TELECOMMUNICATIONS AUTHORITY OF FIJI

JOB DESCRIPTION: **MANAGER PROJECTS**

CORPORATE INFORMATION

1.   Salary Range: $67,104.00 - $80,524.00
2.   Duty Station: Telecommunications Authority of Fiji Office (Suva)
3.   Reporting Responsibilities:
   a) **Reports To:**   Chief Executive Officer
   b) **Liaises with:**   Manager Technical Regulatory, Manager Legal, Manager Corporate Services, Team Leader (Engineer & Projects), Project Officers and Engineer Support Officers, Corporate Communications Officer, Information Technology Specialist Officer, Finance Officer, Finance Assistant, Administration Officer & Receptionist and Driver/ Messenger, External stakeholders including Government Ministries, Telecommunications Service Providers, Vendors, Consultants, and Development Partners.
   c) **Subordinates:**   Project Officer.

ABOUT THE TELECOMMUNICATIONS AUTHROITY OF FIJI

The Telecommunications Authority of Fiji (TAF) regulates and advances Fiji's telecommunications and ICT sector, ensuring reliable, innovative, and affordable services for all Fijians. TAF's mandate includes fostering a competitive environment, promoting universal service access, supporting digital transformation, and protecting consumer interests. TAF leads strategic initiatives to expand connectivity, bridge the digital divide, and support national development priorities.

POSITION PURPOSE

The Manager Projects is responsible for the strategic leadership, planning, implementation, and oversight of all projects under the Telecommunications Authority of Fiji. This includes the Universal Service Deployment Programme, national connectivity and market assessment initiatives, sector research, and any strategic projects assigned by the CEO.

The role ensures that projects are delivered on time, within budget, and in accordance with TAF's regulatory mandate, project governance framework, and national policies. The Manager Projects provides project leadership, ensures effective stakeholder engagement, manages project risks, ensures compliance with procurement and financial guidelines, and oversees reporting and performance monitoring.

KEY RESULTS AREA (KRA)

The position will achieve its purpose through the following responsibilities:

1. Strategic Project Planning & Leadership

1. Lead the development of project strategies, master plans, work breakdown structures, timelines, and implementation frameworks for all TAF projects.
2. Provide leadership and technical guidance to the Projects Unit to ensure high-quality project coordination and delivery.
3. Ensure alignment of project priorities with TAF's Strategic Plan, Universal Access objectives, government policies, and regulatory functions.

2. Project Governance, Monitoring & Oversight

4. Oversee day-to-day project operations, ensuring compliance with internal policies, procurement guidelines, financial procedures, and external regulatory requirements.
5. Establish and maintain robust governance documentation, including risk registers, issue logs, monitoring dashboards, change control registers, project charters, TORs, and evaluation frameworks.
6. Conduct field visits and monitoring missions to project sites and remote communities, ensuring project implementation quality and stakeholder engagement.
7. Validate data, conduct project analysis, and ensure the accuracy of reporting used for regulatory decision-making, market assessments, and performance reviews.

3. Stakeholder & Community Engagement

8. Lead engagement with government agencies, telecommunications operators, vendors, consultants, development partners, and community groups to support project outcomes.
9. Represent TAF in project-related forums, technical committees, consultations, and public meetings.
10. Ensure transparent and timely communication on project progress, risks, and issues.

4. Financial Management & Procurement Oversight

11. Manage project budgets, procurement processes, contract administration, and expenditure tracking in line with TAF's Finance Manual and Procurement Guidelines.
12. Develop business cases, cost-benefit assessments, project funding requests, and tenders to support project approvals and resource allocation.

5. Reporting, Compliance & Performance Management

13. Ensure the timely preparation of high-quality reports, briefs, Board submissions, presentations, and regulatory documents related to project activities.
14. Oversee performance measurement against KPIs, including milestone tracking, quality assurance, monitoring, and evaluation outcomes.
15. Ensure proper project documentation, secure record keeping, audit compliance, and alignment with relevant laws and regulatory standards.

6. People Leadership & Capacity Building

16. Supervise, mentor, and build capacity of project staff in project management methodologies, stakeholder engagement, and data-driven reporting.
17. Manage team performance, work programs, and resource planning within the Projects Unit.

7. Additional Responsibilities

18. Lead post-project reviews, impact assessments, and lessons-learned evaluations to improve future implementation.
19. Perform any other duties assigned by the CEO relevant to the position.

KEY PERFORMANCE INDICATORS
Performance will be measured through the following indicators:

1. Timely delivery of project milestones against approved timelines and budgets.
2. Quality, completeness, and accuracy of project reports, governance documents, and regulatory briefs.
3. Strength and effectiveness of stakeholder engagement across the telecommunications sector and project communities.
4. Compliance with TAF's financial, procurement, and project management procedures.
5. Demonstrated leadership, capacity development, and performance management within the Projects Unit.
6. Successful delivery and measurable impact of Universal Service and other strategic projects.
7. Quality of risk management, issue resolution, and decision support provided to the CEO and the Board.

SELECTION CRITIERIA

PERSON SPECIFICATION
A Bachelor's Degree in Project Management, Engineering, ICT, Economics, Public Administration, or relevant discipline from a recognized institution. A Postgraduate qualification would be an advantage. The following knowledge, experience, skills and abilities are required to successfully undertake the role of the post:

Knowledge and Experience
1. At least 5 - 7 years of experience in project management or leading major national, ICT, telecommunications, community, or development projects.
2. Demonstrated experience managing multi-stakeholder and community-based projects with significant field implementation.
3. Knowledge of project management methodologies (Waterfall, Agile, Hybrid) and experience using project software (e.g., MS Project, Jira, Gannt or equivalent).
4. Proven experience in budget management, procurement oversight, and contract administration.
5. Experience working in a regulatory, government, ICT, or development agency environment is desirable.
6. In-depth understanding of digital inclusion, universal access, and infrastructural connectivity issues is an advantage.
7. Demonstrated valid driving licence and at least minimum 5 years' experience in driving.
8. Certification in Project Management would be an advantage.

Skills and Abilities
1. Strong leadership, planning, and organisational skills with the ability to manage multiple priorities under limited supervision.
2. Excellent analytical and problem-solving abilities with experience in data validation, market analysis, and project performance assessment.
3. High-level communication, negotiation, and stakeholder engagement skills, including experience engaging in remote communities.
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 maintain accurate, auditable project documentation and apply strong project governance practices.
7. Proficiency in Microsoft Office Suite and project management software.

8. Demonstrated ability to lead teams, mentor staff, and build a high-performing project unit.
9. Strong ethical standards, integrity, and a service-oriented approach aligned to TAF's regulatory mandate.

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 from all eligible and qualified applicants. Applicants highly assessed as having specific knowledge, experience, skills, and abilities required for the job will be considered.