

Role Description

Project Officer

About our Organisation

The Women's Fund Fiji is an empathetic and adaptive feminist fund working to influence and mobilise financial and non-financial resources for feminist and women's rights organisations and movements, so they can progress the human rights of women, girls, and gender non-conforming people in Fiji.

We are relevant, effective and demonstrate value for money, adaptive and flexible, proud of our high-capacity team, effective in our dual approach to funding, capacity development and movement building, and reaching rural and remote communities.

We will address the problem of the unequal flow of financial and non-financial resources from donors, funders, power holders and decision makers to feminist and women's organisations and movements in Fiji.

Background

The Women Entrepreneurs as Guardians of Island Adaptation and Nature-based Business Solutions hereafter refers to Pacific WE Guardians Project aims to enhance the resilience of women-owned and women-led businesses in the Pacific Islands, focusing on climate change adaptation, sustainable practices, and gender inclusion. This project is being implemented by Alinea International in collaboration with Women's Fund Fiji as the local implementing partner. The project provides grants and capacity-building support to women entrepreneurs and business actors in Fiji, Samoa, and Tuvalu to empower them in contributing to sustainable economic growth and climate resilience of nature-based businesses.

Objectives

The Project Officer will coordinate and implement the project, ensuring alignment with project objectives, annual workplan, timelines, and donor requirements. The officer will initiate and conduct research in communities, engaging with local stakeholders, including women entrepreneurs, business and value chain actors, community organizations, and government agencies, to facilitate the successful execution of the project goals. The Officer will work closely with the Program and the Monitoring, Evaluation, Accountability, Learning team. The role reports to the Senior Program Manager.

Outcomes

Organisational Stakeholders

1. Effective Project Planning and Execution
 - Appropriate information and analysis provided to ensure support to the annual planning function of WFF

- Effective execution of the project implementation plan and activities ensured
 - Efficient planning and organising with teams, partners, stakeholders for community work and events
- Effective execution of strategic plan programmes and project deliverables ensured
 - Efficient project management and timely outcomes ensured
 - Activity reports prepared, reviewed and submitted in compliance to donor and WFF requirements.
- Collaborate with Senior Program Manager and Finance & Operations Manager and project costs maintained within budget
- Relevant performance targets for the Project and activities achieved and/or outperformed
- Project managed in collaboration with relevant stakeholders (internal and external)
- Contribute to the Fund's localisation and resource mobilisation activities
- Follow up on project progress ensured

Outcomes

2. Establishing Repute with Partners/Women in communities
 - Capacity development for women ensured in the areas including but not limited to leadership training, improved market and data ecosystem for business and market access, and strengthen network, monitoring, evaluation and learning and gender equality and social inclusion effectively supported in collaboration with Senior Program Manager and the Monitoring, Evaluation, Accountability and Learning Coordinator.
 - Administrative support and participation provided to the Funds Grants Committee
 - Support provided to the monitoring and evaluation of grant and capacity development activities to inform Fund performance reporting and decision-making
 - Including field visits to monitor grantee performance
 - Preparation and contribution to funding proposals are timely and accurate
 - Accountability to partners ensured through effective reporting and effective decision-making
 - Reporting schedule formulated and adhered to
 - Quality standards for project and funding acquittal reporting maintained
 - Grant/TOR – Successful negotiating for the terms of the grant agreement ensured
3. Stakeholder Engagement Ensured
 - Effective capacity building, engagement, peer learning and knowledge exchange opportunities (domestic, regional and international) for stakeholders ensured
 - Effective use of MEAL results are used to support capacity building
 - Relationships with a wide range of partners and service providers supports coordinated project planning and implementation
 - Inclusive relationships and synergies between WFF, donors and implementing partners efficiently and effectively managed/optimised

- Assistance provided with the information dissemination protocols for all programmes, special projects and training information ensured
 - Effective use of the WFF Communications team enhance information dissemination and training

4. Accurate and Timely Programme Reporting

- Timely provision of relevant and accurate programme and project related information/reports provided to Partners and WFF
- Senior Program Manager Finance is advised of risks including management accountability issues amongst grantees and support provided to grantees to manage these risks/issues
- Effective monitoring of grant implementation ensured and timely and relevant information provided to team members, the donor, and Fund stakeholders to ensure that key learnings, challenges are regularly discussed and fed into the Fund's decision-making processes
- Strategic feedback to the Fund Management on the data management and grant mechanism, including other important analysis collected

Outcomes

- Effective contribution to the development of the Funds key reports including the Six Monthly and Annual Progress Reports
- Timely and accurate submissions of quantitative/qualitative data ensured for executive decision-making
 - All program data collected and collated from trustworthy sources
 - Advice sought from the MEAL team as the need arises to ensure robust reporting
- Contribute to developing the Fund's communication and knowledge products

5. Teamwork and cooperation

- Team work ensured – working with various and diverse groups of people
- Cooperation within the Projects team
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

6. WFF's reputation and value standards demonstrated and promoted

- Teamwork encouraged and promoted for the benefit of WFF
- Encourage team members to uphold reputation and value standards

Responsibilities - Critical Competencies

Competence	Description
Business	
Business Performance	Manage performance levels against set deliverables.
Risk Management	Monitor and report on the risks for a work group or a project.
Planning	Develop a detailed work plan to achieve specified objectives.
Resource Management	Schedule resources over multiple work teams or units to maximise their effectiveness and achieve objectives; monitor the outcomes.
Information Analysis	Investigate topic by sourcing, analysing, investigating and interpreting data.
Documentation	Present information in a report that explores the links between the issues and draws conclusions.
Communication	Communicate by conveying key issues and points through structured questioning and listening.
Stakeholder	
Stakeholder Commitment	Seek, act upon, and follow through on stakeholder feedback regarding products or services provided.
Relationship Building	Build long-term relationships working as a trusted advisor.
Quality Focus	Monitor outcomes: inspire and support others to achieve the quality standards.
People	
Facilitation	Ensure work delegated is completed in an effective and timely manner, accepts accountability.
Problem Solving	Address the wider implications, consequences or causal relationships in a non-routine problem
Self-Management	Motivate self to produce outcomes by organising and prioritising your work.
Professional	
Technical Strength	Analyse a problem and develop the solution using standard procedures and methods – technical specialist.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Arts in the Social Sciences, Development Studies, Gender, Environmental science	or relevant discipline

Desirable

Qualification	Discipline	Notes
Higher Degree incl. Post Grad Cert or Dip	Project Management	Or recognised training program in project management

Work Knowledge and Experience

Proven project/programme planning experience at the management level

Proficient in Microsoft Office, including Excel and PowerPoint

A minimum of three-five years of work experience in project management or related field preferably in dealing with donor funded organisations

Experience working on climate change or sustainability projects

Outstanding communication and facilitation skills, with experience conveying complex information to stakeholders

Excellent analytical and report writing skills

Experience in the Fiji women's movement, particularly in gender equality and women's empowerment related program development, desirable

Thorough understanding of gender and development issues in Fiji

Requirements

Language Proficiency

Excellent command of written and spoken English
Native language proficiency (Hindi/iTaukei)

Regulatory Compliance Requirements

Police Clearance
Driver's License (not mandatory but is preferred)

Interactions

Interaction

Comments

Internal

All Staff
Senior Program Manager

External

Partners/Grantees
Relevant Stakeholders
Community
Civil Society Organisations
Donors

Attributes

Behavioural Styles

Attributes

Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
Punctuality	Completes a required task or fulfils an obligation before or at a previously designated time
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.