

Position Description

Vacancy Title: **Senior Programme Specialist**

Location: **Suva, Fiji**

Reports To: **None**

Objective

The Senior Programme Specialist provides leadership, direction and oversight to TTFB's programme initiatives. The role will develop innovative strategies, provide technical assistance and develop relevant resources/tools for initiatives that facilitate the improvement of quality of life and enhance cultural traditions and values of iTaukei and Rotumans. The incumbent provides mentoring and capacity building along with coordination, oversight and completion of programmes and related projects. S/He reports to the Chief Executive Officer.

Outcomes

Organisational Stakeholders

1. Oversight and leadership of relevant programme initiatives and frameworks ensured

- Language and culture projects and programmes are developed in line with the Strategic Plan and Implementation Framework
- Programme design successfully and completely reflects the objectives and expected results of the Strategic Plan and the Implementation Framework
 - The programme design provides clarity in assessing project and budgetary priorities over a defined timeframe
 - Robust and accurate advice provided to the organisation on required Program funds in the context of the Retention Policy.
- Cohesive leadership provided
 - Provide advocacy for TTFB and its work at national, regional and community levels
 - Management of Language and Culture team while working closely with the broader TTFB maintained
 - Close consultation with partners maintained and strengthened
- Culture and Heritage strategies and TTFB policy identify gaps and opportunities in the work to enhance, enrich and promote Fijian and Rotuman languages, culture, values and heritage
 - Partnerships developed with a variety of organisations that share similar objectives
 - Increased knowledge is ensured through liaison between community coalitions, local regulators, vendors and accrediting bodies
 - Communities are engaged and empowered to work with TTFB
 - Knowledge sharing and networking between a wide variety of stakeholder groups is supported
- Documents for funding opportunities researched and prepared
 - Preparation and submission of funding proposals
- The monitoring and evaluation framework is established and ensures an evidence base for understanding programme/project results
 - The cost of M&E is adequately budgeted per programme/project

2. Effective programme/project management across all relevant functions

- Departmental workplan for the current year is complete and approved
- Projects and programmes design researched and analysed effectively
- All project designs and project coordinators' implementation plans for the projects are reviewed and approved
 - Including milestones, timelines, budget and project leader and key partner details
 - All programmes and projects include a monitoring and evaluation framework
- Project coordinators are appropriately monitored and supported
- Production of the required deliverables actively managed
 - Implementation issues are addressed in a timely fashion and resolved
 - Effective project communication plans established and properly executed
 - Work is neither overlooked nor duplicated
 - Project deliverables submitted meet quality standards
 - Project risks, including the development of contingency plan/s managed
 - Project issues identified and resolved through regular meeting with project coordinators
- Effective and efficient project resources management is ensured
 - Financial reports and project spending are monitored, reported and addressed
- Status reports prepared by gathering, analysing and summarising relevant information and submitted to management and board
 - Overall project progress monitored
- Programmes and project implemented as per Project Plan/s to achieve targeted objectives
- Compliance with all relevant legislative, community, regional frameworks and policies support the needs of iTaukei and Rotuman people, not limited to the principles of good governance
 - All project intellectual capital is properly recorded and maintained
- Board and Partner reports on programs/projects with updates and specific achievements/outcomes are submitted on time and complete

3. Timely development and management of programme budgets

- The Programme budget is developed and aligned with the Programme design
 - The budget is developed in consultation with CEO and the Senior Investment Analyst to ensure its adequacy for the Programme/s and in line with the Retention Policy
 - The budget is aligned with TTFB programme priorities and proposed workplan
 - An agreed percentage of the budget is guaranteed for monitoring and evaluation, in line with the M&E Framework
 - The budget provides a detailed breakdown for current year spending, and robust projections for at least the following year
- Programme budget reporting policies and procedures are established and approved, including
 - Reporting formats, frequency and commentary
 - Opportunities for exception planning take into account unexpected issues or opportunities are included in the reporting procedures
- Oversight provided to the Solesolevaki programme not limited to development assistance, monitoring and evaluation

4. Monitoring and evaluation is embedded into all programmes and projects

- A monitoring and evaluation framework is developed, approved and applied
 - All programmes and projects are supported by an M&E Plan from their start
- Improved project outcomes is achieved by providing the information upon which to make sound decisions through monitoring and evaluation:
 - Lead, manage and initiate monitoring and evaluation activities
 - Design, plan, manage and coordinate the monitoring and evaluation programs consistent with the TTFB priorities
 - Design, develop and conduct basic monitoring and evaluation training programs for TTFB Project staff
- Periodically review completed projects to evaluate for outcomes and impact and make recommendations

5. Effective Human Capital Management

- Support and learning opportunities for staff developed
 - Capacity building of team members maintained
- Efficiency and productivity of the staff is maintained and sustained
- An effective performance management system in place supporting continuous improvement and excellent organisational communication.
- Staff developed through the identification of training needs and opportunities
- Employees are mentored and motivated through organisational systems and programs

6. Stakeholder engagement and representation ensured

- Potential programmes and projects identified in line with the TTFB Framework
 - Stakeholders at all levels understand what TTFB has to offer and how to partner with TTFB
 - Stakeholders engaged with TTFB reflect diversity based on geography, community, age and other relevant demographic and cultural factors
- A broad range of stakeholder partnerships developed
 - Synergies are realised between various projects that increase the overall value and impact of the activities
 - Stakeholders benefit from mutual information-sharing and collaboration as part of the TTFB network

7. Statutory and operationally compliant organisation

- Compliance with all TTFB operational procedures ensured
- Contribution to the preparation of Annual Report is timely and complete
- Statutory and regulatory compliant operations ensured
 - OHS for site work

8. Organisation's image and values promoted

- Support of the environment aligning deliverables to organisational values and strategic directions ensured
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
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	
Promotion	Promote the value of the products/services offered by the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.

Competence	Description
Quality Focus	Deliver quality.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.

People

Leadership	Utilise a leadership position to influence people and events and to increase performance.
Facilitation	Assist the progress of work ensuring its timely and effective completion.

Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Research	Apply formal research methodologies.

Qualifications

Qualification	Discipline	Notes
Preferred		
Higher Degree incl. Post Grad Cert or Dip	Arts in the Social Sciences	Or relevant degree
Desirable		
Masters Degree	Arts in the Social Sciences, Business and Management	Or related fields

Work Knowledge and Experience

Well developed organisational and time management skills

Sound knowledge of Fijian and Rotuman culture

Highly developed project management skills

Demonstrated ability to effectively prioritise work and adhere to deadlines

Proven experience in contract management

Demonstrated successful experience in community consultation, advocacy and effective networking

Computer literate in use of database and Microsoft Office

Demonstrated success in team management/leadership including work planning and capacity building

At least 5 years of experience in the field of project management in the areas of social development, culture or similar

Requirements

Language Proficiency

Strong written and spoken English language proficiency

Fluent written and spoken iTaukei language skills

Familiarity with iTaukei and Rotuman culture

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Board of Directors	
	Chief Executive Officer	
	Project Coordinators	
	All Staff	
	Culture and Heritage Team	
External		
	Community	
	Department of National Heritage and Arts	
	Institute of iTaukei Language and Culture	
	Language and Cultural groups and agencies	

Type	Interaction	Comments
	Ministry of iTaukei Affairs	
	Regulators	
	Other Consultants	
	Funding agencies	
	Government Ministries	
	Provincial Councils'	
	Tertiary Institutions	
	Donor Agencies	
	Fiji Arts Council	
	Ministry of Education	
	Fiji Museum	

Attributes

Behavioural Styles

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.
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.
Perceptive	Shows keen insight and understanding of issues or situations.
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.
Challenger	Queries, tests information/beliefs and provokes thought.
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.
Well organised	Controls tasks in a well thought out and critical manner.
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: 24 Oct 2026