

JOB DESCRIPTION – OCO SECRETARIAT

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| JOB TITLE: | Project Coordinator | AREA: | Operations Division |
| REPORTS TO: | Operations Manager | LAST REVIEWED: | 01/02/23 |
| EMPLOYMENT TERM: | 2 Years | SALARY BAND: | \$FJD75,000 |

PURPOSE:

The Project Coordinator will be responsible for general project management, document management and reporting for the EDF 11 Program and will be responsible for ensuring that project implementation and reporting is in accordance with the Agreements between UNCTAD and the OCO Secretariat.

The Project Coordinator will work with a full time Finance Administration Assistant and report to the Operations Manager. The Project Coordinator will be responsible for the following key tasks:

KEY RELATIONSHIPS:

| External | Internal |
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| External <ul style="list-style-type: none"> • UNCTAD (Team Leaders and Specialists) • Project Consultants • Auditors • Other Relevant Stakeholders | <ul style="list-style-type: none"> • Head of Secretariat • Operations Manager • Steering Committee • OCO FCSM |

KEY ACCOUNTABILITIES:

| Responsibility | Expected Outcomes |
|---|---|
| 1 Project implementation and coordination <ol style="list-style-type: none"> a. Managing and monitoring implementation of EDF 11 project activities b. Ensuring the timely delivery of annual work plans, budgets and procurement plans for the regional component and monitoring the implementation of these to achieve the Project objectives. c. Ensuring the management of and auditing of funds in accordance with the UNCTAD and OCO Financing Agreement. d. Ensuring the management and supervision of consultants and consulting firms to achieve high quality technical deliverables. | <ul style="list-style-type: none"> • Project activities are implemented to the satisfaction of UNCTAD, OCO Secretariat and members. • All OCO procedures and processes are complied with and fully documented. • Consultants deliver work as contracted and are satisfied with the management of their contracts and payments. |

| Responsibility | Expected Outcomes |
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| <p>2. Monitoring and Evaluation</p> <p>a. Ensuring the collection of all data required to track OCO Project progress towards achieving the intended results and outcome indicators (as defined in the Monitoring and Evaluation Annex of the Program Operational Manual).</p> <p>b. Maintaining a monitoring system that can provide current and real-time information on the UNCTAD Project progress.</p> | <ul style="list-style-type: none"> Monitoring and evaluation of the project meets the requirements of the project agreements. |
| <p>3. Funding and Budget Preparation</p> <p>a. Assist Operations Manager to manage funding Planning and reporting</p> <p>b. Attending Regional meetings, missions and in country meetings as required, and provide timely reporting on UNCTAD Project progress to the OCO Secretariat;</p> <p>c. Preparing a periodic semi-annual and annual report on project activities to UNCTAD and OCO;</p> <p>d. Ensuring and supervising the reporting and monitoring system of the project.</p> | <ul style="list-style-type: none"> Reports, annual work plans, budgets and procurement plans are submitted on a timely basis and approved by the OCO Secretariat, allowing project implementation to proceed; OCO secretariat is fully involved in the development of work under the project to avoid duplication; OCO secretariat and members are fully informed of, and satisfied with, project implementation. |
| <p>4. Other</p> <p>Undertaking other relevant activities as deemed necessary for the proper operation of the Project by the OCO Head of Secretariat.</p> | <ul style="list-style-type: none"> Other unforeseen duties and responsibilities are addressed efficiently |

PERSON SPECIFICATION:

| Mandatory | Desirable |
|--|---|
| Formal Qualifications | |
| <ul style="list-style-type: none"> University Degree in public administration, project management or other field relevant to the coordination of the project accounting | <ul style="list-style-type: none"> Relevant post graduate qualifications Leadership and coaching qualifications |
| Knowledge and Experience | |
| <ul style="list-style-type: none"> At least 10 years' experience in management and administration of large donor-funded projects with proven ability to successfully coordinate and manage project work; A good knowledge of international funding agency procedures and reporting requirements; | <ul style="list-style-type: none"> Demonstrated experience working with regional funded projects; |

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| <ul style="list-style-type: none"> • Experience in recruiting, managing, motivating and monitoring staff members and consultants; • Training and/or relevant experience in project monitoring and evaluation; • Strong report writing and analytical skills, with a demonstrable record of delivery on time; • Fluency in the English language, ability to explain program issues clearly to partners, and experience in making presentations; • Excellent computer skills; word, excel and email. | |
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| Key Skills/Attributes | Key Behaviors |
|--|--|
| <p>Proficient Level</p> <ul style="list-style-type: none"> • Project management and coordination • Project monitoring and evaluation • Project planning and reporting <p>Advanced Level</p> <ul style="list-style-type: none"> • UN administrative and financial procedures <p>Record keeping and document management</p> <p>Working Knowledge Level</p> <ul style="list-style-type: none"> • Roles and mandates of other regional organizations | <ul style="list-style-type: none"> • Commitment/Personal Accountability • Professional/Technical Expertise • Teamwork • Customer Focus • Effective Communications & Relationships • Leadership • Coaching and Development |

KEY RESULTS AREA:

The role of the Project Coordinator encompasses the following major functions or key results area:

- Project implementation and coordination
- Project monitoring and evaluation
- Project planning and reporting

ROLE COMPLEXITY:

- The most challenging duties typically undertaken-;
- Implementing a complex project involving three regional agencies while complying with the administrative requirements of OCO and, where possible, UNCTAD.

AUTHORITIES:

Delegations/Contractual - Commensurate with the OCO Administration Policy, the level of authority to enter into contracts or negotiations on behalf of the organization.

Financial - Delegations in line with the OCO Administration Policy.

CHANGE TO JOB DESCRIPTION

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

Approved:

Head of Secretariat

Date

Employee

Date