

JOB DESCRIPTION

OSC 10/2024: PROJECT AND DEVELOPMENT OFFICER

CORPORATE INFORMATION

Position Level:	Band F
Salary Range:	\$24,261.72
Duty Station:	Suva
Reporting Responsibilities:	<ul style="list-style-type: none"> a. Reports to the Commissioner b. Liaises with Commission Staff, other Government Agencies, Statutory Bodies and Partners.

POSITION PURPOSE

The position is responsible to the Commissioner to ensure planned, organized, and control of projects related to online safety initiatives. This includes developing strategies to address emerging online safety issues, coordinating with stakeholders to implement preventive measures, and evaluating the effectiveness of existing policies and procedures. By strategically managing resources and initiatives, the officer aims to enhance online safety practices, aligning with the commission's strategic objectives of safeguarding users and promoting a secure online environment. Ultimately, the officer's contribution ensures that the Online Safety Commission fulfils its purpose of protecting individuals from online harms and fostering a safer digital landscape.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

Develop and implement projects:

- Identify potential projects that align with the objectives of the Online Safety Commission.
- Conduct research and analysis to determine project feasibility and potential impact.
- Develop project plans with clear objectives, timelines, and resources required.
- Collaborate with team members and stakeholders to gain support and input for the project.
- Monitor and track project progress, and make necessary adjustments to ensure timely completion.

Oversee project budget:

- Develop project budgets in consultation with the Finance department.
- Monitor project expenses and ensure they are within the approved budget.
- Make recommendations for budget reallocation when necessary.
- Prepare project financial reports for management and stakeholders.

Coordinate with stakeholders:

- Develop and maintain positive relationships with stakeholders, including government agencies, NGOs, and community organizations.
- Liaise with stakeholders to gather input and support for projects.

- Address any concerns or issues raised by stakeholders in a timely and professional manner.

Ensure compliance:

- Comply with all relevant laws, regulations, and policies related to project management.
- Ensure that all projects adhere to ethical standards and meet the organization's values.
- Conduct risk assessments and take necessary steps to mitigate potential risks.

Report and present:

- Prepare periodic progress reports on projects and share with the relevant stakeholders.
- Present project updates and results to the management team and other stakeholders as required.

Continuous learning and improvement:

- Keep updated on industry trends, advances in technology, and best practices.
- Participate in training and development programs to enhance skills and knowledge
- Share knowledge and best practices with other team members to improve overall project management capabilities.

KEY PERFORMANCE INDICATOR

- Number of online safety campaigns successfully launched and implemented. This indicator would measure the officer's ability to plan, execute, and evaluate campaigns aimed at promoting online safety among internet users.
- Percentage increase in public awareness of online safety issues as a result of the officer's efforts. This indicator would demonstrate the officer's impact on educating and informing the public about potential risks and best practices for staying safe online.
- In terms of project completion rate, the Project and Development Officer must be able to successfully manage multiple projects simultaneously and ensure they are completed on time and within budget. This KPI is crucial in determining the officer's ability to effectively prioritize tasks and meet deadlines.
- Stakeholder satisfaction is equally important as it measures how well the officer communicates with stakeholders, addresses their concerns, and ensures their needs are met throughout the project development process. A high stakeholder satisfaction score indicates strong relationship-building skills and effective collaboration.
- Monitoring the development and execution of programs aimed at educating the public on online safety practices

PERSON SPECIFICATION

The applicant should possess a Bachelor Degree in Project Management/Management/Public Administration/IT or a similar field. The following knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- At least 3 years' experience working in a project department or similar field.
- A deep understanding of online safety issues and regulations is essential. This includes knowledge of current trends in cyber threats, online safety regulations, and best practices for safeguarding online users.
- Experience in project management is crucial for this role. The Projects and Development Officer will be responsible for overseeing various initiatives aimed at improving online safety, so strong organizational skills and the ability to coordinate multiple tasks are necessary.
- Experience in project management and development is necessary to successfully implement initiatives aimed at promoting online safety. The ability to collaborate with stakeholders, analyse data, and evaluate the impact of programs is vital for driving positive change in this field.

Skills and Abilities

- Capability to work under pressure.
- Demonstrated ability to work as a team and to follow instructions to meet tight deadlines.
- Excellent oral and written communication skills.
- Excellent communication skills to effectively collaborate with other team members and stakeholders.
- Strong project management skills are essential for overseeing various initiatives and ensuring they are completed on time and within budget. This includes the ability to plan, organize, and coordinate multiple projects simultaneously.
- Excellent communication skills are crucial for liaising with stakeholders, team members, and external partners. The Projects and Development Officer must be able to effectively convey information, provide updates on project progress, and collaborate with others to achieve common goals.

PERSONAL CHARACTER

All applicants for employment at the Online Safety Commission must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

SUBMISSION DETAILS

Applicants must submit the following:

1. A detailed cover letter and updated curriculum vitae (CV);
2. The contact details of at least two (2) referees with one (1) being the current employer if applicable; and
3. Certified copies of academic certificates and transcripts.

Applications stating the vacancy number can be submitted in one of the following ways and must be done by 4.00pm on Friday 03rd January, 2025.

Application by*	Delivered to:
Email	careers@onlinesafetycommission.com
Post	'Vacancy Number' The Commissioner – Online Safety Commission P. O. Box 51 Government Buildings Suva
Hand Delivery	'Vacancy Number' The Commissioner – Online Safety Commission Level 9 Suvavou House 401 Victoria Parade Suva

Note: Late applications will not be accepted

****Applicants are encouraged to submit their application via email.***