

Job Title	Project Coordinator
Grade	2B
Business Unit	IT
Reports to	Director Project Management Office
Location	Suva

Job purpose

To work alongside Project Managers to arrange the logistics of a project. Working with the PMO team members or project teams to create a project timeline, set goals and determine what elements are needed to complete the project.

Duties and responsibilities

- Provide analytical support to Project Managers/ Leads in executing assigned projects.
- Plan and coordinate project activities for timely completions.
- Assess potential issues and technical challenges and accordingly develop resolutions.
- Interact with various teams to coordinate project activities.
- Participate in project design meetings and recommend improvements if needed.
- Assist in project design and development activities.
- Work with Project Managers/ Leads in change order management, project tracking and document control activities.
- Track project progress and ensure all project activities are completed on-time.
- Monitor project schedules regularly to determine any delays or deviations.
- Attend project meetings and follow-up with outstanding tasks.
- Develop project reports for management and clients.
- Analyze and resolve project issues in a timely and accurate manner.
- Coordinate with management in developing project scope, plan, deliverables, budget and milestones.
- Oversee project correspondences and prepare and review project related emails, letters, proposals, memos, meeting minutes and other documents.
- Review contract requirements and process invoices in timely manner.
- Perform any other duties as assigned by the immediate Supervisor, Manager or Division Head.

Education & Experience

- Bachelor degree in Business or Public Administration or related field of study.
- Three years' experience in the Information Technology field.
- Exceptional verbal, written and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Experience using computers for a variety of tasks.
- Strong working knowledge of Microsoft Project.

- Competency in Microsoft applications including Word, Excel, and Outlook.
- Knowledge of Project Management standards and frameworks.
- Knowledge file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.

Key Competencies

- Good communication skills
- Good interpersonal skills
- Problem Solving skills
- Negotiation skills
- Initiative and Enterprise
- Excellent organisational skills
- Good Team player
- Multi-tasking and time management skills, with the ability to prioritize tasks.
- Professional attitude and appearance.
- Proficiency in Microsoft Office Programs.

Reporting Structure

Direct Reports: None

Indirect Reports: None

Authority Levels

Financial: None

Staff: None

Contractual: None

Internal & External Contacts

Internal Contact

- All Departments
- Management
- IT

External Contacts

- Contractors & Suppliers
- Members

Working conditions

The incumbent may be required, to from time to time, to work late hours or during weekends, including travelling to other FNPF branches & agencies or, to work in other functional areas for job rotation for developmental purposes.

At times, the incumbent is required to work late hours and on weekends on project related material or preparatory work for trainings, workshops, etc.