

Position Description

Vacancy Title: **Project Coordinator - PROSPER**

Location: **Suva, Fiji**

Reports To: **None**

Objective

The Project Coordinator manages day-to-day project preparation activities for PROSPER to ensure effective, efficient, and timely delivery of required outputs across planning, procurement, finance, communications, reporting, and monitoring and evaluation. Preparation work planning, stakeholder coordination, staff supervision, and delivery of World Bank-aligned documentation and missions support are ensured to meet agreed timelines for appraisal, negotiations, and board approval; reports to MRMDM.

Outcomes

Organisational Stakeholders

1. Preparation Planning, Risk Control and Delivery Assurance

- A preparation work plan with tasks, responsibilities, deliverables, and risk mitigation measures prepared, maintained, and managed.
- Project preparation progress communicated and risks, barriers, and challenges identified and addressed to meet preparation targets.
- Required inputs from Ministries and advice from key technical specialists coordinated to support on-time submission of preparation deliverables.
- Relevant project documentation development overseen and required inputs and reviews from the PMU and Ministries ensured in line with agreed timelines.
- Adaptive management advice coordinated and provided to support achievement of preparation objectives.
- Effectiveness conditions evidence coordinated and prepared in line with project cycle requirements.

2. Stakeholder Coordination, Communications and Governance Support

- Communication and information flows among Ministries and agencies strengthened through deliverable forecasting and allocation of required inputs to stakeholders.
- Site visits and World Bank missions coordinated, secretariat services provided, and meeting summaries prepared.
- Consultations and stakeholder engagement processes coordinated and led as instructed, representing the project.
- Relevant meetings attended and reporting provided through established project preparation mechanisms, including the Project Steering Committee, as directed.
- Community consultation, workshop, and meeting attendance records and summary notes compiled and reported to MRMDM.

3. Procurement and Budget Coordination

- Advanced procurement activities coordinated, including technical inputs for terms of reference managed and procurement documentation reviewed for notices, documents, evaluation reports, and clearance requests.
- Annual workplan and budget development coordinated under guidance from the Operations Specialist with inputs consolidated from Ministries and the PMU Finance Officer.
- Advanced procurement documentation prepared for board approval milestones.

4. Team Leadership, Performance Management and Compliance Oversight

- PMU staff supervision and management delivered to ensure timely completion of inputs aligned with Government of Fiji, World Bank, and donor requirements across finance, procurement, environmental and social, results framework, monitoring and evaluation, consultations, gender, and project design elements.
- PMU member performance monitored, feedback received, and performance reviewed during the preparation period.
- Additional delegated tasks supervised to support efficient implementation from effectiveness.
- Timesheets maintained to evidence inputs and resulting deliverables.

5. Reporting and Documentation Outputs

- Monthly progress reports prepared capturing actions completed, deliverable forecasts, challenges with solutions, and PMU staff performance updates.
- PMU summary notes, meeting minutes, and attendance records compiled and submitted to MRMDM.
- World Bank-aligned preparation deliverables coordinated and produced across appraisal and negotiations stages, including ESCP, SEP, ESMP/F, LMP, POM, PP, PPSP, activities list and budget, results framework, PAD, legal agreements drafts, and DFIL inputs, as applicable.

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.

Competence	Description
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

Customer

Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.

People

Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively

Professional

Compliance	Comply with relevant laws and the policies and procedures of the organisation.
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Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Business and Management, Project Management	

Work Knowledge and Experience

Minimum of 10 years' experience managing environmental and/or agribusiness sector projects.

Proven project management and project staff management experience, including leading teams to deliver short- and long-term objectives.

Experience coordinating across sectors, teams, Ministries, and diverse stakeholders.

Experience managing project budgets, financial systems, and financial reporting.

Experience preparing project documentation, particularly World Bank documentation and deliverables.

Experience supporting and coordinating consultations, stakeholder engagement, and governance/steering mechanisms.

Experience coordinating procurement processes and reviewing procurement documentation (e.g., notices, procurement documents, evaluation reports, clearance requests).

Experience working in Fiji or Pacific Island Countries.

Desired: experience with donor-financed programs, preferably World Bank projects.

Desired: experience applying or working with relevant government legislation, policies, procedures, and processes.

Requirements

Language Proficiency

Ability to converse in local vernacular (e.g., iTaukei or Hindi).

Oral and written fluency in English

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	MRMDDM	
	PMU team.	
External		
	World Bank missions and representatives	
	Communities and community representatives.	

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
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Resilient Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

Consensus seeker Works to achieve group solidarity and general agreement and harmony.

Team Oriented Enjoys being with others as part of a group or team.

Thinking Styles

Flexible/Adaptable Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.

Well organised Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

Contact Name: Lusiana Nuqanuqa

Contact Email: lusi@maxumise.com

Further Contact Information: --

Closing Date: 13 Sep 2026