



JOB DESCRIPTION FOR PART TIME PROJECT OFFICER

(Locally-based, Fiji Nationals Only)

Name of Position: Part-Time Project Officer

Responsible To: Manager, Sustainable Tourism Development Division

Type of Position: Part Time (2 or 3 days a week for the duration of the project)

Duration: September – December 2018 (with possible extension to January 2018 based on project duration)

Background:

The South Pacific Tourism Organisation (SPTO) in collaboration with the United Nations Development Programme (UNDP) Pacific Office, Suva Fiji are partnering to implement a marine eco-tourism project in Fiji. The project has a unique set up whereby a model of engaging private sector to support the collective sustainability efforts of the Pacific will be developed and tested. SPTO as a regional inter-governmental body mandated to market and develop tourism in the Pacific, is excited to learn and grow from the partnership in light of its role in promoting sustainable tourism development in Pacific destinations.

SPTO's Sustainable Tourism and Marketing Divisions are involved in the project. The Part Time Project Officer will provide support to the team in the following areas:

Duties:

1. Coordination of project activities within SPTO
2. Monitor and follow up on SPTO workplan deliverables
3. Contribute innovative ideas to enhance delivery of project outputs
4. Plan and support the engagement of stakeholders including private sector, government agencies, Non-Government Organisations, partners and local media
5. Work with SPTO Communications Specialist and Marketing team in implementing the project's Marketing Strategy and Social Media Plan
6. Promote visibility of the project using SPTO networks
7. Compile project reports
8. Provide logistical and administrative support to the team

Skills:

- Project coordination/management
- Organisational (achieve targets)
- Communication (written and spoken English)
- Stakeholder engagement and relationship management
- Computing, including graphic designs (desirable)
- Technologically savvy