural public sector.</li> <li>• Previous experience/familiarity in managing complex projects with regional and/or international organisations in project management/managing large scale donor projects;</li> <li>• Experience with multi-stakeholders' participatory approaches;</li> <li>• Experience in working with and/or supervising staff, and providing a high</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with development agencies on large scale projects;</li> <li>• Expert knowledge in project management and reporting, developing, negotiating and managing agreements with development agencies and stakeholders;</li> <li>• A good understanding of the machinery of USP</li> </ul>

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<p>degree of support to executive leadership.</p> <ul style="list-style-type: none"> <li>• Experience in team-based programme management;</li> <li>• Experience in carrying out multiple activities within tight deadlines;</li> <li>• Experience with cross cultural communication and interactions</li> <li>• Risk management experience;</li> <li>• Results based management experience.;</li> <li>• Sound knowledge of the Pacific development priorities and challenges;</li> </ul>	
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**Key Skills / Attributes / Job Specific Competencies**

*The following levels would typically be expected for the 100% fully effective level:*

<i>Expert level</i>	<p>It is <b>essential</b> that the appointee has</p> <ul style="list-style-type: none"> <li>• Analytical, research, organisational, programme management and coordination expertise</li> <li>• Proficiency in English writing</li> <li>• Decision making skills</li> <li>• Relationship building skills</li> <li>• Creative thinking and problem-solving</li> <li>• Respectful, fair, and trustworthy character</li> <li>• Self-confidence</li> </ul>
<i>Advanced level</i>	<p>It is <b>essential</b> that the appointee has advanced</p> <ul style="list-style-type: none"> <li>• Ability to work independently as well as be part of a team</li> <li>• Ability to plan and prioritise activities and able to handle high pressure situations and meet deadlines</li> <li>• Ability to create and lead a collaborative team</li> <li>• Leadership, interpersonal and communication skills</li> <li>• Conflict resolution skills</li> <li>• Computer literacy</li> <li>• Ability to listen and learn</li> </ul>
<i>Working level</i>	<p>It is <b>essential</b> that the appointee has the following personal qualities at the work level</p> <ul style="list-style-type: none"> <li>• Self-motivated/High self-esteem</li> <li>• A team player</li> <li>• Change and output-oriented</li> <li>• Strong attention to details</li> </ul>

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	<ul style="list-style-type: none"><li>• Committed to the organisation</li><li>• Integrity and ethical behavior</li><li>• Capable of occasionally working after hours and during the weekends</li><li>• Committed and respectful of supporting the Pacific Islands people.</li></ul>
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**APPROVAL**

Supervisor name:

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_