



**FIJI TOURISM DEVELOPMENT PROGRAM IN VANUA LEVU  
P178694**

**CENTRAL PROJECT MANAGEMENT UNIT: PROJECT MANAGER**

<b>TERMS OF REFERENCE</b>	
<b>Assignment</b>	Project Manager
<b>Implementing Agency</b>	Ministry of Tourism and Civil Aviation (MTCA)
<b>Project</b>	Fiji Tourism Development Program in Vanua Levu
<b>Location</b>	Suva, Fiji
<b>Reports to</b>	Permanent Secretary for Tourism and Civil Aviation
<b>Level of input and duration of the assignment</b>	Full-time basis for the duration of the project (5 years). The initial contract will be for a 2-year period with the possibility of extension subject to performance.

**DESCRIPTION**

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The Ministry of Tourism and Civil Aviation (MTCA) is a newly established Ministry of the Government of Fiji, responsible for formulating policies to promote a sustainable and resilient tourism industry. The Ministry also oversees the development of civil aviation laws and policies to promote safe, reliable, and affordable air services to and within Fiji.

**BACKGROUND**

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The Government of Fiji is seeking US\$61 million in project financing from the World Bank (WB) for Phase I of the Fiji Tourism Development Program (Program) in Vanua Levu or 'Na Vualiku' (the Project).

The Program will be implemented over a multiphase programmatic approach (MPA). The MPA is a comprehensive over-lapping 3-phase tourism development program in Vanua Levu and Taveuni that will support the realization of Fiji's national development, private sector growth, and green growth plans. The program has two main aims: a) to improve the resilience and sustainability of the tourism industry, including short-term recovery and longer-term diversification and high-value growth; and b) to facilitate the execution of existing Government plans.

The Project is the first phase that will support the realisation of Fiji's national development, private sector growth, and green growth plans. The Project aims to set the foundations for sustainable tourism in Vanua Levu.

The MTCA will be the Lead Implementing Agency along with two other Project Implementing Units (PIU), including the Fiji Roads Authority and Fiji Airports.

In preparation for the Project implementation, a Central Project Management Unit (C-PMU) will be established under the MTCA, staffed with consultants and personnel with key project management skills (procurement, financial management, environment and social risk management, and monitoring and evaluation) and technical expertise (tourism, gender) to manage the Project. The C-PMU will be supported with technical backstopping in specialized areas from various technical agencies as required.

The C-PMU will be a fully integrated part of the Ministry's structure that provides services to the other divisions, as well as providing planning, monitoring and evaluation, safeguards evaluation and monitoring, progress reports, and financial reporting, in accordance with both the Government of Fiji and World Bank's requirements.

The C-PMU will include resources to deliver the Project services and activities, including work planning, reporting, budgeting and financial management, procurement, monitoring and evaluation, safeguards, training and capacity building, and communication.

To support the design, preparation and implementation phases, the MTCA is seeking a Project Manager to lead the C-PMU.

## **SCOPE OF SERVICES**

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The Project Manager, based in Suva, Fiji, will lead the coordination of the preparatory and design phase of the World Bank's new partnership with the Government of the Republic of Fiji, called the Fiji Tourism Development Program in Vanua Levu or 'Na Vualiku' Project, in accordance with the relevant World Bank project design requirements and procedures.

The Project Manager will be responsible for the; Monitoring and Evaluation and Project Coordination Officer, Financial Analyst/Accountant, Procurement Officer, Tourism Specialist, Environment and Social Specialists, and other positions including but not limited to consultants on demand such as a Project Operations Manual Consultant.

## **KEY TASKS AND RESPONSIBILITIES**

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The role will have day-to-day leadership, management and coordination of activities of the Project, including but not limited to the management of C-PMU and the provision of technical, operational and administrative support, activity implementation and capacity building, and the project budget and finances.

The role provides technical, programming and strategic direction, to help ensure the anticipated goal and outcomes of the Project are achieved. The role will do so in coordination with stakeholders and be responsible for ensuring that implementation, planning and reporting are in accordance with the agreements between the Fiji Government and the World Bank and all relevant procedures.

Under the general control and direction of the Permanent Secretary for Tourism and Civil Aviation, the Project Manager will have the following responsibilities:

### **Project Establishment**

- Lead the establishment of the C-PMU during its initial stages including the recruitment of project staff, the establishment of policies, procedures, manuals, and systems, and the development of relationships with key internal, government, and external stakeholders.
- Ensuring strategic engagement of consultants as and when needed.

### **Planning and Management**

- Lead the development of the Project Annual Work Plan and Procurement Plan.

- Lead the development of the Project Operations Manual.
- Ensure the Project activities are aligned with the Fiji Government's national policies, including the National Sustainable Tourism Development Framework and strategic plans of the MTCA.
- Effective management and supervision of consultants and consulting firms engaged under the Project to achieve high quality deliverables.
- Lead the coordination and establishment of the Project Steering Committee.
- Liaise and coordinate with other ministries and agencies as required to ensure smooth and timely implementation of the Project.
- Take leadership in addressing any conflicts in Project prioritization, resourcing or staffing.

### **Budget and Finance**

- Lead the development of the Project Annual Budget.
- Ensure the effective management of the budget.
- Report on the progress of Project budget utilization and forecast expenditure to the Permanent Secretary (monthly or as required).
- Oversee the preparation of quarterly financial reports to the World Bank, and the delivery of the annual independent project audits.
- Ensuring the management and auditing of funds in accordance with relevant Financing Agreements.

### **Procurement**

- Manage the procurement of required immediate inputs for the Project in line with the World Bank and Fiji Government policies.
- Leading the procurement of goods and services required under the Project and for immediate inputs of Project, such as, Consultants. This includes preparing Terms of Reference and contracts and leading recruitment processes.
- Oversee all contracts and ensure all relevant documents are uploaded onto the World Bank's procurement system Systemic Tracking of Exchanges in Procurement (STEP).

### **Monitoring and Evaluation and Reporting**

- Ensuring the collection of all data required to track progress towards achieving the development of the Project.
- Supervising the Project's reporting and monitoring system.
- Ensure the delivery of a quarterly monitoring and evaluation report to the Permanent Secretary.

- Oversee reporting against the Results Framework.
- Coordinate the preparation of the six-monthly Project Progress Report, for submission to the World Bank and the Project Steering Committee.
- Provide details on Project progress for the Annual Report.

### **Leading**

- Coordinate the delivery of all activities.
- Establish, lead and supervise the C-PMU.
- Attend Senior Executive Team meetings and lead discussions on Project activities and progress.
- Ensure implementation complies with World Bank policies and procedures.
- Represent the MTCA at the Project Steering Committee.
- Coordinate with other Ministries and PIUs working in areas relevant to the Project implementation.
- Lead the development and review and reporting of the project risk management plan and ensure all risks are appropriately managed and mitigated.

### **Organizing**

- Coordinating stakeholder engagement around the Project.
- Oversee training and capacity development through a robust capacity building programme.
- Act as Secretariat to the Project Steering Committee.
- Manage internal and external communications with respect to the Project activities.

### **Advice**

- Provide high-level strategic and operational level advice to the Permanent Secretary, Ministers and Government.

### **Performance Appraisal and Staff Supervision**

- Manage the performance of the C-PMU staff in line with the Government of Fiji's performance management system.
- Develop Terms of Reference for C-PMU staff and ensure they are kept up to date.

### **Technical Key Results Areas**

- Maintain necessary level of technical and operational skills to supervise C-PMU activities.

- Oversee the preparation, execution and delivery of outputs for all contracts relating to the Project activities.

### **Administrative Policies and Procedures**

- Ensure C-PMU compliance with the Public Service Commission, Civil Service and MTCA administrative policies and procedures, and contribute to reviews of these as required.

### **Other Duties**

- Perform any other duties reasonably requested by the Permanent Secretary and/or the Project Steering Committee.

### **Reporting**

- The Project Manager will report to the Permanent Secretary for Tourism and Civil Aviation.

## **KEY DELIVERABLES**

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The Project Manager will be responsible for supporting the implementation of the Project including the following specific deliverables, with the support of the C-PMU and PIU:

<b>Key Deliverables</b>	<b>Timing</b>
Delivery of a final Project Operations Manual	1 month after commencement
Establishment of Steering Committee	Upon commencement 2 months after commencement
Terms of Reference for C-PMU staff	Upon commencement 2 months after commencement
Monitoring and Evaluation System Development	Upon commencement 3 months after commencement
Baseline, mid-term and end of term M&E Survey	As and when required
Annual Work Plan, Procurement Plan and Budget	2 months after commencement and annually
Audit	Annually
Progress Report	Quarterly and every six months

Performance Management Reports for C-PMU staff	Every six months
Financial Reports to the MTCA	Monthly
Financial Reports to World Bank	Quarterly
Monitoring and Evaluation Report	Quarterly

**WORK COMPLEXITY**

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The most challenging duties typically include:

1. Refining activity proposals, resolving issues and reporting to monitoring and evaluation principles and contributing substantively to the Fiji Government and World Bank requirements.
2. Coordinating and monitoring progress across all proposed Project components and activities.
3. Complying with the administrative requirements of Fiji Government and World Bank.
4. Ensuring correct financial documentation, reporting and information management procedures are followed.
5. Managing multiple contracts involving firms/consortiums/consultants nationally and internationally.
6. Managing relationships between the C-PMU, PIUs, consultants, the World Bank, and others including the provision of advice of differing institutional requirements.

## PERSONAL SPECIFICATIONS

<b>Essential</b>	<b>Desirable</b>
<p data-bbox="201 281 418 319"><b>Qualifications</b></p> <ul data-bbox="250 336 941 453" style="list-style-type: none"> <li>• Master’s or Postgraduate in a relevant discipline (project management, business, or other field relevant to this assignment).</li> </ul> <p data-bbox="201 508 376 546"><b>Experience</b></p> <ul data-bbox="250 550 941 1667" style="list-style-type: none"> <li>• At least 10 years’ experience in management and administration of large donor-funded projects with proven ability to successfully coordinate and manage project work.</li> <li>• At least 3 years of demonstrated experience working with World Bank or other International Development Partner funded (foreign aid) projects.</li> <li>• Extensive experience in managing projects and project staff and resources, and in roles with similar responsibilities.</li> <li>• Experience in managing project budgets, with financial systems, and in financial reporting.</li> <li>• Experience with preparing project documentation including policies and procedures.</li> <li>• Experience working in Pacific or developing countries.</li> <li>• Experience in recruiting, managing, motivating and monitoring staff members and consultants.</li> <li>• Demonstrated understanding of the tourism sector and its specific development challenges.</li> <li>• Training and/or relevant experience in project monitoring and evaluation.</li> <li>• Strong report writing and analytical skills, with a demonstrable record of delivery on time.</li> <li>• Experience in using technological solution and computer programmes.</li> </ul>	<p data-bbox="971 281 1140 319"><b>Experience</b></p> <ul data-bbox="971 336 1461 1054" style="list-style-type: none"> <li>• Experience working with the World Bank’s procurement system, Systemic Tracking of Exchanges in Procurement (STEP).</li> <li>• Experience in managing projects of large, complex scale.</li> <li>• Experience in tourism development and/or industry including destination development, policy, and/or community tourism development.</li> <li>• Experience with relevant legislation, policies, procedures, and processes of government.</li> </ul>

This section is designed to capture the expertise required for the role at a 100% fully effective level. (This does not necessarily reflect what the current jobholder has). This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or specific competencies.



## Key Skills/Attributes/Job Specific Competencies

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

Proficient Level	Project management and coordination Project monitoring and evaluation Project planning and reporting
Advanced Level	World Bank administrative and financial procedures Record keeping and document management
Working Knowledge Level	World Bank procurement rules and processes World Bank safeguards Policies and laws of the Government of Fiji
Awareness	Roles and mandates of other organisations and agencies

## Key Behaviours

*All candidates are measured against the following Key Behaviours as part of Performance Development*

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development
- Strategic Perspective

## Personal Attributes

- Relevant Qualifications
- Excellent Analytical Skills
- Excellent Communication Skills
- Excellent interpersonal skills
- Results orientation
- Ability to manage and work well in multi-disciplinary and multi-cultural teams
- Ability to work in an organized and systematic manner
- Ability to transfer information/knowledge to a non-technical audience
- Recognizes and responds appropriately to the ideas, interests and concerns of others

- Builds trust and engenders morale by displaying open, transparent and credible behaviour
- Respects individual/cultural differences
- Utilizes diversity to foster teamwork
- Ensures others understanding of, involvement in, adaptation to a change process

## **CONTRACT DURATION AND CONDITIONS**

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- The contract will be for an initial period of two years and may be extended for the life of the project and the longer-term program subject to satisfactory performance.
- The contract is subject to a probationary period of six months and may be subject to satisfactory achievement of initial training goals.
- Performance will initially be reviewed at one month, three months, and six months, and thereafter to six monthly and annual reviews.
- This is a full-time position based in Suva, Fiji, and will involve travel to outer Islands.
- The position is open to citizens of Fiji or those eligible for a work permit in Fiji.

## **APPLYING FOR THIS POST**

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Completed application with all required documentation must be addressed to the Permanent Secretary for Tourism and Civil Aviation on the following address and submitted no later than 4:00pm on 7 July 2023.

**Online:** via [www.mcttt.gov.fj/about-us/work-with-us](http://www.mcttt.gov.fj/about-us/work-with-us)

**Postal:** P.O. Box 2167, Government Buildings, Suva

**Hand Delivery:** Level 4, Civic Tower Building, Victoria Parade, Suva

**By email:** [jacinta.lal@mtca.gov.fj](mailto:jacinta.lal@mtca.gov.fj)

Applications **must** include 3 parts with the following format and content:

1. Application Letter, no more than two pages, addressing how you meet the knowledge, experience, skills and abilities, as described in the Person Specifications, stipulated in the Job Description available on [www.mcttt.gov.fj/about-us/work-with-us](http://www.mcttt.gov.fj/about-us/work-with-us)
2. A resume (CV) showing personal details, work experience, and education, along with the names of three work related references (maximum 3 pages).
3. Copies of Academic Transcripts and Certificates, as applicable.

## **DISCLAIMER**

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From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment, including technological requirements or statutory changes. Such amendments may be initiated as necessary by the Permanent Secretary. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.