

# ANNEX 2: Project Officer Job Description



## JOB DESCRIPTION – PIDC SECRETARIAT

<b>JOB TITLE:</b>	Project Officer	<b>AREA:</b>	Project Support
<b>REPORTS TO:</b>	Head of Secretariat	<b>LAST REVIEWED:</b>	31 March 2023
<b>EMPLOYMENT TERM:</b>	2 years	<b>SALARY BAND:</b>	Band 8 SDR 23,448 to 36,051

### BACKGROUND:

The Pacific Immigration Development Community Secretariat (PIDC) represents the interests of 21 member countries in the Pacific region<sup>1</sup>. The heads of Immigration across the membership of the PIDC share a vision where PIDC is the preeminent organisation in the region facilitating capacity and capability development, and effective regional cooperation in managing and securing the Pacific gateways, thus contributing to regional security, economic growth, sustainable development and good governance.

The PIDC's strategic objectives are:

1. To enhance national immigration border to contribute to international security.
2. Facilitate cross border travel to support social and economic development
3. Collaborate to create effective national immigration agencies.

The constitutional arrangements of the PIDC require that it is supported by a permanent Secretariat.

### JOB LOCATION:

The permanent PIDC Secretariat location is Apia, Samoa. The successful applicant must be able to obtain a visa to work in Samoa.

### PURPOSE:

The purpose of this role is to provide project planning, coordination, management support to the Head of Secretariat in terms of all project activities and also monitoring and evaluation of all projects.

The role's key performance requirements together with corresponding success measures are broadly described below:

### KEY RELATIONSHIPS:

External	Internal
<ul style="list-style-type: none"><li>• Goods and services suppliers</li><li>• PIDC Contractors</li><li>• Australian Border Force Operation Akamau Representatives</li><li>• Pacific Islands Forum- Pacific Humanitarian Pathway-Regional Taskforce Members</li><li>• Regional organisations</li><li>• PIDC Board and Members</li><li>• Other external stakeholders and working partners</li></ul>	<ul style="list-style-type: none"><li>• Head of Secretariat</li><li>• Deputy Head of Secretariat</li><li>• Finance &amp; Corporate Manager</li><li>• PIDC Members</li><li>• PIDC Board Members</li><li>• Donors</li></ul>

**KEY ACCOUNTABILITIES:**

The Project Officer will complete the implementation the PIDC COVID-19 Support Programme and will continue with the new role in the core project programme activities.

<b>Responsibility</b>	<b>Expected Outcome</b>
<p><b>Project Planning</b></p> <ul style="list-style-type: none"> <li>a) Develop detailed project plan to implement PIDC Programme activities and provide regular reports on implementation to HOS</li> <li>b) Managing risk by ensuring control mechanism are in place prior to project commencement</li> <li>c) Provide advice to the Head of Secretariat on project cooperation with potential partners.</li> <li>d) Support Members implement programme activities</li> <li>e) Other duties as directed.</li> </ul>	<ul style="list-style-type: none"> <li>a) Annual work plan is developed and implemented in a timely and cost-effective manner within the budget allocation.</li> <li>b) All procurement actions are well planned and compliant with donor requirements. Risks are well identified and mitigated in a satisfactory manner.</li> <li>c) Members national PIDC Projects funded through the PIDC Support programme advanced and supported</li> <li>d) Reports and update of the implementation plan are regularly updated to HOS.</li> <li>e) All queries and correspondence are attended to regularly.</li> </ul>
<p><b>Project Management and Coordination</b></p> <ul style="list-style-type: none"> <li>a) Develop Project proposals, including budgets in collaboration with HOS.</li> <li>b) Effectively manage donor funding agreement with regards to technical, financial and reporting requirements.</li> <li>c) Leading day to day project execution, ensuring best practice are in place</li> <li>d) Ensure that all procurement procedures are followed in line with financial management regulation</li> <li>e) Ensure contracts and projects are monitored and reported to HOS in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>a) All Projects are delivered on time and within budget and to the satisfaction of the Member country</li> <li>b) All donors will be satisfied that all funds are accounted for and the Projects have been delivered as per the agreed outcomes.</li> <li>c) All PIDC Staff will be familiar with the projects that have been agreed through a communicative approach, cooperative approach with all colleagues</li> <li>d) Good working relationship with PIDC members, suppliers and all PIDC staff.</li> <li>e) All procurement actions are well planned and compliant with donor requirements. Risks are well identified and mitigated in a satisfactory manner.</li> </ul>
<p><b>Project Capacity and Evaluation</b></p> <ul style="list-style-type: none"> <li>a) Monitoring standards, ensuring projects deliver expected outcomes, on time and within budget.</li> <li>b) Provide feedback on improvements following post-implementation reviews.</li> <li>c) Ensure the project activities are undertaken in an open and transparent manner.</li> <li>d) Proactively identify and respond to new opportunities that will enhance the project activities.</li> <li>e) Coordinate the delivery of the Project through national and regional support.</li> </ul>	<ul style="list-style-type: none"> <li>a) Good working relationship with PIDC members and donors to provide support in terms of training and other priority gaps.</li> <li>b) Participate in meetings, develop and coordinate the implementation of reports and follow up.</li> <li>c) Programme activities are well aligned to the PIDC work plan and the overall strategic direction to ensure there is no duplication of resources.</li> </ul>

d) Providing reports for Board Meeting and keeping Members up to date on project development	
<b>Project Awareness</b> a) Disseminating information to Members and other stakeholders Project Awareness  b) Providing content for speeches by Board Members and PIDC representatives on Projects	d)

The statements in this section are intended to describe the general nature and level of work. Due to the size of the office, it is expected that all staff will understand the need and provide support and services in the absence of any other staff member.

The Key Result Areas are:

- Project Development
- Project Management
- Financial & Management
- Information Technology
- Communication & Networking

This is a position of trust and you will become aware of sensitive, confidential and private information that must not be disclosed to others – either internally or externally. If material or information is discovered which is inappropriate and contravenes the PIDC policies, then the Head of Secretariat should be notified immediately and if necessary, the Board Chair.

**ROLE COMPLEXITY:**

- Political awareness – as a regional organisation political awareness is key as a development in this area often has a significant impact on Immigration issues
- Cultural sensitivity – understanding/acknowledging cultural differences and ensuring a positive culture and harmonious work environment for all staff and visitors to the PIDC
- Diplomacy – PIDC has diplomatic status in Samoa and this status comes with responsibility
- Scope of responsibility – 21 member countries, Head of Secretariat, staff
- Financial Management – in accordance with PIDC regulations and as agreed with the Head of Secretariat
- Health & Safety – ensuring a safe and healthy work environment for all staff and visitors to the PIDC by adhering to all policies and procedures including emergency and evacuation.

**Qualifications**

Essential	Desirable
A Degree from recognised university in a field relevant to Management and planning and Project Management	Post Graduate Diploma in any related field would be advantageous.

**Knowledge/Experience**

Essential	Desirable
a) At least 5 years of programme management experience with donors, government or non-governmental organisations. b) Strong leadership skills with the ability to manage multi-cultural teams.	a) Knowledge, appreciation and assessment of sustainable development strategies. b) Familiarity with border processes related to immigration, customs, or biosecurity. c) Knowledge of donor processes.

<ul style="list-style-type: none"> <li>c) Excellent communication skills both oral and written.</li> <li>d) Project Management skills, including strong proposal and report writing skills.</li> <li>e) Strong communication and interpersonal skills creative thinker and ability to work independently.</li> <li>f) Have a strong background in good governance.</li> </ul>	<ul style="list-style-type: none"> <li>d) Effective public communicator.</li> <li>e) A working knowledge of the Pacific and culture.</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

<b>Expert level</b>	<ul style="list-style-type: none"> <li>• Leadership and project management and report writing skills, monitoring and evaluation skills, Impact assessment skills</li> </ul>
<b>Advance Level</b>	<ul style="list-style-type: none"> <li>• Project and business planning, financial reporting, market studies, and value chain analysis.</li> </ul>

**Personal Attributes:**

- High level of professional integrity and ethics
- Friendly demeanour
- Demonstrated level of commitment to customer service