

POSITION DESCRIPTION

IDENTIFICATION

Position Title: Project Partner
Position Number:
Section: Office of the Chief Operating Officer
Department: Strategic Projects & Initiatives Unit (SPIU)
Location: Laucala Campus

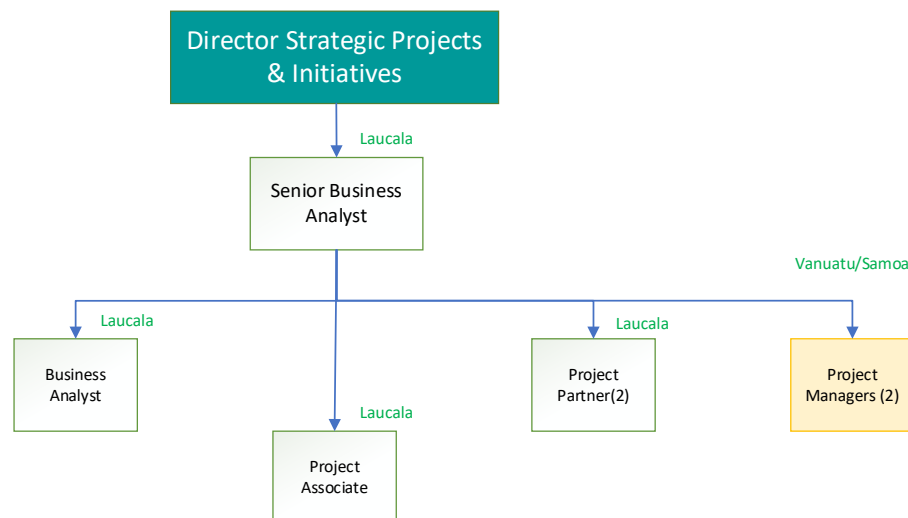
Current Incumbent:
Date of substantive appointment:
Reports To: Director SPIU
Supervised by: Director SPIU
Category: Professional
Grade: Level 2

ORGANISATIONAL CONTEXT

The University of the South Pacific (USP) is a premier regional institution uniquely governed by twelve member countries and dedicated to providing high-quality education and research opportunities to its diverse student body across the Pacific Islands. USP aims to empower individuals and communities through education, fostering sustainable development and enhancing regional cooperation.

The Project Partner will be part of a dynamic Strategic Projects and Initiatives Unit (SPIU), established within the Office of the Chief Operating Officer (COO), to drive and support the implementation of key change projects and initiatives to transform the University and enhance its student experience.

STRUCTURE



PURPOSE

The Project Partner will manage the planning, organizing, and coordinating of project resources to ensure on-time and on-budget delivery of diverse projects that align with USP's strategic initiatives.

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NATURE AND SCOPE

The Project Partner will work with the Director SPIU to advocate student centrality in project planning and implementation, resource allocation, stakeholder engagement and reporting of performance. S/he will work with different stakeholders, including staff, students and external partners, to ensure the successful implementation of change initiatives and projects that will contribute to USP's strategic objectives by:

- Enhancing operational efficiency through data-driven insights.
- Facilitating innovation in educational delivery and administrative processes.
- Progressing USP's commitment to sustainable development and regional collaboration.

The Project Partner will play a crucial role in ensuring that all project plans developed within the COO Portfolio and submitted by other sections/campuses of the University meet the standard requirements for documentation, budget and resourcing, and approval processes.

Key Responsibilities:

- **Project Management:**
 - develop project plans, timelines, and budgets.
 - coordinate project resources, including people, equipment, and materials.
 - track project progress, highlighting potential issues and risk mitigation to ensure that the projects meet their objectives and deliverables.
 - communicate project updates and report on stakeholder expectations
- **Stakeholder Engagement:** build strong collaborative partnerships with internal and external stakeholders to ensure project relevance and support.
- **Risk Management:** identify and assess potential risks, developing strategies to mitigate them while ensuring compliance with USP policies and regulations.
- **Performance Monitoring:** utilize appropriate tools to track project progress, ensuring adherence to timelines, budgets, and quality standards.
- **Reporting:** prepare and present detailed project reports for COO Portfolio, management and other relevant stakeholders.

The Project Partner may be required to travel to other USP campuses, to work additional hours and weekends and within tight deadlines.

POSITION DIMENSIONS

Give details of staff and total level of costs within the organization under the position's overall control.

Staff Responsible for:

Directly: N/A Indirectly: N/A

Total Level of Costs: N/A

Limits of Authority:

Financial: \$ NIL Non-Financial: NIL

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Key Relationships /Internal and External Contacts:

External <ul style="list-style-type: none"> • Development Partners • Higher Education Institutions • Regional Organisations (CROP) 	Purpose of Contact <ul style="list-style-type: none"> • Facilitate key initiatives to be implemented by USP
Internal <ul style="list-style-type: none"> • COO Portfolio Directors • Campus Directors • Heads of Schools & Institutes • Student Association • Project Teams 	Purpose of contact <ul style="list-style-type: none"> • Consult on project design and plans • Agree on key project deliverables • Facilitate/manage implementation of key initiatives • Monitor and report on change initiatives and project outcomes

KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Key Result Areas <i>Jobholder is responsible for</i>	Performance Measures <i>Jobholder is successful when</i>
Project Management <ul style="list-style-type: none"> • Develop and execute project plans and coordinate project resources 	<ul style="list-style-type: none"> • Number of project plans implemented on time and within budget
Stakeholder Engagement <ul style="list-style-type: none"> • Establish and maintain partnerships with internal and external stakeholders, including government agencies, NGOs, and community organizations, to support project objectives. • Facilitate communication and collaboration among project teams, ensuring all voices are heard and valued. 	<ul style="list-style-type: none"> • Number of new partnerships established and maintained. • Level of stakeholder participation in project initiatives. • Stakeholder satisfaction with collaboration/communication.
Risk Management <ul style="list-style-type: none"> • Identify potential risks and mitigation strategies 	<ul style="list-style-type: none"> • Minimum risk and non-compliance
Monitoring and Evaluation <ul style="list-style-type: none"> • Support the tracking of project progress and outcomes, providing insights and recommendations for improvement. 	<ul style="list-style-type: none"> • Extent of effective interventions
Reporting <ul style="list-style-type: none"> • Prepare and present project updates highlighting successes, challenges, and lessons learned. 	<ul style="list-style-type: none"> • Percentage of project reports delivered on schedule.

In addition to the above key result areas, the position holder will assist in any other duties as and when required by the Director SPIU.

TERMS & CONDITIONS

Salary: Level 2 of the Professional Category
 Length of Contract: 3 years
 Gratuity and Allowances:
 Other Benefits:

POSITION DESCRIPTION

POSITION SPECIFICATION

Qualifications and Experience (or equivalent level of learning)

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Bachelor's degree in Project Management, Business Administration, or a related field. • Minimum of five years in project management or partnership development, preferably within an educational or research institution. 	<ul style="list-style-type: none"> • Master's degree preferred • Relevant certification is an advantage.

Key Competencies

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Decisive with strong analytical and problem-solving skills. • Proven ability to lead project teams to deliver project plans within very tight timelines • Ability to negotiate and work collaboratively with diverse teams • Proficiency in project management tools (e.g. Asana, Microsoft Project) • Strong interpersonal, communication and reporting skills • Cultural sensitivity and understanding of the Pacific context <p>Personal Attributes:</p> <ul style="list-style-type: none"> • Strategic thinker with a proactive approach. • Strong organizational and time management skills. • Ability to work independently and as part of a team. • High level of integrity and professionalism. 	<ul style="list-style-type: none"> • Work experience in a tertiary institution and the Pacific region

APPROVAL

Supervisor name:

Supervisor's Signature:

Date:

Staff Name:

Staff ID:

Staff Signature:

Date:

Why Join Us?

- **Impactful Work:** Contribute to initiatives that enhance educational opportunities and community development across the Pacific Islands.
- **Collaborative Environment:** Work within a diverse and inclusive community that values innovation and cultural heritage.
- **Professional Development:** Access to continuous learning opportunities and career advancement within a leading regional university.