



## **Job Description: Project Officer - ZCRA**

---

### **Job Purpose**

The Project Officer – ZCRA will be responsible for providing operational and administrative support to the ZCRA Project Coordinator, based at the Lautoka Divisional Office. The role will facilitate the smooth coordination and implementation of ZCRA project activities, particularly focusing on divisional-level administrative support, scheduling, appointment setting, and coordination of consultations. This is a full-time position, fully funded under the ZCRA project.

### **Job Responsibilities**

#### **Administrative Duties:**

- Provide day-to-day administrative support to the ZCRA Project Coordinator.
- Maintain effective documentation systems for project files, reports, and correspondence.
- Support the coordination and scheduling of appointments, workshops, meetings, and divisional-level consultations.
- Manage communication with divisional stakeholders including government departments, Red Cross branches, and community leaders.
- Draft routine correspondences, memos, and meeting minutes.

#### **Project Operations & Coordination**

- Assist in logistical arrangements for divisional program activities, including travel, venues, catering, and resources.
- Track the progress of activities against project work plans and report discrepancies or delays.
- Maintain up-to-date records of activities and ensure timely submission of data and reports.
- Support the implementation of monitoring tools and follow-up with field teams on deliverables.

#### **Reporting & Documentation**

- Assist with the preparation of project reports for submission to donors, senior management, and partners.
- Ensure proper archiving of project documents both physically and digitally.
- Compile activity updates, highlights, and success stories for communication and reporting purposes.

#### **Other Duties**

- Attend divisional meetings and represent the ZCRA project when requested by the Project Coordinator.
- Perform other duties related to the project as assigned by the Project Coordinator or relevant authority.



### Applicable to All Staff:

1.	Must subscribe and adhere to the FRCS fundamental principles.
2.	Must sign the FRCS Child Protection Policy.
3.	Promotes gender development and equal opportunities in team development.
4.	Promotes Protection and Social Inclusion in program activities.
5.	Perform other related duties as assigned by the Manager programs and Project Coordinator.

### Position Requirements:

Education	Required	Preferred
Diploma or equivalent qualification in Project Management, Business Administration, Community Development, or related field.	x	
Experience	Required	Preferred
At least 2 years of experience in project support, coordination, or administration roles.	x	
Basic understanding of Occupational Health & Safety.	x	
Demonstrated ability to use Microsoft Office programs including Word, Excel, Outlook, and PowerPoint.	x	
Able to work under minimum supervision.	x	
Knowledge and Skills	Required	Preferred
Strong organizational and coordination skills.	x	
Ability to work independently and in a team.	x	
Self-motivated and proactive, with good judgment and initiative	x	
Excellent oral and written communication and networking skills.	x	
Ability to prioritize, meet deadline and manage multiple tasks	x	
Understanding of humanitarian principles and community engagement practices.	x	
Full driver's license (manual and automatic)	x	
Ability to perform Fijian protocol	x	
Speak Ba Province dialect	x	