



## **JOB DESCRIPTIONS:** Project Officer (National Art Gallery [NAG], Phase 2)

### **Corporate Information**

1. **Position Level:** Band F
2. **Position Type:** Project Position
3. **Tenure:** Fixed term - 1 year
4. **Salary:** \$22,528.74.
5. **Reporting Responsibilities:**
  - a. *Reports To:* Director Fiji Arts Council (DFAC)
  - b. *Assist The:* National Taskforce Committee (NTC) on the NAG

### **Position Purpose**

A National Taskforce Committee (NTC) to look into Phase 2 of the development of a National Art Gallery has been approved by Fiji's Cabinet in August 2023. It is the role of the Project Officer to provide a wide range of support and administrative services to the NTC so that it is able to achieve its mandated national task.

### **Key Duties**

The position will achieve its purposes through the following key responsibility areas to:

1. Organise and schedule meeting and consultative sessions of the National Taskforce Committee;
2. Document and submit to the DFAC and NTC-NAG Chair, results of meeting and consultation proceedings for endorsement;
3. Liaise with key experts to advice on technical matters required by the NTC-NAG;
4. Conduct qualitative and quantitative research including analysis of information/data collated before presentation to the NTC-NAG;
5. Work with DFAC in implementation decisions and directive of the NTC-NAG;
6. Provide progressive monthly reports to the DFAC;
7. Organise logistics and other administrative (including financial) needs of NTC-NAG;
8. Create and update database of key partners, stakeholders, data sources, beneficiaries, and collaborators of the project;
9. Initiate routine correspondence relating to the implementation of the project, work of NC-NAG and drafting of official documents.

## **PERSON SPECIFICATION**

### **Qualification and Experience**

The incumbent to be a degree holder preferably in the area/ field of Management or Public Business Administration or Arts management and the related. It is pertinent that the individual should also have:

1. At least 2 -3 years' work experience in a similar role
2. Proficient in the use of MS Office and related applications including internet access.
3. Research experience, analysis and reporting.
4. Excellent communication and report writing skills
5. Previous experience in project administration, logistical and financial operation.

## DELIVERABLES

The following outputs is envisaged for the post to deliver during tenureship in the said position:

1. Finalise meeting/consultation schedule for NTC-NAG.
2. Finalise edited copies of all meeting and consultation minutes of the NTC-NAG.
3. A comprehensive list of technical advisors and their respective briefs and input to the NTC-NAG for reference purposes.
4. Updated monthly reports submitted to the Director FAC (12x).
5. Flimsy copies (in a folder) of all correspondences and official documents of the project.
6. Database of stakeholder and partners with details and contact.

## PERSONAL CHARACTER

The incumbent must be of good character, with a background that demonstrates their commitment to the project; a Fiji Citizen, under the age of 60, in sound health and clear police record.

You can hand deliver and address your applications to:

### Submission

**Applications must be submitted by 4.30pm on Friday 24 November 2023.** Incomplete and late applications will not be accepted.

Submission of application should be addressed to:

Applications by Post	Applications Deliver	Application emailed
The Director Fiji Arts Council P.O.Box 2432, Government Building Suva	The Director Fiji Arts Council Level 2, Ham Bing Nam Building Suva Street Suva	<a href="mailto:facvacancy2022@gmail.com">facvacancy2022@gmail.com</a>  Or <a href="mailto:ana.taoi@fijiartscouncil.com.fj">ana.taoi@fijiartscouncil.com.fj</a>