

# Project Manager

## Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project Management Unit (PMU)

### Position Description

<b>Work location:</b>	Honiara, Solomon Islands
<b>Budget holder:</b>	No
<b>Direct reports:</b>	5

### **Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project**

The Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project is one of the largest locally-led adaptation projects globally, and one of the first with a strong focus on the education sector. Largely funded under the Green Climate Fund (GCF) with co-finance from the governments of Australia and New Zealand, it has been designed to reduce children, youth and communities' exposure to climate hazards and help build sustainable, resilient communities and livelihoods in the context of climate change.

Working with communities across six provinces, the project will strengthen resilience to climate change impacts by strengthening the capacities of national, subnational, and local governments, communities, and schools to understand, plan for and implement responses to the climate crisis. The project will achieve this through activities under three components:

1. Community-led development of adaptation plans, climate change knowledge and skills, and access to climate change information;
2. Resilient livelihoods, food and nutrition security, and school-level infrastructure; and
3. Institutional strengthening.

SOLKAS is a partnership between the Government of the Solomon Islands, through the Ministry of Environment, Climate Change, Disaster Management, and Meteorology (MECDM), and Save the Children Solomon Islands (SCSI). The Accredited Entity (AE) with overall accountability for the project to the GCF is Save the Children Australia (SCA).

Project implementation will be managed by a Program Management Unit (PMU) under the supervision of MECDM and SCSI. Project activities will be delivered by SCSI and the relevant government department including Ministry of Rural Development, Ministry of Education and Human Resources Development, Ministry of Agriculture and Livestock, Ministry of Fisheries and Marine Resources, Ministry of Women, Youth, Children, and Family Affairs, and Ministry of Provincial Government and Institutional Strengthening.

### **Role Purpose**

The Project Manager is the senior leadership position leading the PMU in overseeing the technical supervision of project implementation. The PMU is responsible for the day-to-day technical support and coordination between government ministries and departments at national, provincial and Ward level to ensure project plans are implemented in line with project documents and in line with the compliance requirements of the GCF, Accredited Entity and the Solomon Islands Government.

The PMU Project Manager will be responsible for overall project management, program risk management, coordination and engagement with all levels of government and broader project stakeholders. In leading the project and its team, the PMU Project Manager will guide, coordinate and

manage the day-to-day work of the PMU in the areas of procurement, financial management and compliance, monitoring and evaluation, reporting, communication and technical advice.

## **Key Areas of Accountability**

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### **Team Leadership and Management**

- Lead high quality, results orientated planning, implementation and reporting in compliance with donor, government and Save the Children agreements and procedures.
- Provide strong leadership and supervision of the PMU staff.
- Manage performance of the PMU staff, including performance appraisals, coaching and development.
- Facilitate the National Technical Working Group in a secretariat function.
- Oversee recruitment of consultants and employees of the project.
- Ensure development and effective operation of the project's Grievance Redress Mechanism.
- Role model the values of the Solomon Islands Government, Save the Children, and the Green Climate Fund, promoting values-based leadership.

### **Project Management**

- Act as the key focal point for the project and interface with the Solomon Islands Government, SCSi, SCA and other key implementing partners and stakeholders as required.
- Monitor and manage the key risks associated with the delivery of the project including implementation of appropriate mitigation measures.
- In consultation with relevant government departments and project technical advisors, maintain and monitor an integrated implementation plan.
- Lead the team to deliver the project on schedule and budget, ensuring the project support functions (finance, human resources, procurement and administration) are working effectively and efficiently.
- Ensure achievements of the SOLKAS objectives as detailed in the project proposal and guidance, are in line with GCF and SC guidelines.
- Ensure close coordination between PMU, the Solomon Islands Government, SCSi and SCA.

### **Project monitoring and reporting**

- Provide oversight of the Monitoring and Evaluation (M&E) of the project.
- Review and ensure, through the PMU Finance Manager, sound budget tracking and reporting against project expenditure and progress, ensuring donor compliance and accountability standards are met (including project audits when required).
- Review and ensure, through the MEAL Manager and Communication Manager, the quality and consistency of all internal and external reports.
- Ensure that project reporting and documentation meet donor quality standards and requirements and are submitted on-time to the National Technical Working Group, other project stakeholders and the Accredited Entity (SCA).
- Raise any critical issues or risks to the National Technical Working Group and follow up on agreed actions.

### **Stakeholder relationship management**

- Maintain strong relationships with the project partners, provincial and national government, other relevant stakeholders.
- Ensure all key stakeholders are kept appropriately informed of project progress and are provided with effective opportunities to provide input into project implementation.
- Ensure and support regular communication with the heads of all the Government and Provincial departments for the effective, efficient and timely implementation of project activities.
- Ensure the communications function is working effectively and that the project is well represented nationally and internationally.

### **Health, safety, security, and risk management**

- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace.
- Report all incidents, injuries and potential hazards in a timely manner.
- Ensure full integration and responsibility for the project's Environmental and Social Assessment and Residual Risk Management Plan, including appropriate mitigation measures.
- Ensure the project's Grievance Redress Mechanism is always functioning effectively.

### **Child protection and safeguarding requirements**

- Always maintain a safe and positive relationship when working with children and young people.
- Comply with Save the Children Australia's Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details).
- Respond to any concerns for the safety or wellbeing of a child or adult in accordance with internal reporting processes, including the Grievance Redress Mechanism.

## **Person Specification**

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### **Essential knowledge or experience**

- Very substantial experience managing complex projects with multiple partners, especially government agencies or line ministries.
- Extensive experience in the Solomon Islands and the Pacific.
- Previous experience as a Team Leader, Chief of Party or similar role for multilateral funded program.
- Proven project management skills, including successfully delivering large-scale complex projects from initiation to completion with a focus on project mobilisation, delivery and accountability.
- Demonstrated strategic planning skills, including strong time management, administrative and organisational skills.
- Demonstrated application of project management disciplines (including Agile).
- Outstanding problem-solving skills and an innovation mindset, supported by strong analytical capability.
- Proven ability to develop and report on KPIs to measure the success of project management processes.
- Experience operating within a complex environment and dealing with ambiguity.
- High levels of behavioural flexibility and emotional intelligence.
- Excellent ability to engage and influence others across all levels of the organisation, Government and other stakeholders.
- Highly developed communication skills, written and verbal, and the ability to present information clearly and effectively to a wide range of internal and external audiences, including highly developed report writing skills.
- Knowledge in the fields of financial management, procurement management, and monitoring and evaluation.
- A willingness to travel to provincial locations within the Solomon Islands (approx. 30%).

### **Desirable knowledge or experience**

- Knowledge of climate change and environmental management programming, particularly in the context of the Pacific.
- Experience of working in, or with, government, ideally in the Solomon Islands.
- Experience of work in child centred organisations.
- Knowledge of, or experience with, the Green Climate Fund.
- Understanding of Pijin.

### **Required qualifications and/or accreditations**

- University education (Degree or preferably Masters levels) in Climate Change, International Development or related field, or relevant equivalent experience.
- Project management training or certification, or relevant equivalent experience.

## **Additional Information**

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- Any offer of employment will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check.
- Employees must sign on to the project's Child Safeguarding Policy and Code of Conduct.
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above.
- Flexible working will be required, including regular out of office hours calls and frequent travel.