

POSITION DESCRIPTION

Department of Provincial Local Government Affairs

AM3686 - Provincial Project Coordinators

The **Department of Provincial Local Government Affairs (DPLGA)** is a National Department of the Government of Papua New Guinea and is a member of the Central Agency Coordinating Committee (CACC) which coordinates the implementation of National Government Policies.

The DPLGA invites applications from highly motivated individuals, who have the passion and commitment to live and serve our rural communities, through the Government's unique 5 year Rural Service Delivery Project (RSDP). The Rural Service Delivery Project is a 5 year Project implemented by the Government of Papua New Guinea, financed by the World bank through a Credit IDA # PG6076 and the Australian Department of Foreign Affairs and Trade through a Grant.

The Project will require a Provincial Project Co-ordinator for East New Britain, Simbu and West Sepik Provinces. The incumbent will have dual reporting requirements under the direct supervision of the Project Manager and the Provincial LLG Advisor.

Key Responsibilities:

- Provide leadership and coordinate all aspects of Project Implementation with the Project Manager, Provincial administrator, respective Administrators of LLGs, Ward Development Committees, CDD Sub-Committees of the wards and Women's Groups
- Actively engage with the Project Consultants at the PMU and the PPO on all matters pertaining to the smooth operation of the Project in accordance with procedures and obligations specified in the Financing Agreement and implementation arrangements detailed in the Project Operations Manual
- Administer and ensure the Provincial sub-projects are aligned and in accordance with the relevant laws of PNG and world Bank Guidelines and Procedures
- Coordinate and supervise the contract administration of PPO staff; Administration Assistant, Finance Officer, Procurement Officer, Rural Infrastructure and Safeguards Specialist (RISS), Community Development Workers (CDW) and Technical Facilitators (TF). Assess their performance on a regular basis and report back to the Project Manager when needed
- Liaise with the Provincial and District Works Office to ensure technical designs are implemented in accordance with the approved designs from Department of Works
- Ensuring that the needs for training and technical assistance by the CDWs, TF's for the Women Groups and wards are adequately met
- Ensure all Expression of Interest (EOI) and sub-project proposals from wards and Women's Groups submitted are in compliance of the selection criteria and in order for LLG Appraisal
- Coordinate with the Provincial LLG Advisor and the respective LLG administrations to call for and conduct EOI's and Sub-Project Appraisals for the respective wards
- Negotiate and follow up with the Provincial LLG Advisor on provincial counterpart contributions as well as with the local partners for the selected wards
- Provide reports on the submission of the EOIs, Women Groups and Sub-project proposal and the corresponding financial transactions
- Ensure the selected wards sub-committee identification is completed and that ward bank accounts are opened with approved signatories for bank transactions
- Ensure participating LLGs and wards thoroughly understand RSDP designed features especially in relation to the disbursements and management of grant funds, procurement and financial reporting
- Taking the lead in monitoring project implementation and fund utilization by the wards and ensuring that all participating wards submit the required reports completed and on time
- Prepare and submit consolidated narrative and financial reports to the Project Manager, making sure that all pertinent

- developments as well as critical issues and corresponding recommendations are thoroughly covered in the reports
- Represent and promote the Project in the Province, LLGs, wards and women`s groups as required and maintain close continued collaboration with the World Bank and DPLGA representatives on rural development issues relevant to the Project
 - Coordinate logistical support during World Bank missions and key stakeholders visits
 - Performing other functions as may be assigned by the Project Manager.

Expected Competencies:

- University Degree in Management, Economics, Accountancy, Public Administration, Community/Rural Development, Anthropology/sociology, Communications or another relevant field
- Minimum 5 years of experience in project cycle management and project development preferably in the area of community development and donor-funded projects
- Strong liaison and coordination skills, experience in building strong working relationships in new and widely dispersed project teams
- Excellent oral and written communication skills including the ability to synthesize sub-project monitoring and evaluation reports into reports and recommendations in aid of policy and program development
- Familiarity with World Bank or similar donor projects and procedures
- Ability to travel frequently to provinces and remote LLGs and wards
- Fluency in English and at least 1 common PNG language
- Undertaken volunteerism in remote areas will be an advantage
- Additional skills in Microsoft Office and some computer literacy

Applications close COB Friday 14th September 2018

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview