



## Job Opportunity at KPA Project Development Officer

The Kiribati Ports Authority (KPA) is pleased to invite qualified individual to fill in the post of **Project Development Officer** carrying a salary scale of Grade 5/4-3 of KPA salary grading.

**i) Eligibility**

- a) Degree in Project Management or related field.
- b) Masters in the related discipline is an advantage.
- c) At least three years proven working experiences as a Project Administrator/ Coordinator, Project Manager or Project Officer in any recognised organisations, Ministries or Stated Owned Enterprises (SOEs).
- d) Age should be between 30 to 45 years

**ii) Skills and Attributes:**

- Solid technical background, with understanding or hands-on experience in project management software.
- Excellent client-facing and internal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills.
- Managing, planning, budgeting, overseeing and documenting all aspects of KPA projects.
- Managing coordination of the partners and working groups engaged in project work.
- Project planning and control including developing and maintaining a detailed project plan, managing project deliverables in line with the project plan.
- Resolving cross-functional issues at project level.
- Managing project scope and change control and escalating issues where necessary.
- Monitoring project progress and performance and managing project evaluation and dissemination activities.

**iii) Ineligibility-** Individuals with the following attributes shall be ineligible to apply:

- Disciplinary cases involving moral turpitude/ character or involvement in misappropriation of fund and criminal cases.
- Officers compulsorily on account of inefficiency.
- Officers with poor health conditions or record.

**iv) Period of employment-** Appointment will be made for three (2) years contract with possibility for extension based on successful performance.

**v) How to apply: Application form** and further details of the post can be obtained from KPA office during business hours or by emailing to [ceo@kpa.com.ki](mailto:ceo@kpa.com.ki) or [hrm@kpa.com.ki](mailto:hrm@kpa.com.ki)

**vi) All application forms must be submitted along with the CV and other relevant documents to KPA Office on **Friday 16<sup>th</sup> October 2020** during working hours.**

CEO, Kiribati Ports Authority.