



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/OFFICE: Ministry of Education and Human Resources Development

DIVISION: Education Services **DUTY STATION:** Honiara

POSITION NUMBER (HRMIS): 272-30056, 272-30421, 272-30423, 272-30425

MINISTRY VACANCY NUMBER:

POSITION TITLE: Infrastructure Project Officer

POSITION LEVEL: L 8/9 **SALARY RANGE:** \$58,289.88- \$72,065.27

THIS POSITION REPORTS TO: Manager, Infrastructure Delivery

SECTION B - SCOPE OF DUTIES

The position supports the effective planning, scoping and delivery of approved infrastructure projects, including quality control and confirmation of delivery for payment. The focus of infrastructure delivery is to provide fit for purpose and safe school buildings and facilities to minimum standards and to establish effective and efficient management and maintenance of school assets.

The position supports the management of asset whole-of-life cycles in the most cost-effective manner, from needs assessment, planning, design, specification, budgets, construction, commissioning, operating, maintaining, repairing, modifying, renewal, replacement and disposal.

SECTION C - KEY DUTIES

1. Assist in the documentation of the infrastructure development framework and plans in collaboration with other development partners and key stakeholders.
2. Provide input to the prioritisation, scope and tender specifications for approved infrastructure projects, in accordance with strategic and national plans;
3. Monitor all stages of infrastructure delivery, ensuring the adherence to quality and scope of agreed plans and tender documents.
4. Where required, support any disaster relief effort with professional advice on the safety, repair or replacement of school infrastructure.
5. Provide progress reports on all ongoing infrastructure projects, including advice and recommendations to ensure projects are completed on time and within budget.
6. Where required, provide advice and support to the EP & Provincial Support Division on training for Education Providers in the preparation of complimentary forward budget estimates, infrastructure requirements of the school development plan and the school maintenance plan.
7. Actively contribute to the achievement of all team objectives of the Infrastructure Delivery Unit, including all corporate requirements.

SECTION D - KEY DELIVERABLES

1. Prioritisation, scope and tender specifications are documented for approved infrastructure projects to meet strategic and national plans.
2. All stages of infrastructure delivery are effectively monitored to ensure quality and the delivery as per scope and tender documents.
3. Training needs of Education Providers in relation to cost sharing, budgeting and planning for infrastructure are documented and communicated to the EP Support Division.
4. All disaster relief support is provided as required.
5. Corporate requirements and supervision duties are completed as required.

SECTION E – QUALIFICATIONS AND CAPABILITIES

1. Degree in civil engineering or a related field is preferred.
2. Diploma (or equivalent) in a field that is complementary to infrastructure and building project management, civil engineering or construction is mandatory.
3. Demonstrated teamwork capability including being a good role model for stakeholders is required.

SECTION F – KEY SELECTION CRITERIA

EXPERIENCE

- Minimum 2 – 3 years' experience in a field that is complementary to infrastructure and building management, civil engineering, infrastructure project management or construction asset management.
- Experience in infrastructure planning, budgeting, and programme implementation.
- Experience in working in teams to achieve completion of complex projects.
- Experience working with government systems, development partners, and stakeholders

SKILLS and ABILITY:

- Ability to effectively monitor construction and infrastructure projects, to meet planned timelines
- Excellent teamwork skills.
- Proficient in computer use (word, excel, PowerPoint, and similar)
- Sound communication, negotiation, and coordination skills.
- Sound project management and organisational skills.
- Ability to work under pressure and meet deadlines.

Attitude

- High level of integrity, accountability, and professionalism.
- Commitment to equity, inclusion, and quality education.
- Results-oriented and proactive approach.
- Collaborative and team-oriented mindset.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$\$2,241.92- \$2,771.74 Annual Salary: **\$58,289.88- \$72,065.27**

Annual Leave entitlement: 28 days per calendar year.

Other conditions of service as stipulated in the Agreement of Service on appointment.

SECTION G - 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

.....
Date Approved

Additional Comments: