



HIGHER EDUCATION COMMISSION

JOB DESCRIPTION

JOB TITLE	PROGRAMME OFFICER – PLANNING & REPORTING
DEPARTMENT	CORPORATE SERVICES
DURATION	3 YEARS
EMPLOYMENT STATUS	Full Time
LOCATION	22 Gorrie Street, Suva

Scope

The nature and scope of the Programme Officer – Planning & Reporting (PO-P&R) is to provide support to the Senior Manager Corporate Services (SMCS) by coordinating, facilitating and engaging with various internal stakeholders (HEC Secretariat, Senior Management Team (SMT), the Operational Governance Committee (OGC) and the Commission) and external stakeholders in the areas of planning, monitoring & evaluation (M&E) and reporting for the Higher Education Commission (HEC).

1. MAIN OBJECTIVES	2. KEY TASKS
a. Support the SMCS in facilitating the Organisational Business Planning.	<ul style="list-style-type: none"> • Coordinate the Annual Business Planning (ABP) Workshop at the start of the calendar year for the following financial year. • Support the SMCS in organising and coordinating the workshop in terms of logistics which includes, preparing the workshop agenda, organising the catering, venue, invites, and circulating templates, notes and instructions on filling the ABP and other relevant templates and documents.
b. Facilitate organisation's Monitoring and Evaluation (M&E).	<ul style="list-style-type: none"> • Coordinate M&E for the organisation (this includes M&E for HEC ABP, FHEIP and any other donor-funded programmes). • Prepare and circulate Monthly M&E Reporting template to staff. • Evaluate the Monthly/Quarterly M&E Report in consultation with the M&E Committee. • Prepare Monthly/Quarterly M&E Reports to the SMT and external donors (for example, MFAT).

	<ul style="list-style-type: none"> • Prepare Quarterly Reports to the OGC and Commission.
c. Reporting (Annual Report)	<ul style="list-style-type: none"> • Prepare the HEC Annual Report which includes: <ul style="list-style-type: none"> - Prepare Annual Report content (this excludes the financials) based on the Financial Year's ABP; - Verify Annual Report narratives and evidence provided by various sub-teams and teams; - Liaise with SMT, the OGC and the Commission to facilitate the approval of the draft narratives; - Liaise with Finance team to facilitate the inclusion of the financial audit report in the Annual Report; - Facilitate in the designing and printing of the Annual Report; and - Liaise with MEHA and the Parliament of Fiji Secretariat to facilitate the approval and tabling of the Annual Report to Cabinet and Parliament. • Liaise with staff on KPI progress and evidence. • Support the SMCS with the preparation of the FHEIP Activity Progress Report and other reports to relevant donors.
d. Support the SMCS and SMT on Risk Registers (Strategic and Operational Risk Register)	<ul style="list-style-type: none"> • Support the SMCS/SMT in circulating the Risk Register Templates to SMT for their input. • Support the SMCS/SMT in drafting Commission Paper to update the OGC and Commission on Risk Registers.
e. Support the SMCS/Director in any other HEC related work.	<ul style="list-style-type: none"> • Provide support to the SMCS in planning which includes strategic and operational planning. • Develop, engage and maintain an interpersonal relationship with all relevant stakeholders, both internal and external to the HEC. • Provide support to the Director and other teams as and when required.

EXPECTED RESULT AREAS

- Effectively facilitate organisational monitoring and evaluation against the M&E Framework and Procedure.

- Effectively coordinate the preparation/development of organisational reports, which includes but is not limited to the M&E Monthly Report, M&E Quarterly Report, FHEIP Annual Report and other donor-funded reports, reports to Government, etc.
- Support SMCS effectively in Organisational Planning.
- Support SMCS and SMT in the preparation of Risk Registers aligning to the SORM Framework.
- Liaise, communicate and build strong interpersonal relationships with HEC Secretariat.
- Collaborate and engage with relevant stakeholders, professional bodies and organisations to achieve organisational or sector improvements and outcomes.
- Proactively engage in programmes, projects and activities undertaken by various teams/subteams for effective monitoring and evaluation.
- Build a broad understanding and knowledge of ABP Outputs and the outcomes of donorfunded programmes or projects such as the MFAT funded FHEIP.

Within the context of the Expected Result Areas described above, the incumbent will be required to:

<p>Demonstrate Accountability by:</p>	<ul style="list-style-type: none"> • Completing assigned tasks to agreed timelines (Guideline for self). • Accepting personal responsibility for the quality of their work and takes all appropriate steps to ensure that intended outcomes are achieved. • Taking personal responsibility for decisions within their delegation. • Acknowledging and correcting mistakes. • Making effective use of their work time. • Is not absent without reason and ensures their work can be covered during foreseeable absences.
<p>Support Teamwork by:</p>	<ul style="list-style-type: none"> • Valuing all team members and promotes cooperation and good morale, creating a feeling of belonging. • Effectively working with people from different cultures and embraces the value that cultural diversity brings to the workplace. • Putting team success ahead of individual success. • Providing support to other team members when it is requested. • Taking charge when necessary to facilitate action or to making a decision but does not overstep their authority.

	<ul style="list-style-type: none"> • Looking to build their own expertise and share it with others. • Actively contributing to process improvement within the team.
Contribute to the organisation by:	<ul style="list-style-type: none"> • Promoting the values of the Higher Education Commission both internally and externally.
	<ul style="list-style-type: none"> • Acting professionally at all times in terms of personal integrity, confidentiality and respect for all colleagues. • Understanding how their work contributes to the success of the organisation in achieving its external strategy and KPIs. • Being open in discussions about how processes can be improved across the Commission or ways in which organisational risks within their areas of expertise can be managed more effectively.
Take responsibility for general health and safety by:	<ul style="list-style-type: none"> • Taking responsibility for own health, safety and well-being and actively seek to ensure the health, safety and well-being of others.
<p>Contribute and adhere to the HEC's values on:</p> <ul style="list-style-type: none"> • Commitment to excellence in higher education and training; • Commitment to exceptional services when aiding all our stakeholders; • Integrity and transparency; • Innovation and responsiveness for continued relevance; • Lifelong learning for learners; and • Commitment to our people and their contribution. 	

Key Selection Criteria

- Undergraduate degree in Development Studies, Public Administration, Management, Business Administration or equivalent.
- Experience in Monitoring and Evaluation, Business Planning and Reporting.
- High level of written and spoken English with the ability to use technology and possess relevant technical skills.
- Collaborate and engage with internal stakeholders and external stakeholders.
- Have good communication skills and attention to detail, creativity, accuracy, tact, being solution orientated with the ability to meet deadlines.
- Presentation skills, particularly in relation to presenting reports to relevant internal and external stakeholders.
- An organised and structured approach to prioritise and manage workloads.

Financial Authority (Yes/No)

Budget owner: No

Delegated Financial Authority as per HEC's Delegations Policy: No

Responsible for new employee hire: Support

BUDGETARY RESPONSIBILITY

None.

People Management Number

of Direct Reports: Nil.

Number of Indirect Reports: Nil.

Responsible for contract staff, and/or coaching, training of others: Induction / Onboarding / professional development

RELATIONSHIPS

- **Directly responsible to:**
 - Senior Manager Corporate Services

- **Supervision of:**
 - Does the person assist in staff recruitment, etc? No
 - Does the person address staff performance issues? No
 - Does the person undertake Performance Development Reviews (PDR)? No
 - Does the person allocate tasks to staff? No

- **Functional relationships with:**
 - HEC Secretariat
 - Commission and sub-committees
 - Government Ministries in Fiji:
 - Ministry of Education, Heritage and Arts
 - Parliament of Fiji
 - Ministry of Foreign Affairs
 - Ministry of Economy
 - Graphic Designers /Publication
 - Graphic Designers (Local Graphic designers)
 - Publication (Printery Companies) - Local printery companies.