

Kokonas Industri Koporesen Position Description

Position Title	:	Senior Project Planner
Position Number	:	KIKIS.004
Division	:	Industry Services
Reports To	:	Manager – Agri Business Development & Marketing
Status	:	Permanent
Location	:	Head Office, Port Moresby
Approved By	:	KIK Board
Approval Date	:	

1. Purpose

Senior Project Planner is responsible for development and management of coconut development projects in the coconut growing districts in PNG.

2. Essential Duties

- (a) Design, implement and monitor coconut development programs and projects.
- (b) Develop coconut development project proposals for submission to appropriate government and donor agencies for funding.
- (c) Liaises with key stakeholders and others to prepare reports on coconut research, development, extension, marketing and quality issues for the industry stakeholders.
- (d) Participates in agriculture surveys, rapid rural appraisals and other socio-economic surveys for the coconut sector.
- (e) Develops and monitors a relevant database on coconut development projects.
- (f) Monitors donor funding information and tracking systems.
- (g) Other duties as assigned by the Manager- Agri Business Development & Marketing from time to time.

3. Supervisory Responsibilities

This position has no supervisory responsibilities.

4. Knowledge, Skills, and Experience

Normally a Bachelor's degree in Project Management or an equivalent qualification from a recognized college or university with at least four years of related work experience.

In addition, the following are also essential for the position:

- (a) Knowledge in project design, development, implementation and monitoring is vital.
- (b) Must possess skills in Microsoft excel and access programs for processing and analysing data.
- (c) Good writing and communication skills needed for preparation of reports and project proposals.
- (d) Self-motivated and able to work with limited supervision but also in small group settings.
- (e) Good level of interpersonal communication and leadership skills.