
Position Description

Vacancy Title: **Project Manager**

Location: **Ranadi**

Reports To: **Manager Projects (v 1.02)**

Objective

The Project Manager ("PM") is assigned Solomon Power projects at any one time with these projects being managed concurrently and PM is responsible for the operational management of these assigned projects and initiatives where these projects will range from small, medium to large projects with various levels of value, risk and complexity. The role will also be responsible for the delivery of the of an assigned projects as per the Capital Works Annual Plan ("the Plan") through the Solomon Power Project Manual. The role reports to Manager Projects.

Outcomes

Organisational Stakeholders

1. Efficient and effective project management and timely delivery of an assigned project

- Effectively manage more than one project at any one time ensured
- Clear understanding of the project lifecycle process and the requirements ensured for successful project and actively chasing of application
- Opportunities to improve the particular project identified and implementation assisted by working closely with senior project managers
- Clear lines of communication between key stakeholders of the projects maintained
- Regular inspections of each projects progress and report undertook as required
- Delivery of project benefits maximised by working closely with project stakeholders to accurately identify and deliver project benefits
- Project is completed within approved budget, covering resource planning, cost estimation, budgeting & controls
- Importance of being customer focused, supporting & encouraging a culture that values internal & external project customers recognised
- Customers feedbacks monitored and acted on ensuring solutions that is delivered meets customers' needs
- Various project elements are properly co-ordinated including scoping activities, project plan development & execution, acquiring legal & regulatory sign offs & project reporting

2. A skilled, safe and compliant department

- Compliance with the prevailing laws and Solomon power policies and procedures whilst implementing applicable project requirements ensured
- Expertise and guidance for project documentation, maintain records and Solomon Power representative provided as required for project matters
- Deliverables' are complied with the prevailing laws and organisational policies and procedures
- Construction and installations of extensions and new installations and major repairs oversight, supervised and reported ensuring project activities are executed within safety standards and regulations
- Team members are complied with all mandatory regulations applicable to Solomon Power, including health and safety standards

3. Resource management effectively implemented

- Timely assistance, support and contribution provided to the team, GMCW, Manager Projects and Program Manager:
 - Assistance in the effective and efficient management of resources assigned to GMCW's division
 - Contribution to the objective of maximising business performance and ensuring compliance with standards
 - Assistance provided to GMCW and Manager Projects with timely preparation and submission of departmental budgets
 - Support provided to GMCW and Manager Projects to properly implement approved budgets, including the accounting for and monitoring of operational and capital budgets
 - Contribution on the ensuring of risk management approach and associated activities are adhered and followed through
- Continuous improvements in processes, approaches & initiatives advocated, communicated and implemented
- Potential risk identified, communicated and advise on appropriate mitigation plans provided

4. A healthy, safe and OHS compliant Solomon Power

- Taking reasonable care of own health and safety and for the safety of other people, including people working under incumbent's supervision or direction who may be affected by his or her acts or omissions at the workplace ensured
- Comply with any direction given by Solomon Power or one of its Responsible Officers with respect to any health and safety matter under current Safety acts and regulations adhered

5. Environmental protection is prioritised at all times

- Ensure adherence to the requirements of the environmental systems
- Ensure compliance with specific environmental management procedures applicable to their work
- Complied with any direction given by any person employed by Solomon Power fulfilling the requirements of the environmental systems
- Accepted the authority to report, enhance and assist in the management and function of the environmental systems

6. Sol Power image upheld and values demonstrated at all times

- Environment aligning deliverable to organisational values and strategic direction supported
- Organisational values and good corporate and governance practices are complied with whilst delivering outcomes
- Company policies and procedures including safety rules adhered to at all times
- Teamwork and good working relationships with managers and work colleagues are ensured
- Commercial confidentiality maintained at all times

Responsibilities - Key Competencies

Competence	Description
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
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.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
People	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Learning	Develop the competencies of self and others to enhance performance.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Research	Apply formal research methodologies.
Technology Application	Apply technology.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Mechanical Engineering, Civil Engineering, Electrical Engineering	

Work Knowledge and Experience

At least 5 years demonstrated experience in the Project Management for delivery of projects for electricity utilities

Superior communications skills, verbal and writing – putting together complex documents, writing reports and instructions, providing feedback, communicate effectively with internal and external stakeholders

Ability to manage resources, doing budgets, managing spend against budges, reporting and managing variances

Clear understanding of the project lifecycle process and the requirements to ensure the delivery of successful projects and actively drive projects to successful completion.

Requirements

Language Proficiency

Excellent command of English (written and oral)

Regulatory Compliance Requirements

Driver's License

Police Clearance

Medical Clearance

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Manager Project	
	General Manager Capital Works	
	All employees	
	Capital Works Department	
External		
	Suppliers	
	Statutory Authorities	
	Government Ministries	

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.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Perceptive	Shows keen insight and understanding of issues or situations.
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.
Concrete thinker	Focuses on the tangible experiences of actual things or events.
Challenger	Queries, tests information/beliefs and provokes thought.
Decisive	Reaches conclusions, promptly and firmly.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Complete all parts of the Application form online. Upload a Cover letter, upload your CV and must include names and contact details for two (2) referees. Attach Certified Transcripts, Qualification Certificates, and other relevant documents. Addressed Application to: Chief Executive Officer Solomon Islands Electricity Authority P.O. Box 6 Honiara Applications to be received by 4.00pm, Solomon Islands time, Wednesday 6th August 2025.

Contact for Enquiries

Contact Name: Andrew Tausema

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Further Contact Information: --

Closing Date: 06 Aug 2025