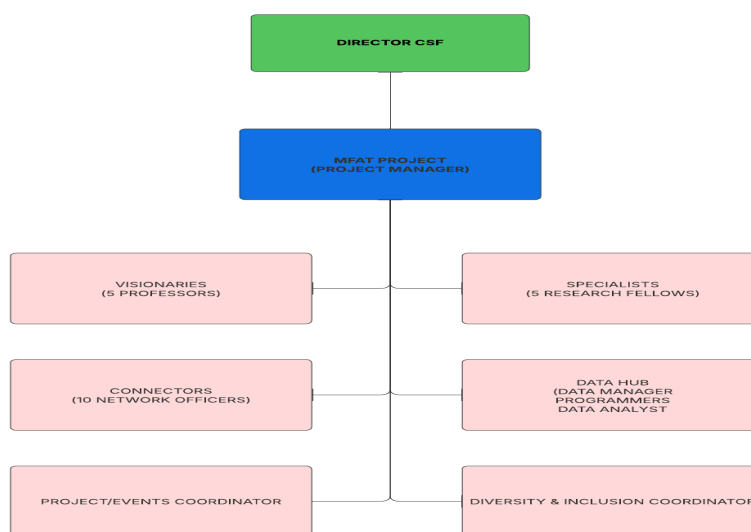


**POSITION DESCRIPTION****IDENTIFICATION****Position Title:** Project Coordinator**Position Number:** LFS003**Section :** VCP Office**Department:** CSF**Location:** Laucala Campus**Category:** Professional**Level:** 2**Current Incumbent:** \_\_\_\_\_**Date of substantive appointment:****Reports To:** Director CSF**Supervised by:** Project Manager**ORGANIZATION CONTEXT***Organization chart to identify the job's reporting relationships***PURPOSE**

*This section describes the overall purpose of the job and the overall significance of the job from the organization's point of view. Answers the following questions:*

The Project Coordinator plays a critical role in ensuring the successful planning, execution, and evaluation of various projects and events within the University of the South Pacific (USP) and the Centre for Sustainable Futures (CSF). As a key support to the Project Manager, the Coordinator will assist in organizing workshops, events, and meetings, while also managing project timelines, resources, and stakeholder communications. This position is pivotal in promoting the centre's commitment to research, innovation, and community engagement through effective project and event coordination. By fostering collaboration with internal and

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external partners, the Project Coordinator ensures that project objectives are met efficiently and in alignment with the university's strategic goals.

**NATURE AND SCOPE**

*This section describes the context in which the incumbent is expected to operate describing the working relationships with both internal and external contacts. A description of the working environment and expected pressures the incumbent will encounter as well as the types of competencies he/she must have to perform the responsibilities of the position successfully.*

The Project Coordinator will assist the Project Manager in coordinating workshops, events, meetings, and reporting for the Center for Sustainable for Future and other related initiatives. This role will ensure the successful planning and execution of project activities, including stakeholder engagement, logistics coordination, and the preparation of reports. The Coordinator will work closely with internal and external stakeholders to ensure the smooth operation and delivery of project objectives.

The incumbent will be expected to organize meetings, manage the distribution of corresponding documents and papers, research and prepare briefs or draft reports on policy and academic matters and may also be required to serve as secretariat to meetings convened by the Director (CSF).

She/he will be required to facilitate travel arrangements both local and overseas, assist in events organized by the Director (CSF) and follow up on confirmed initiatives and planned activities. She/he may also be requested from time to time to perform other tasks required by the Director (CSF)

**POSITION DIMENSIONS**

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

**Staff Responsible for:**

Directly: \_\_\_\_\_ Indirectly: \_\_\_\_\_ Total Level of Costs: To Be  
Determined

**Limits of Authority:**

Financial: \$ None

Non Financial: None

**Key Relationships /Internal and External Contacts:**

<b>External</b> <ul style="list-style-type: none"> <li>• USP vendors, stakeholders, visitors.</li> <li>• Service providers and developers</li> </ul>	<b>Purpose of contact</b> Purchase of items, follow up with quotations, ensure professional indemnity risks managed  Organize meetings, peripheral correspondence and communication
<b>Internal</b> <ul style="list-style-type: none"> <li>• All CSF staff.</li> <li>• Staff from other USP sections, departments and campuses.</li> <li>• Various USP bodies, committees.</li> <li>• Students and Research Assistants</li> <li>• Director (CSF)</li> </ul>	<b>Purpose of contact</b> <ul style="list-style-type: none"> <li>• Facilitate CSF Staff needs.</li> <li>• Facilitate needs received from other USP Sections</li> <li>• Ensure effective and efficient relay of communication to manage risks related to decisions, advice, instructions and coordinated activities</li> <li>• Monitor correspondence for indirect forms of decision, instructions, that is directly related to performance of duties</li> </ul>

**KEY RESULT AREAS / KEY ACHIEVEMENT AREAS**

*Aim: KRAs to have a logical heading. KRAs: 4 – 6.in total Key tasks : 4-5 tasks per KRA. Performance Measures: Identify the performance standards for someone doing the job at the 100% level. Use both quantitative and qualitative measures, Measures the KRA as a whole, not every task. Maximum 3 measures for each KRA Include KRA for Corporate Responsibilities which is generic to all positions*

<b>Key Result Areas</b> <i>Jobholder is responsible for</i>	<b>Performance Measures</b> <i>Jobholder is successful when</i>
<ul style="list-style-type: none"> <li>• <b>Workshop, Event, and Meeting Coordination</b></li> <li>• Assist in planning, organizing, and executing workshops, events, and meetings.</li> <li>• Maintaining calendar of events and keeping track of meetings, workshops and so forth;</li> <li>• Coordinate logistics, including venue booking, catering, and technical support.</li> <li>• Organizes travel, accommodation and bookings for relevant staff for workshop/conference.</li> <li>• Liaise with internal departments and external partners to ensure seamless coordination.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful execution of all planned events and workshops.</li> <li>• Timely communication and coordination with stakeholders.</li> <li>• Positive feedback from participants and stakeholders.</li> </ul>

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<ul style="list-style-type: none"> <li>Facilitate communication between team members and stakeholders before, during, and after events.</li> </ul>	
<b>2. Reporting and Documentation</b> <ul style="list-style-type: none"> <li>Compile and draft reports on project activities, outcomes, and lessons learned.</li> <li>Maintain accurate records of meetings, including minutes and attendance.</li> <li>Prepare documentation required for reporting to funders and governance groups.</li> <li>Assist in the development of progress reports and project updates.</li> </ul>	<ul style="list-style-type: none"> <li>Accurate and timely submission of reports.</li> <li>Comprehensive meeting minutes and records.</li> <li>High-quality documentation that meets stakeholder expectations.</li> </ul>
<b>3. Stakeholder and Partner Engagement</b> <ul style="list-style-type: none"> <li>Establish and maintain relationships with project partners and stakeholders.</li> <li>Facilitate collaboration with academic staff, students, and external partners.</li> <li>Support the Project Manager in preparing presentations and updates for stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Strong and positive relationships with partners and collaborators.</li> <li>Effective communication and timely updates provided to stakeholders.</li> </ul>
<b>4. Administrative Support</b> <ul style="list-style-type: none"> <li>Manage project-related communication, including emails and correspondence.</li> <li>Assist with budget tracking and financial reporting.</li> <li>Maintain accurate documentation and records related to project activities.</li> </ul>	<ul style="list-style-type: none"> <li>Timely processing of documentation and reporting.</li> <li>Effective budget tracking and compliance with financial protocols.</li> </ul>
<b>5. Monitoring and Evaluation (M&amp;E)</b> <ul style="list-style-type: none"> <li>Assist in monitoring project progress and performance indicators.</li> <li>Support the preparation of M&amp;E reports and data analysis.</li> <li>Maintain regular updates on project achievements and challenges.</li> </ul>	<ul style="list-style-type: none"> <li>Timely submission of quality reports,</li> <li>Internal quarterly reporting is required once the project is up and running smoothly;</li> </ul>

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	<ul style="list-style-type: none"> <li>Funded Projects required annual reporting and final reporting are required;</li> <li>Review the monthly follow-up of the Projects's Plan for risk assessment and management</li> </ul>
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**TERMS & CONDITIONS**

Salary: \$53,255.72 to \$65,040.91

Length of Contract: 31<sup>st</sup> December 2027

Gratuity and Allowances: *No Gratuity*

Other Benefits: *contribution to superannuation*

**POSITION SPECIFICATION****Qualifications (or equivalent level of learning)**

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>A Bachelor's Degree and Post Graduate qualification in Project Management, Business Administration or a relevant field.</li> </ul>	<ul style="list-style-type: none"> <li>Preference will be given to candidates who have Bachelor's Degree and Post Graduate Qualification Environmental or Social Sciences, or a relevant field to climate change.</li> <li>Experience working within a higher education or research environment.</li> <li>Knowledge of monitoring and evaluation processes.</li> <li>Proficiency in using project management and communication tools</li> </ul>

**POSITION DESCRIPTION****Knowledge / Experience**

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>• Minimum 4 years of experience in project coordination or event management.</li> <li>• Project management expertise possibly with regional and/or international organisations.</li> <li>• Proven ability to coordinate complex projects and events.</li> <li>• Strong organizational and time-management skills.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Ability to work collaboratively within a team and independently.</li> </ul>	<ul style="list-style-type: none"> <li>• Self-motivated;</li> <li>• Can solve problems (anticipate problems and find solutions);</li> <li>• Well organized;</li> <li>• Good team player;</li> <li>• Change-oriented with desire to develop on the job;</li> <li>• Willing to learn and adapt;</li> <li>• Attention to detail;</li> <li>• Is a person of integrity; and</li> <li>• Experience of working in the Pacific Region or a similar region</li> </ul>

**Key Skills / Attributes / Job Specific Competencies**

*The following levels would typically be expected for the 100% fully effective level:*

<i>Expert level</i>	
<i>Advanced level</i>	
<i>Working level</i>	x
<i>Awareness level</i>	