



RS FORM 2 - JOB DESCRIPTION

SECTION A - POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Ministry of National Planning and Development Co-ordination

DIVISION/SECTION/GROUP: Strategic Planning & Programme Quality Group

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 286-00036

MINISTRY VACANCY REF:

POSITION TITLE: Director Programme Quality Division

POSITION LEVEL: L12/13

SALARY RANGE: \$3,210.61 - \$3,502.69

THIS POSITION REPORTS TO:

The Undersecretary of the Strategic Planning & Programme Quality Group (SPPQG)

THIS POSITION SUPERVISES:

- (a) Chief Planning Officer L10/11
- (c) Principal Planning Officer L9
- (d) Principal Planning Officer L9

The position holder is expected to co-ordinate and work closely with the following positions:

- (a) The US and other Directors in the Strategic Planning and Programme Quality Group (SPPQG).
- (b) The US and Directors in the Programme Development, Co-ordination and Monitoring Group (PDCMG)
- (c) The PS of the Ministry

SECTION B - SCOPE OF DUTIES

The vision of the Ministry of National Planning and Development Co-ordination is to be "a leading government institution for national planning and development co-ordination in Solomon Islands".

The Programme Quality Division supports the Ministry to implement and evaluate progress of a number of National Development plans and programmes, such as the twenty year National Development Strategy (NDS 2016-35), the five year rolling Medium Term Development Plan (MTDP) and the Annual Development Budget (DB). The division also has a mandate to work with government ministries and donors to support capacity building of M & E activities across the government sector. This work is critical to achieving the national objectives of the NDS 2016-2035.

The Division forms part of the broader Strategic Planning and Programme Quality Group (SPPQG) whose combined roles are to work in strategic partnership with all development partners; oversee the preparation of National Development Plans and Development Budget allocations; and to evaluate the progress of implementation of National Development Plans such as the NDS, MTDP and the Annual Development Budget.

The Director of the Programme Quality Division is responsible for the daily operations of the Division and has overall responsibility for leading the Monitoring, Evaluation and reporting of implementation progress of national development plans and programs, ensuring that performance is reported according to statutory obligations.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

(a) Leadership and Management:

- Lead and motivate the Programme Quality Division to ensure core responsibilities and accountabilities of the Ministry are met. This includes team building, training, mentoring and guiding staff in technical and non-technical areas of work to ensure they have the necessary competencies to effectively undertake their work.
- Ensure the Performance Management Process (PMP) is completed in a timely manner with all division members including the development of individual work-plans, learning and development plans and regular staff performance assessments are undertaken for consideration of the PRC.
- Ensure internal Ministry strategic and operational management plans and reports (including Monthly Traffic Light Reports, Annual Work Plans, Staff Individual work plans/PMP reports, Annual report inputs are completed on time and are of high quality.
- Prepare accurate and timely briefs, reports, advice and analyses for the US and PS regarding Programme Quality issues and any other issues as required in order to deliver the mandate of the Ministry.

(b) M & E Co-ordination:

- Lead the monitoring and evaluation of projects/programmes (SIG or donor funded) across all sectors and supervise the generation of reports. This will require working in partnership with Sector Division, other divisions in Strategic Planning and Programme Quality Group, and the MoFT Budget Unit.
- Provide advice, position papers and briefs on the results (outcomes) of the implementation of national development planning including high level analysis of implementation progress for NDS; MTDP projects /programmes. The position will work closely with Economic and Social Sector Divisions, Strategic Planning and Budget Allocation Division and Budget Unit (MoFT) to undertake these duties.
- Prepare an Annual Performance Report (for Development Budget outcomes) in the first quarter of each year and a Mid Term Budget Review Report in July in line with the requirements of Parliament.
- Prepare a National Development Strategy progress report in line with the NDS M & E Framework annually or as required.
- Work with Economic and Social Sector Divisions and other divisions in the Strategic Planning and Programme Quality Group, to develop/integrate a management information system (MIS) to collect, collate and report on Monitoring and Evaluation project and programme data.

(c) Planning and Budgeting Co-ordination:

- Support the preparation, formulation and compilation of national development plans and programmes (NDS, MTDP and the Annual Development Budget) ensuring robust M & E frameworks are in place.
- Assist Sector divisions and line Ministries in the identification of outcome and output indicators/target for sector plans, MTDP and other project/programs as required to support regular monitoring and evaluation of project/programme implementation.

(d) Project/Programme Governance Support:

- Actively participate in relevant committees such as Standards Committee, relevant inter-ministerial and project committees including those organised by development partners; other committees designated by the US or PS. The position may delegate attendance to the Chief Planning Officer or other division member as appropriate.

(e) M & E Sector wide Capacity Development:

- Support M & E capacity development of Line Ministries through workshops/trainings/seminars (in conjunction with IPAM, other division in MNPDC) to enhance Ministry capacity and improve reporting.

- (f) Research and Reports:
- (g) Provide input to reviews/reports/surveys undertaken by donors and others that relate to the objectives of the National Development Strategy 2016-35 and provide evaluation and analysis of such reports as required.
- (h) Undertake any other duties as reasonably required or directed by the US- Strategic Planning and Programme Quality Group (SPPQG) or Permanent Secretary (PS).

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. The timely delivery of the Development Budget Annual Performance Report; the Mid Term Budget Review of the Development Estimates; and National Development Strategy progress reports; other key M & E reports as required; Internal Ministry management reports including Monthly TLRs, Annual Work Plans, Staff Individual work plans/PMP reports, Annual report inputs.
2. Level of contribution toward building team MNPDC, being a team player and leading, motivating and supporting their team
3. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- A Bachelors' degree in economics, development studies or other relevant qualification relevant to M & E.
- At least 5 years' experience at senior management level in the public and/or private sector.
- Literacy in Microsoft Office applications

Desirable Qualifications

- Skills and preferably experiences in database management;
- Strong analytical skills including analysis of both quantitative and qualitative data;
- Understanding of SIG planning and budgeting process, including logical framework planning and reporting
- Familiarity with OECD-DAC criteria and concepts of evaluation;
- Experience engaging with diverse groups of stakeholders at a senior level

Capabilities Required

- **Leadership and Management** : The position requires leadership qualities and management skills in order to lead and motivate team members and contribute to broader Ministry team.
- **People**: The position requires good people skills and an ability to work proactively as part of a team.
- **Technical**: The position requires advanced knowledge and technical skills in Monitoring and Evaluation, particularly in quantitative and qualitative analysis.
- **Project management**: The position requires expertise and experience in all phases of project/programme management.
- **Communication**: The position requires excellent negotiation and persuasive skills and an ability to comfortably relate to senior positions in government, development partners and with diverse groups of stakeholders.
- **Writing**: The position requires an ability to write well and cogently articulate concepts in written form.
- **Research**: The position requires skills in researching and writing papers
- **Computer**: The position requires skills in the use of standard computer applications.

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

- KSC1. Bachelors' degree in economics, development studies or other relevant qualification relevant to M & E and at least 5 years' experience at senior management level in the public and/or private sector
- KSC2. Demonstrated leadership qualities and management skills required to lead, motivate and inspire divisions at a senior management level,
- KSC3. High level written and communications skills including the ability to prepare high quality, accurate and timely briefs, reports and analysis and an ability to engage with diverse groups of stakeholders at an executive level,
- KSC4. Understanding of SIG Planning and budgeting process, including logical framework planning and reporting.
- KSC5. Demonstrate an understanding of the Planning process and project management cycle.
- KSC6. Must be able to demonstrate a strong commitment to upholding Public Service Values, Code of Conduct including high level of work attendance and abide by all laws, policies and procedures that enhance gender equality and safer workplaces.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$3,210.61 - \$3,502.69 Annual Salary: \$ 83,475.79 - \$91,069.87

- Annual Leave entitlement: *42 days per annum*

Other Conditions of Service relevant to this position:

- *A 10% housing allowance if not eligible for PSRS.*

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:


.....
Permanent Secretary/Responsible Officer

22/01/2020
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Date Approved

Additional Comments: