



## MINISTRY OF DEFENCE & VETERANS AFFAIRS

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### JOB DESCRIPTION: PRINCIPAL ADMINISTRATIVE OFFICER MONITORING AND EVALUATION

#### CORPORATE INFORMATION

- 1) Position Level : Band H
- 2) Salary Range : \$38,557.21 - \$49,114.54
- 3) Duty Station : Suva, The officer is required to travel to all Divisions and undertake some overseas travel
- 4) Reporting Responsibilities:
  - a) **Reports to** : Director Monitoring and Evaluation
  - b) **Liases with** : Government Ministries, Civil Societies Organizations', statutory bodies, Academic Institutions
  - c) **Subordinates**: Admin Officer (Contemporary Security) and Admin Officer (Environment & Human Security)

#### POSITION PURPOSE

This position exists to provide leadership and quality control for the work undertaken by the monitoring and evaluation (M & E) team. The M & E team is one of the two teams under the leadership of Director (M & E) and National Security Strategy (NSS) coordination.

#### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

1. Assist Director (M & E) and NSS Coordination in the management of the M & E Team.
2. Undertake Research on assigned topic under the National Security Strategy (2019 to 2023) i.e. "Strategic Alliances and Partnerships".
3. Assist Director (M & E) monitor and coordinate the assigned working group i.e. "Geo-Politics & Economic Vulnerability" working group
4. Ensure Quality control of all work done by Administrative Officer (*Contemporary Security*) and Administrative Officer (*Environment & Human Security*).
5. Timely preparation and submission of policy papers, reports, and briefs to Director M & E.
6. Undertaken any other responsibilities assigned by Executive Management;
7. Formulate & Review – M & E Standard Operating Procedures (SOP)

#### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:



1. Ensure the timely and quality delivery of the contracted levels of support by the M & E Team to Director (M & E) and NSS coordination.
2. Undertake quality research on the topic of “Strategic Alliances and Partnerships” in accordance with Policy Paper Standard Operating Procedure (Policy – SOP)
3. Monitor & coordinate the “Geo-Politics & Economic Vulnerability” working group in accordance with Working Group -Standard Operating Procedure (WG-SOP).
4. Undertake Quality Control of all work undertaken by Administrative Officer (Contemporary Security) and Administrative Officer (Environment & Human Security) in accordance with M & E - Quality Control Standard Operating Procedure (QC -SOP).
5. Timely preparation and submission of policy papers, reports, and briefs to Director M & E in accordance with Standard Operating Procedure (SOP) briefs & reports (Briefs /Reports –SOP)

### **PERSON SPECIFICATION**

In addition to Masters University qualification (or equivalent) relevant to Strategic Studies and Strategic Planning, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Establishing relationships with stakeholders is potentially one of most cost-effective risk reduction strategy we could use.

#### **Knowledge and Experience**

- At least 5years experience in formulation of strategic plans, annual corporate plans and monitoring and evaluation of plan implementation;
- At least 10years experience at supervisory level in a Monitoring and Evaluation environment;
- Ability to influence executive management;
- Ability to meet deadlines, multi task and undertake complex engagements;
- Good understanding of the global, regional and national security culture challenges;
- Experience in liaising with security agencies, government and security stakeholders at strategic level;
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji;
- Knowledge of Fijian culture and customs.

#### **Skills and Abilities**

- Demonstrated ability to analyze and solve complex problems, in a resource constrained environment and develop actionable recommendations;



- Demonstrated ability to lead, motivate, develop and coach high performing project teams;
- Strong communication skills and the ability to effectively consult with others to develop and implement sound internal policy and procedures;
- Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
- Capacity to utilize computer programs to support the operations of complex organization.
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

### **PERSONAL CHARACTER AND ELIGIBILITY**

Applicants for employment in the Ministry of Defence and Veterans Affairs must be Fijian Citizens, under the Age of 60, in sound health, with a clear security clearance record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Defence and Veterans Affairs is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.