



JOB DESCRIPTION - ICT PROJECT COORDINATOR

Position Title: ICT Project Coordinator

Location: Suva

Reports to: Chief Executive Officer

Position Number: TSLS 15

Category: Staff

Supervised by: Manager ICT
Transformation

ORGANIZATION CONTEXT

The Tertiary Scholarships and Loans Service (TSLS) is a statutory organization established under the Tertiary Scholarship and Loans Act 2014 (“the Act”) to administer Fijian Government funded Scholarships and Study Loans. In doing so, TSLS is responsible for ensuring transparent and accountable management of government funding in the service delivery.

POSITION CONTEXT

The ICT Project Coordinator will be responsible for overseeing and managing a range of ICT projects from initiation to completion. This role involves liaising with stakeholders, obtaining quotations, ensuring project milestones are met, and delivering high-quality outcomes on time and within budget.

KEY RESPONSIBILITIES:

- **Project Management:**
 - Plan, execute, and finalize projects according to strict deadlines and within budget.
 - Develop project scopes and objectives, involving all relevant stakeholders.
 - Coordinate internal resources and third parties/vendors for the flawless execution of projects.
- **Stakeholder Management:**
 - Act as the point of contact for all project stakeholders.
 - Communicate project expectations to team members and stakeholders.
 - Develop and maintain strong relationships with stakeholders to ensure their needs are met and expectations managed.
- **Quotation and Procurement:**
 - Obtain quotations from suppliers and vendors.
 - Analyze and compare quotations to ensure the best value for money.
 - Manage procurement processes and contracts.
- **Risk Management:**
 - Implement mitigation strategies to ensure minimal disruption to project timelines.
- **Reporting and Documentation:**
 - Prepare and present regular project status reports.
 - Maintain comprehensive project documentation.
 - Track project performance, specifically to analyze the successful completion of short and long-term goals.

QUALIFICATION AND EXPERIENCE

- Bachelor's degree in information technology, Computer Science, Business Administration, or related field and two (2) years of experience or Diploma in relevant field with 5 - 7 years of relevant experience or Postgraduate with one (1) year experience in multi project administration
- Proven working experience as a Project Officer in the ICT sector or in a service organization.
- Working knowledge with understanding or hands-on experience in software development and web technologies.
- Ability to manage change in a continuous change environment
- Excellent client-facing and internal communication skills.
- Solid organizational skills including attention to detail and multitasking skills.
- Strong working knowledge of Microsoft Office and project management tools (e.g., MS Project).

ADDED ADVANTAGE

- PMP, PRINCE2, or similar project management certification, or an accredited qualification in Project Management
- Experience with Agile/Scrum methodologies.

RENUMERATION

- **Salary Band:** 3
- **Salary Range:** \$28,641.00 - \$42,962.00