



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Ministry of Rural Development.

DIVISION/SECTION: Rural Development Division **DUTY STATION:** Constituency.

POSITION NUMBER (HRMIS): **MINISTRY VACANCY REF:** MRD 17/2024

POSITION TITLE: Constituency Project Officer.

POSITION LEVEL: L8 **SALARY RANGE:** \$50,046.65 - \$69,291.91 p/annum

THIS POSITION REPORTS TO:

Constituency Development Officer.

THIS POSITION SUPERVISES:

Constituency Accountant Officer.

SECTION B - SCOPE OF DUTIES

The Ministry of Rural Development is mandated to create an enabling environment towards economic prosperity in the creation and equitable distribution of wealth, job opportunities to all Solomon Islanders enhancing the potential of rural dweller to participate actively in the development process in promoting social and economic development of the country.

The Constituency Office which this position is embedded in supports the Ministry of Rural Development by implementing priority policy areas of the government as mandated to the Ministry, in particular to support delivery of services to the people in the fifty constituencies of Solomon Islands.

This position will contribute to the corporate functions and objectives of this Ministry by assisting in overseeing all strategic Development Planning, Implementation of Rural Development Policies and plans and management of all development related issues.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- A. Assist CDO and MP towards the preparations of constituency strategic development plan and Constituency Annual work Program.
- B. Assist CDO in preparing project reports and acquittals for all funds utilized in the Constituency.
- C. Support the CDO in linking the Ministry with the constituency through an effective communication system to share information.
- D. Assist the CDO/Member of Parliament in all project material delivery in constituencies.

- E. Support the communities in sourcing technical support for projects implemented in communities.
- F. Undertake any other duties as reasonably required or directed by the Constituency Development Officer or Member of Parliament.

SECTION D - KEY DELIVERABLES

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

1. Constituency strategic development plan and Constituency Annual work Program are prepared.
2. Project reports and acquittals for all funds utilized in the Constituency prepared and submitted in timely manner.
3. An effective communication system to share information and linking Ministry with the Constituency is maintain.
4. All project materials are delivered on time in the constituency.
5. 100% attendance (unless on authorised leave) and compliance with Code of Conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Bachelor Degree in Project Management and related with 4 – 5 years’ work experience

Desirable Qualifications

- Diploma or Degree in Project Management and related discipline with not less than 10 years’ experience in similar job.

Capabilities Required

- The incumbent is expected to perform the role in accordance to provision of the key duties outlined above within the bounds of the Solomon Islands Public Service laws, regulations and policies.

SECTION F - KEY SELECTION CRITERIA

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

- KSC1.** Minimum qualification in Diploma Project Management or a qualification in similar or related fields.
- KSC2.** Minimum of 5 years work experience in Project Management in rural development within the government sector or at least 5 years’ experience in related field with NGO’s.
- KSC3.** Experience and Knowledge in working with the SIG PSA/Project Management cycles/reporting and acquittals of funds utilized.
- KSC4.** Incumbent must have in-depth knowledge and understanding in formulating constituency profiles, strategic development plans, annual work plans and budgeting and project work plans for effective implementation.
- KSC5.** Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: **\$2,155.64 to \$2,665.07 /fn**

Annual Salary: **\$50,046.65 to \$69,291.91/Annum.**

Annual Leave entitlement: **28 days.**

Other Conditions of Service relevant to this position:

- *Housing Allowance of 10% of basic salary is applicable.*
- *Other conditions of service as outlined in the Agreement of Service upon appointment contained in the General Order (GO) and procurement and Public Financial Management (PFM) Act.*

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:

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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments: