



Expression of Interest:

Safe and Green Games

Project Term Positions

The Government of Solomon Islands is investing significant sums in the leadup to the 2023 Pacific Games in both short term and long-term projects to clean up, beautify and help green Honiara and surrounding lands.

The Government of Solomon Islands is establishing a Safe and Green Games Secretariat to provide coordination across Ministries as well as SOE's and Private sector to ensure delivery of core programs that have been approved.

The Secretariate will be funded as part of the National Hosting Authority and will be headed up by Chairman appointed by the Office of the Prime Minister.

All appointments to the Secretariate will be term positions ending no later than March 31 2024.

The following positions are being sought. Interested firms or companies may apply to provide these services:

1. Senior Project Director

Reporting to the Chair of the 2023 Pacific Games Government Services Integration Committee (GSIC), the Project Manager will be responsible for the following functions

- Project Scope Development with Ministries
- Project Evaluation and Monitoring of Progress

- Stakeholder Engagement

To be considered for a contract the candidates must demonstrate significant experience in Project Management of a variety of projects across industries for a minimum of 15 years. Must have excellent capabilities in stakeholder engagement, facilitation of issues and excellent document management skills. Must have a good knowledge of the issues facing Honiara with managing waste, greening and government workings.

2. Administration Coordinator

- Book/Plan meetings
- Manage correspondence
- Coordinate and Update Project Master Activity/Tracking sheet
- Filing and report logging
- Petty Cash Management

Candidates must have Excellent demonstrated administration skills, excellent MS Excel and MS Word skills, and knowledge of Government ministries.

3. Communication Manager

- Generate public awareness and promotion of activities of the programs through various means– social media/press releases
- Provide ongoing updates and communication with Stakeholders
- Manage and Coordinate Launches and special events

Candidates must have minimum 10 years of experience in a multi faceted environment managing launches/events/and creating main stream and social media awareness of a variety of community and advocacy programs.

4. Project Managers and Project Coordinators

Project Managers and Project Coordinators will be appointed under the Senior Project Director to manage key programs of the Safe and Green Games. These positions will have the day-to-day dealings with key ministries and agencies.

- Assist with scoping of projects
- Track overall program deliverables
- Conduct monitoring and assessment meetings
- Identify and expedite roadblock and challenges

Candidates must possess a minimum of 5 years of progressive experience managing social and advocacy projects with excellent document management and Excel skills.

Submit CV and Expression of Interest on or before **21st December 2022.**

To: Human Resources and Administration
National Hosting Authority Secretariat office
P O Box 2443
HONIARA.
Email: info@pg2023.com.sb

PLEASE INDICATE CLEARLY THE EOI OF THE POSITION YOU ARE APPLYING FOR.

OR Applications can be delivered to the: Sol2023 Games Office
Old sea king Building
HONIARA.