



## JOB TITLE: ICT PROJECT OFFICER

### CORPORATE INFORMATION

1. Position Level: F
2. Salary Range: \$22,528.74 - \$28,883.00
3. Duty Station: Corporate Services Division.
4. Reporting Responsibilities:
  - a) **Reports To:** Manager ICT & Broadcasting, Broadcasting & Networking Engineer, and Engineering Technician
  - b) **Liaises with:** HS, Secretary General, DSG, Directors, Parliamentary Staff and Project Stakeholders or Vendors
  - c) **Subordinates:** None

### POSITION PURPOSE

This position involves assisting the project management team in receiving and delivering equipment, monitoring the movement of materials to the installation site, taking inventory of received materials and returned faulty equipment, assisting vendors with recommended storage, supervising vendors and ensuring installation is completed within the timeframe stipulated in the Contract, arranging meetings between team members, stakeholders, clients, and suppliers, and conducting various administrative tasks to ensure successful project delivery within the approved timeline and budget.

### KEY RESPONSIBILITIES

1. Compile bi-weekly reports, and assessments on the project progress and inventory of equipment supplied by the vendors.
2. Assist in overseeing projects, mitigate issues or challenges on the supply and installation of equipment ensures the quality is not compromised.
3. Scheduling tasks and managing resources, organizing meetings, and setting agendas, updating, and maintaining project records, managing relationships with internal and external stakeholders, distributing project documentation and responding to enquiries from stakeholders.
4. Keeping the project management team up to date with the project by preparing project performance reports, challenges or issues facing the project and its solutions and any further recommendations that the stakeholders have for the project.
5. Undertake any other tasks assigned by the project managers and work within their directives and the project scope of work report compiled by them.
6. Ability to use relevant Project Management methodologies to deliver projects within scope.

### KEY PERFORMANCE INDICATORS (KPIs)

1. Ensures equipment is delivered to Parliament and installations are carried out within the agreed timeline.
2. Facilitates common understanding and better communications between the management, project managers and other parties involved in the Project.

3. Has a high level of understanding of various innovative and modern ICT Infrastructures and Systems that are trending within the current ICT Market.

## **PERSON SPECIFICATION**

### **Essential Qualification:**

Degree or Diploma in Electronic/IT/Engineering or equivalent from a recognized institution. Diploma in Project Management or equivalent from a recognized institution.

The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 3-5 years of experience as a Project Officer or Project Management related role in ICT Infrastructures, Properties or Process Redesigning.
2. Good understanding of the 2013 Constitution, Finance Act & Instructions, Procurement Regulations, Information Technology and Computing Services Degree 2013
3. Thorough knowledge of compiling Scope of Work Reports, Project Progress Reports, Project Performance Reports, Contract Formulation and Service Level Agreements.

### **SKILLS AND ABILITIES**

1. Project Management – the ability to formulate Project documentation – scope of work, factory acceptance test report, site visit report, and project progress report.
2. Organizational and Time Management – the ability to work with multiple projects and outputs within a given timeline under minimal supervision.
3. Interpersonal and Teamwork - the ability to be a team player and work within a team in tough conditions.
4. ICT Microsoft Products and Database Management skills – the ability to be able to use Microsoft products or databases to be able to formulate presentations and report to either Project Managers and or Management
5. Ability to use analytical thinking to be able to resolve issues that arise during the phase of the Project.
6. Ability to be able to handle multiple projects and outputs under constant pressure.

### **PERSON CHARACTER AND POLITICAL NEUTRALITY**

Parliament operates in a politically sensitive environment. Any person who is and is seen to be active in political affairs and intends to publicly carry on this activity may compromise the strict political neutrality of Parliament and cannot be considered for employment.

All applicants for employment in Parliament must be under the age of 60, in sound health, with a clear police record. The selected applicants will be required to provide a medical certificate and police clearance prior to taking up duty.

The Parliament of Fiji is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills, and abilities required for the job will be considered in assessing the relative suitability of applicants.