

POSITION DESCRIPTION

Department of Provincial Local Government Affairs

AM3689 - Deputy Project Manager

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.

Reporting to the Project Manager, the Deputy Project Manager will assist the Project Manager in the Project Management Unit, based in Port Moresby.

Key Responsibilities:

- Manage the staff and overseeing the day to day activities including procurement, project monitoring and evaluation, financial management and financial reporting of the PMU and the five Provincial Project Offices
- Ensure all Partnership Agreements signed between DPLGA and the five provincial administrations are adhered to
- Participate and represent the PMU as non-decision-making member in the Project Steering Committee (PSC)
- Supervise the preparation of progress reports such as quarterly, semi-annual and annual reports on the administration and M&E aspects of the project
- Supervise the preparation of annual work plans and budgets and present to DPLGA Secretary for approval
- Ensure clear working arrangements are established for collaborating with DPLGA, World Bank Team, the five Provincial Administrations and PSC on all management, financial, accounting and procurement matters
- Represent the Project to donors, partners as well as provincial and local government executives
- Ensure Annual audits as approved by the AGO are conducted in a timely manner for it to be presented to DPLGA and WB
- Assist the M&E Officer to ensure monitoring and evaluation is conducted to retrieve and capture accurate data and information into the Management Information System (MIS) for indicators specified in the results framework
- 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 10 years` experience in project management and multi-project development preferably in the area of community development and donor-funded projects
- Must have a sound financial management skills and full working knowledge of the Public Finance Management Act
- Strong liaison and coordination skills, with demonstrated experience in building strong working relationships in new and widely dispersed project teams
- Excellent oral and written communication skills
- Familiarity with World Bank or delivery of similar donor projects and procedures
- Ability to travel frequently to provinces and remote LLGs and wards
- Fluency in English and at least one commonly spoken PNG language.

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