

Kiribati Technical Vocational Education and Training Sector Strengthening Program (TVETSSP)

Key Responsibilities

Components 1 and 2	Key Responsibilities
Head Office Program Manager	• In partnership with the Ministry of Labour and Human Resource Development (MLHRD), provide leadership and professional direction to the program and support the in-country TVET Coordinator in program implementation. • Provide AusAID, Government of Kiribati (GoK) and the TVET Coordinator with strategic advice as required across the focus areas of a) TVET sector policy, planning and oversight, b) KIT Training Delivery and c) Program Management. • Ensure the overall coherence and quality of program implementation, team management, personnel development, stakeholder relations, reporting and adherence to contract conditions and annual plans. • Work with the TVET Coordinator and the Resource Coordinator to identify, recruit, guide and coach program staff to ensure they work at an optimal level in their individual and team roles. • Review team and personnel performance and ensure all performance issues are managed appropriately. • Ensure program M&E systems are effective and that lessons learned are incorporated into the annual planning cycles. • Coordinate and provide quality assurance on the timely preparation and submission of all reports required under the contract between AusAID and the MC. • Support the development of robust financial, administrative and procurement systems. • Monitor the use and acquittal of Program funds, ensuring funds and resources are applied in line with the contract and approved annual plans. • Support mechanisms that ensure effective communication and coordination within the program. Particular attention should be

	paid to coordination of activities managed by program staff in the MC's Head Office, the MLHRD and the Kiribati Institute of Technology. • Maintain a responsive relationship with the relevant Government of Kiribati stakeholders and AusAID by providing timely information, advice and recommendations on all TVETSSP matters.
Head Office Resource Coordinator	• Support the Program Manager and the TVET Coordinator in program implementation, monitoring, documentation and reporting, so as to ensure that the program staff have all the resources (human, financial, material and information) needed to carry out their work in a timely and effective manner. • Assist the program to identify and recruit short and long-term teaching, professional and administrative staff. • Contract and mobilise where appropriate short-term/long-term advisers and Program office personnel, including briefing preparation, logistical arrangements, and ensuring that the recruitment, induction and commencement of new staff, international and national, is transparent, effective and on time. • Support the TVET Coordinator in capacity building of the program staff in Kiribati, particularly with respect to program management, financial management and procurement. • Support the TVET Coordinator to create, implement, monitor and revise work plans and timelines for project activities and ensure the appropriate allocation of resources. • Oversee the development, adjustment and implementation of procurement plans and guidelines. • Coordinate the procurement of all goods and services for the program, in line with the procurement plan and relevant AusAID/GoK procurement guidelines. • Manage the timely and efficient delivery of goods and services procured from outside of Kiribati. • Ensure that adequate logistic support is provided to program staff. • Manage the TVETSSP budget in line with

	the contract with AusAID, including oversight of all in-country expenditure and forecasting, and corporate overhead and personnel costs. This includes ensuring the timely payment of personnel fees and allowances and preparing and managing consolidated annual operating budgets. • Prepare a financial procedures manual and provide training to program staff in the operation of relevant financial procedures and systems, as required. • Prepare consolidated financial reports covering in Australia and in Kiribati expenditures for submission to AusAID, ensuring that actual expenditures are in line with program approvals. • Establish and manage systems to record program purchase orders, contracts, claims for payment, and expenditures. • Establish and manage a payroll system for program staff, covering salary rates, pay increases, overtime, bonuses, termination, and other salary and allowance payments. and overtime and pay variation advice forms. • Ensure that program funds are transferred on time to appropriate accounts in Australia and Kiribati, and address any issues related to finance. • Coordinate consolidated planning and reporting for the program. • Facilitate project team communication.
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