



MSG Secretariat
Secretariat du GFLM

Melanesian Spearhead Group | Le Groupe Fer de Lance Mélanésien

INFORMATION PACKAGE

PROJECT COORDINATION OFFICER (PCO)

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I. BACKGROUND AND INFORMATION ON THE MSG SECRETARIAT

The Melanesian Spearhead Group (MSG) was formally established in 1988 and consists of five members; Republic of the Fiji Islands; the Independent State of Papua New Guinea; Solomon Islands; the Republic of Vanuatu; and Front de Liberation Nationale Kanak et Socialiste (hereinafter referred to as “FLNKS”) of New Caledonia. The Associate member is the Republic of Indonesia and Observers, the Democratic Republic of Timor-Leste (DRTL), and the United Liberation Movement for West Papua (ULMWP).

The MSG member countries comprise the vast majority of the population of the Pacific Island region, and their economies, which are fuelled by resources, tourism, and agriculture, are the most vibrant within the wider Pacific. The purpose of the MSG is to promote and strengthen inter – membership trade, the exchange of Melanesian cultures, traditions, and values; sovereign equality; economic and technical cooperation between states; and the alignment of policies in order to further MSG Members’ shared goals of economic growth, sustainable development, good governance, and security.

The MSG Secretariat is the administrative arm and was established in 2008. It is based in Port Vila, Vanuatu, and has an approved staff ceiling of 37. The Secretariat’s key roles are to provide sound policy and technical advice, facilitate the implementation of members’ decisions, advocate members’ collective interests in regional and international fora, and efficiently manage resources to serve our members.

The MSG Secretariat’s strategic priorities and Work Program are delivered through three Divisions;

- Executive Division - Support the overall leadership and oversight of the MSG Secretariat to ensure the efficient delivery of services.
- Programs Division – delivery arm of the Secretariat in the implementation of Leader’s mandates in the areas of Trade, Investment, Socio-Economic Development, Governance, Political, Security, Legal, Environment, Climate Change, Natural Resource Management, and Sustainable Development.
- Corporate Services Divisions provide corporate support to the delivery of the Secretariat’s strategic priorities, which include human resource management, finance and administration, information technology, and communications.

The Project Coordination Management Unit is a new unit established in the MSG Secretariat.

The Project Coordination Management Unit (PCMU) will play a pivotal role in managing and overseeing projects within the Secretariat. The PCMU is responsible for coordinating all aspects of project planning, including defining project scope, objectives, timelines, and deliverables. The PCMU will also monitor projects’ progress to ensure they are on track to meet their objectives and deadlines.

The PCMU will use project management tools and techniques to track milestones and identify any issues or risks that could affect project success. The unit will facilitate communication between project teams, stakeholders, and management. This includes providing regular updates on project status, issues, and achievements. Identify potential risks to the project and develop strategies to mitigate them. This involves assessing risks, creating contingency plans, and ensuring risk management practices are followed throughout the project lifecycle. Ensuring that projects meet quality standards and adhere to organizational policies and procedures is essential.

The PCMU may implement quality assurance measures and conduct reviews or audits to verify compliance. The PCMU will manage project budgets, ensuring expenditures are within allocated limits and tracking financial resources throughout the project.

The PCMU will foster collaboration among project teams and stakeholders, encouraging teamwork and shared responsibility for project outcomes. The unit maintains project documentation, including plans, reports, and correspondence. They may also facilitate knowledge sharing and lessons learned from completed projects to improve future project outcomes.

After project completion, the PCMU will evaluate project outcomes against established goals and objectives and identify areas for improvement and lessons learned to enhance processes and practices for future projects.

II. POSITION DESCRIPTION

1. KEY POSITION DATA

Job Title:	Project Coordination Officer
Division:	Project Coordination Management Unit (PCMU)
Responsible to:	Deputy Director General and Director General
Duration:	August 2024 – December 2025

2. OVERALL CONTEXT

The Project Coordination Officer will be responsible for supporting the planning, implementation, and monitoring of various projects within the organization. This role requires strong organizational skills, attention to detail, and the ability to collaborate effectively with internal teams and external stakeholders.

3. KEY RESULT AREAS

The Project Coordination Officer shall be responsible to the Director General through the Deputy Director General on the key areas of accountabilities:

- 3.1 Project Planning:** Assist in the development of project plans, timelines, and budgets in collaboration with project managers and team members. Lead the project's timely implementation, monitoring, and evaluation through management functions in line with MSG Policy.
- 3.2 Coordination:** Coordinate project activities and deliverables across multiple departments or teams, ensuring alignment with project objectives and timelines. Contribute proposals for programme/project development and serve as national programme advisor to the Director General. Draft portions of programme and budget proposal, project proposals, programme background, country strategy papers, and objectives.
- 3.3 Communication:** Facilitate communication between project stakeholders, including team members, clients, vendors, and external partners, to ensure clarity and transparency throughout the project lifecycle. Provide feedback to stakeholders on project progress.
- 3.4 Documentation:** Maintain accurate and up-to-date project documentation, including meeting minutes, progress reports, and risk registers.
- 3.5 Risk Management:** Identify potential risks and issues that may impact project delivery and work with stakeholders to develop mitigation strategies.
- 3.6 Monitoring and Reporting:** Monitor project progress against established milestones and deliver regular progress reports to project stakeholders, highlighting key achievements, challenges, and areas for improvement.
- 3.7 Quality Assurance:** Ensure that project deliverables meet quality standards and comply with relevant policies, regulations, and best practices.
- 3.8 Continuous Improvement:** Proactively identify opportunities to streamline processes, improve efficiency, and enhance the overall effectiveness of project management practices within the organization.
- 3.9 Other duties:** Other tasks allocated by the Deputy Director General and Director General from time to time.

4. PERSON SPECIFICATION

4.1 Nationality Requirement

Must be a national of an MSG Member Country.

4.2 Qualifications

- a) Advanced degree in Business Administration, Project Management, or a related field.
- b) Proven experience in project coordination or project management, preferably in [industry/sector].
- c) Strong organizational skills and attention to detail.
- d) Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- e) Proficiency in project management tools and software.
- f) Ability to work independently and prioritize tasks in a fast-paced environment.
- g) Strong problem-solving skills and a proactive approach to overcoming challenges.
- h) PRINCE 2 certification is a plus.

5. REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE

The required knowledge, skills, and work experience for the position are:

5.1 Competencies:

- a) Good knowledge about social and economic development trends in the country.
- b) Ability to maintain good working relationships with all project stakeholders.
- c) Ability to establish and maintain systems within project operations.
- d) Demonstrated ability to manage technical co-operation projects of international organizations.
- e) Ability to understand and effectively work with Government, workers' and employers' organizations, & non-government organizations.
- f) Ability to conduct action-oriented research and write analytical technical reports in English.
- g) Ability to conduct policy discussions and high-level political processes.
- h) Good communication skills, both written and verbal, to successfully advocate for and mobilize action to promote freedom of association and the right to collective bargaining principles.
- i) Clear commitment to mainstream gender into project activities.
- j) Ability to lead and work in a team and good interpersonal relations.
- k) Ability to train and guide personnel.
- l) Ability to work under time pressure and meet deadlines.
- m) Ability to work in diversified environments.
- n) Proficient in basic computer software (Microsoft Word, PowerPoint, Excel, Adobe Reader) and ability to use other software packages required by the Office.
- o) Ability to work independently with a minimum of supervision.

- p) Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

5.2 Skills:

- a) Organisational skills
- b) Management skills
- c) Change management skills
- d) Leadership skills
- e) Planning and Project Management skills

5.3 Language Skills:

English and French are essential (both written and oral)

5.4 Experience:

10 years of proven experience in development and implementation support to development programs/projects or in a similar role.

5.5 Additional selection criteria are:

- a) Must be a national of one of the MSG member states;
- b) capacity to provide high-quality advice to the organization and Members on investments, commerce, small and micro-enterprises, and private sector development issues;
- c) strong skills and experience in policy development and analysis in investment and private sector development;
- d) a strong aptitude for setting priorities and follow-up implementation;
- e) excellent command of the English language (knowledge of the French language is an added advantage) and good communication skills;
- f) ability to network with similar organizations to ensure avoidance of duplication on projects and also better implementation of work programmes;
- g) ability to establish and maintain good working relationship with MSG member countries and their investment and private sector institutions; and
- h) Ability to work in a cross-cultural environment.

III. REMUNERATION PACKAGE – TERMS AND CONDITIONS

Duty Station	Port Vila, Vanuatu
Duration:	The appointment is for a period of eighteen (18) months with the possibility of renewal depending on performance and continued funding.
Salary:	The monthly salary is AUD \$12,034 including benefits.
Public Holidays:	In accordance with Vanuatu public holidays
Medical Benefits:	The employee and his/her dependents will be entitled to medical insurance benefits based on the Secretariat's regulations.
General:	Appointment will be under the terms and conditions of the MSG Secretariat's Staff Regulations, a copy of which will be made available to the successful applicant.

IV. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

- Full information on education and career background; AND
- A detailed Curriculum Vitae to include names, addresses (postal and e-mail), fax, and telephone numbers of three (3) employment referees.

Submitting applications:

- a) **By email:** Subject matter to be clearly marked “**Application for Project Coordination Officer**” and sent to recruitment@msg.int OR
- b) **By post or fax:** Application to be addressed and sent to:
The Director General
Melanesian Spearhead Group Secretariat
PMB 9105
Port Vila
Vanuatu

Deadline for applications: Friday 19, July 2024.

Late applications will not be considered.

MSG Secretariat is an equal opportunity employer and “Women” are strongly encouraged to apply