



TELECOMMUNICATIONS AUTHORITY OF FIJI

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JOB DESCRIPTION: PROJECT OFFICER

CORPORATE INFORMATION

1. Salary Range: \$35,382.00 - \$53,073.00
2. Duty Station: Telecommunications Authority of Fiji Office (Suva)
3. Reporting Responsibilities:
 - a) **Reports To:** Manager Projects (MP)
 - b) **Liaises with:** Chief Executive Officer, Manager Technical Regulatory, Manager Corporate Services, Manager Legal, Team Leader [Engineer & Projects], Engineer Support Officers, Corporate Communications Officer, Information Technology Specialist Officer, Finance Officer, Finance Assistant, Administration Officer & Receptionist and Driver/ Messenger.
 - c) **Subordinates:** None.

ABOUT THE TELECOMMUNICATIONS AUTHORITY OF FIJI

The Telecommunications Authority of Fiji (TAF) is an industry leader dedicated to regulating and advancing the telecommunications industry to ensure reliable, efficient, and innovative services for the public and businesses. TAF's goal is to foster a competitive environment that drives progress and technological advancements while protecting consumer interests.

POSITION PURPOSE

The Projects Officer is responsible for supporting the effective planning, coordination, implementation, and monitoring of projects administered by the Telecommunications Authority of Fiji (TAF). The incumbent will primarily support the delivery of the Universal Service Deployment initiative, and subsequently other key projects including Market Analysis and strategic programs aligned with TAF's mandate to improve access to and quality of telecommunications and ICT services across Fiji.

KEY RESULTS AREA (KRA)

The position will achieve its purpose through the following:

1. Assist in the development and implementation of project plans, timelines, and performance indicators.
2. Support the day-to-day coordination and administration of TAF projects, ensuring compliance with internal policies and external requirements.

3. Travel regularly to project sites and remote communities, to monitor implementation progress, ensure stakeholder participation, and support service delivery.
4. Assist in the collection, validation, and analysis of data for project reporting and market analysis activities.
5. Engage with stakeholders including government ministries, service providers, vendors, and community representatives to support project outcomes.
6. Draft and contribute to project documentation, including reports, briefing papers, business cases, and presentations.
7. Maintain comprehensive risk and issues registers as part of project governance and reporting responsibilities.
8. Maintain project records, correspondence, and monitoring tools in a secure and accessible manner.
9. Support procurement and contract administration, including budget development and expenditure tracking in compliance with TAF's financial and procurement guidelines.
10. Support change management processes, such as scope changes and project variations, in line with project control procedures.
11. Support post-project reviews, evaluations, and lessons learned exercises.
12. Perform any other duties assigned by the Manager Projects relevant to the position.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Project milestones achieved within agreed timeframes and budgets.
2. Quality and accuracy of project documentation, reporting and risk management.
3. Level of stakeholder engagement and feedback.
4. Compliance with TAF project and procurement processes.
5. Demonstrated initiative and contribution to project outcomes.

SELECTION CRITERIA

PERSON SPECIFICATION

A Bachelor's Degree in Project Management, Public Administration, ICT, Economics, Development Studies or related field from a recognized institution with the following knowledge, experience, skills and abilities are required to successfully undertake the role of the post:

Knowledge and Experience

1. Minimum of three (3) years' work experience in a project support, coordination, or administrative role.
2. Familiarity or experience with project management software such as Microsoft Project or equivalent tools.

3. Knowledge of project management principles and tools, including appropriate methodologies depending on project type and complexity (e.g., Waterfall, Agile, Hybrid).
4. Demonstrated experience in supporting data-driven and multi stakeholder and community-oriented projects.
5. Experience working in or with government, regulatory, NGO or ICT-related organisations is desirable.
6. Demonstrated valid driving licence and at least a minimum of 5 years' experience in driving.
7. Certification in Project Management would be an advantage.

Skills and Abilities

1. Knowledge of project management principles and tools.
2. Ability to manage and document project risks, issues, and changes effectively using standard tools.
3. Strong organizational and documentation skills for maintaining accurate and auditable project records including WBS, milestones, and deliverables tracking in compliance with audit requirements under the relevant legislation.
4. Excellent communication, planning, cultural awareness and stakeholder engagement skills in diverse environments, including remote and under-served communities.
5. Competency in Microsoft Office Suite and basic project tracking tools (e.g. Gantt charts, MS Projects).
6. Ability to manage competing priorities and meet deadlines under limited supervision.
7. Team-oriented with a proactive and adaptable approach to work.
8. Understanding issues related to digital inclusion and universal access is an advantage.
9. Service oriented approach, with a commitment to supporting the operational environment of the organisation.

Personal Character and Eligibility

Applicants for employment in the Telecommunications Authority of Fiji must be Fijian Citizens, below the age of 60, be of sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Telecommunications Authority of Fiji is an Equal Employment Opportunity Employer. We are committed to promoting a diverse and inclusive workforce. Applicants are encouraged by all eligible and qualified applicants. Applicants highly assessed as having specific knowledge, experience, skills, and abilities required for the job will be considered.