

Position Description

Vacancy Title: **Project Coordinator - Rotuman Language and Culture**

Location: **Suva, Fiji**

Reports To: **Senior Programme Specialist (v 4.00)**

Objective

The Project Coordinator will assess, coordinate, monitor & evaluate and report on duly assigned TTFB programmes and projects specifically linking creative industries and language, culture and art/heritage. S/He will provide oversight and coordination for community-based trainings & empowerment programmes, leadership & entrepreneurial programmes, business continuity trainings, etc., The role will further implement and provide the relevant support to communities to improve and promote sustainability and subsistence. S/He will report to the Senior Programmes Specialist.

Outcomes

Organisational Stakeholders

1. Effective coordination and management of projects

- Inception of new projects and programmes through stakeholder consultations ensured
 - Opportunities to promote iTaukei and Rotuman language, culture, values and heritage skills of indigenous iTaukei and Rotumans through specific projects are identified and recommended
 - Management, leadership and entrepreneurial skills
 - Gaps and opportunities in the preservation of the iTaukei and Rotuman languages, culture, values and heritage
 - Gaps and opportunities for funding are identified and to meet TTFB mandate
- Potential project applications are assessed for alignment with TTFB strategic objectives and Framework
 - Stakeholders are assisted to understand TTFB priorities and how to engage with TTFB
 - Appropriate information and analysis provided to ensure support to project portfolio planning and objectives
- Skilled project management ensures efficient and effective delivery of expected project results
 - Personal workplan reflects efficient time management of whole of project portfolio
- Project design always clearly states the following:
 - Purpose of the project; Design for implementation methodology; Expected results; Risk analysis; Stakeholder analysis and partnerships (relationships/expectations); Monitoring and evaluation plan; Project budget and resources commitment; Implementation plan (Gantt or similar), including timeframe; Periodic and final reporting plan
- Effective and timely execution of relevant project portfolio deliverables ensured
- Performance targets for portfolio projects achieved
- Procurement managed to produce robust and value for money results
 - Contract management supports quality and on-time delivery of services and goods
- Project portfolio costs maintained within budget
 - Project income and expenditure accounts are properly maintained
 - Procured relevant and supporting documentation is accurate
- Financial movement effectively monitored
 - Budget forecasting and budget development based on scope
- Partner capacity assessment work with partners are effectively led ensures long-term benefits of the project/s

2. Productive stakeholder engagement through monitoring, evaluation and networking

- Monitoring and evaluation framework established at the start of all projects
 - Stakeholders engaged with the Framework
 - Monitoring data is timely and complete at all times
 - Interim data analysis/evaluation conducted at agreed stages through the project implementation ensured
 - Site visits are conducted for oversight and data collection purposes
 - Site visits are appropriately timed to ensure adequate engagement with project implementation
- Appropriate research outcomes analysed support the continuous refinement of the Programme
 - Reporting considers what worked and what could be improved (lessons learned)
 - Reporting includes recommendations for future action to achieve desirable results
 - Teamwork and cooperation with all Project Coordinators supports outcomes analysis
- Collaborative and effective implementation and execution of the project portfolio supports TTFB Programme objectives
 - Relevant changes are effectively recommended/communicated to management, stakeholders, strategic partners and donors as relevant
- Effective capacity building, peer learning and knowledge exchange opportunities with stakeholders ensures long term positive outcomes
- Post-project completion reporting for assessment of outcomes/impacts streamlined and reports are timely and complete
 - Made available to stakeholder/partners in the project/s
- Timely production of public information relating to project portfolio for Communication Specialist use and information/educational materials and donor reporting
- Respectful relationships and synergies between TTFB, researchers and strategic partners efficiently and effectively managed/optimised
- Visibility and reputation of stakeholder project participants enhanced domestically
 - Stakeholder engagement objectives and targets as per TTFB strategy achieved

3. Business and programme-based analysis and trainings supported and provided to stakeholders

- Sectorial analysis undertaken for key stakeholders and cooperatives set up where required for further programme development/implementation
- Effective scoping of entrepreneurship projects carried out to determine feasibility and support required
- Training and capacity building for community on *Soleselevaki* Entrepreneurial Framework
- Support provided for Vanua-based activities
 - *Sauvaki ni Vanua* entrepreneurship projects
- Programmes including but not limited to the following are effectively facilitated from inception to monitoring & evaluation and reporting:
 - Empowerment and leadership programmes
 - Business continuity trainings
 - Post-training based on sectorial analysis on target markets

4. Effective Project Reporting supports sound decision-making

- Financial acquittals and progress reporting are timely, accurate and compliant with standard operating procedures
 - Quality standards for project and funding acquittal reporting maintained
- Timely provision of relevant and accurate project related information/reports provided
 - Board papers prepared and submitted
 - Reporting is ready for Board/donor/stakeholder review
 - Quality and timely advice is provided as and when requested
- Timely, relevant and accurate quantitative/qualitative basis for reporting facilitates sound executive decision-making
 - Management are updated on the status of all project phases
- Increase in project funding allocation achieved, based on building on strengths of completed projects

5. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

6. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
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.
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.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.

Qualifications

Qualification	Discipline	Notes
Desirable		
Degree	Economic and Social Studies, Management/Planning/Policy	or similar
Preferred		
Higher Degree incl. Post Grad Cert or Dip	Arts and Economics	Anthropology, linguistics, business development or a related field

Preferred

Accredited Training

Project Management

Work Knowledge and Experience

At least 5 years of experience in project management in the fields of social/business/economic development or a related field

Practical knowledge of Rotuman language, culture, values and heritage

Analytical ability to enable accurate and innovative analysis of projects processes and improvements

Proven and well-developed organisational and time management skills

Conversant in the Rotuman language

Demonstrated strong numeracy, written, verbal and presentation communication skills

Proven ability to work on multiple projects and a busy schedule

Proficient in Microsoft Office, including Excel and PowerPoint

Demonstrated creative and critical thinking skills

Understands and can promote the TTFB values and approaches to development with a commitment and passion to serve the indigenous peoples of Fiji

Requirements**Language Proficiency**

Strong written and spoken English language proficiency

Knowledge of Rotuman culture and language

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Chief Executive Officer	
	Senior Programme Specialist	
	Project Coordinators	
	Communications Specialist	
	Culture and Heritage Team	
	All Staff	
External		
	Ministry of iTaukei Affairs	
	Department of National Heritage and Arts	
	Language and Cultural groups and agencies	
	Funding agencies	
	Relevant Government Departments	
	Institute of iTaukei Language and Culture	
	Relevant tertiary institutes	
	Provincial Councils - Rotuma Council	
	Individual donors	
	The Fiji Museum and other relevant museums	
	iTaukei Institutions	

Type	Interaction	Comments
	Contractors	
	Vanua	

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.
Innovative	Devises new and creative ways to do things comes up with original ideas.
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.
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.
Decisive	Reaches conclusions, promptly and firmly.
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.

How To Apply

--

Contact for Enquiries

Contact Name: Marie Drauna

Contact Email: marie@maxumise.com

Further Contact Information: --

Closing Date: 28 Feb 2026