

Position Description

Vacancy Title: **Project Management Associate**

Location:

Reports To: **None**

Objective

The Project Management Associate provides dedicated project management, coordination, research, and content development support to the Sustainable Tourism Division, ensuring the effective planning and delivery of critical sustainable tourism initiatives and projects within the Pacific region, reports to the Sustainable Tourism Manager. (Contract is for 1 year and can be renewed based on external funding and performance)

Outcomes

Organisational Stakeholders

1. Summit Support and Planning

- Support provided to the Division of Sustainable Tourism for planning and delivery of the 3rd Pacific Sustainable Tourism Leadership Summit.
- Logistical arrangements, coordination with speakers, participants, and venues assisted.
- Planning of the Summit supported under the guidance of the Manager and the Sustainable Tourism Board Sub Committee.
- Communication and follow-up with stakeholders involved in the summit facilitated.
- Post-summit reporting and recommendations contributed.

2. Project Management Services

- Day-to-day coordination and implementation of project activities assisted.
- Monitoring of project activities, including timelines, budgets, and deliverables supported.
- Preparation of progress reports and updates supported.
- Stakeholder engagement and partnership development related to the projects supported.
- Documentation of lessons learned and best practices from community-based tourism initiatives supported.

3. Research and Analysis

- Desktop research, data collection, and analysis on emerging trends, best practices, and challenges in sustainable tourism undertaken.
- Research briefs, policy recommendations, and analytical reports prepared to inform strategic decision-making.
- Support provided to the Division in identifying areas for new research and knowledge development.

Responsibilities - Key Competencies

Competence

Description

Business

Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

Customer

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.

People

Problem Solving	Develop practical solutions to a situation.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.

Professional

Global Environment	Respond to globally driven changes in the organisation's environment.
Research	Apply formal research methodologies.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Other	Business Development/ Tourism	Bachelor's degree in Tourism, Environmental Management, Development Studies, Project Management, or a related field.

Work Knowledge and Experience

Minimum of 3-5 years of demonstrated experience in project coordination, research, or program support, preferably within the tourism sector or sustainable development.

Proven experience in managing or supporting multiple projects simultaneously.

Familiarity with sustainable tourism principles and practices.

Prior experience working in the Pacific region or with regional organisations would be an asset.

Requirements

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Sustainable Tourism Division	
External		
	Stakeholders involved in the summit	
	Government agencies	
	Private sector	
	Community groups	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Punctuality	Completes a required task or fulfills 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

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Intuitive	Makes mental leaps without going through a rational thought process. Apparent ability to acquire knowledge without a clear inference or the use of reason.
Numerate	Shows abilities in quantitative thought and expression.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 13 Jul 2025