



Vacancy: Project Officer

The Pacific Power Association (PPA) is a member of the Council of Regional Organisations in the Pacific (CROP). PPA is a regional Association of the power utilities of the Pacific Islands Countries and Territories, with headquarters in Suva, Fiji. In addition to 25 power utility members across the region, the Association has a worldwide private sector membership.

The PPA conducts technical programs and administers training and other assistance on behalf of its member utilities, often in collaboration with development partner organizations. One such initiative is a regional study on '**Planning Frameworks and Capacity Expansion Modelling Tool to support Energy Transition for the Pacific Region**', which is being undertaken by The University of New South Wales (UNSW) with the support of DCCEEW and in collaboration with other CROP agencies including USP and SPC.

Position Summary

The PPA has an immediate vacancy for a **Project Officer**, a key role within the **Planning Framework and Capacity Expansion Modelling** project team.

The role will provide project coordination, data collection, reporting, and analytical support, developing communications, building key internal and external relationships, and providing administrative support for key project deliverables.

This will be a contract role for 6 months for the duration of the project from Mid-July - December 2025. Attractive contract rates will be negotiated with the successful candidate, commensurate with qualification and experience.

The role reports to Mr. Gabriel Aimea- Director of Energy, other project team members, and will be based at Department of Energy- MMERE Office, Honiara, Solomon Islands.

Accountabilities

Specific accountabilities for this role include:

- Support the delivery of tasks, activities, and initiatives to achieve project objectives.
- Project administration functions and support to the project team including organizing meetings, drafting agendas, minutes, correspondence, briefing notes, managing assigned actions and follow-ups and project status reporting.
- Organize technical Conferences and Workshops events including training materials and liaising with speakers and program/agenda development.
- Develop and manage and maintain effective communications with key energy sector stakeholders including government officials, utilities, development partners and implementing agencies.

- Collect technical data from energy sector stakeholders for various energy systems model development, including coordinating and executing data cleaning and data management processes.
- Assistance in the conduct of research that contributes to the project objectives, conducting interviews according to semi-structured interview plan and recording responses.
- Prepare and contribute to the production of technical reports, review, summaries relevant reports/documents.
- Coordinate, plan and complete day-to-day project activities and initiatives within the framework of agreed project timelines and responsibilities.
- Participate in energy systems model validation and training as part of in-county capacity development.

Qualifications, Skills and Experience

- Tertiary qualification such as Bachelor of Engineering (Mechanical /Electrical) or Bachelor of Science (with Energy Majors)
- Relevant experience or equivalent competence gained through any combination of education, training, and experience.
- Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.
- Sound stakeholder management skills, with the ability to liaise effectively with a range of stakeholders.
- Experience working with a range of computer systems and applications.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- An understanding of and commitment to PPA's and its project partners aims, objectives and values in action, together with relevant policies and guidelines.

An attractive salary including other benefits will be offered to the successful candidate.

Information about the Pacific Power Association is available on <http://www.ppa.org.fj>.

Please send a detailed CV with three references and to be received before the COB 11 July 2025 to:

Subject: **Application Project Officer Role**

Executive Director
Pacific Power Association
Private Mail Bag
Suva

Email: ppa@ppa.org.fj

Please note that only short-listed applicants will be contacted and advised on this position when the selection is finalised.

All the application should be submitted through the given email: ppa@ppa.org.fj