

Provincial Project Coordinator, BRACE PMU Position Description

Reporting to:	Team Leader, BRACE PMU	Work location:	Ministry of Education and Training, Fasi moe Afi, Tonga. Will be required to travel extensively to Ha'apai and Vava'u.
Team:	BRACE Project Management Unit	Direct reports:	Operations Manager

The Provincial Project Coordinator is responsible for provincial planning, implementation, and monitoring of BRACE activities. The role has a strong focus on the oversight of school infrastructure retrofitting activities, including construction quality monitoring, contractor supervision, safety compliance, and ensuring works meet Save the Children and Ministry of Education and Training (MET) standards.

The role ensures effective coordination with provincial authorities, school leaders, contractors, communities, and the national BRACE team to achieve safe, inclusive, resilient outcomes for children.

Building the Climate Resilience of Children and Communities through the Education Sector (BRACE)

The Building the Climate Resilience of Children and Communities through the Education Sector (BRACE) initiative is a new multi-country initiative delivered in Tonga, South Sudan and Cambodia and majority funded by the Green Climate Fund (GCF). BRACE in Tonga will be delivered through a partnership between the Executing Entity (EE) the Government of Tonga, through the Ministry of Education and Training (MET), and the Accredited Entity (AE) Save the Children Australia. The BRACE Project Management Unit (PMU) will be established within MET to effectively support the Ministry to manage and implement key project-related tasks including project planning, coordination, financial management, procurement and contract management, environmental and social risk management, and monitoring and reporting throughout the project implementation period.

Role requirements

Program Coordination & Implementation

- Coordinate provincial implementation of BRACE activities in line with project plans and donor requirements.
- Support schools and communities to implement climate resilience activities.
- Maintain provincial schedules and activity trackers and provide regular updates to the Program Operations Manager.

Infrastructure Oversight & Compliance

- Oversee school infrastructure retrofitting works at the provincial level (in Vava'u and Ha'apai provinces), including minor construction, rehabilitation, WASH improvements, and safety upgrades.
- Conduct site assessments, monitor contractor performance, and provide field-level reporting on progress, quality, and compliance.
- Work closely with the BRACE Infrastructure Specialist/Engineer and relevant government counterparts to verify adherence to technical specifications and national building standards.
- Ensure all infrastructure activities comply with OH&S, environmental sustainability, and accessibility standards.
- Support procurement processes, documentation, and verification of materials delivered and works completed.

Stakeholder Engagement & Representation

- Build and maintain strong relationships with MET provincial offices, school committees, district leaders, and community partners.
- Represent Save the Children at provincial coordination meetings.
- Facilitate community and school participation in planning and monitoring BRACE activities.

Monitoring, Evaluation, Accountability & Learning (MEAL)

- Conduct frequent school and community visits to collect monitoring data and verify activity progress.
- Contribute to BRACE reporting, including infrastructure progress updates, photos, and tracking forms.
- Support MEAL processes including feedback mechanisms and safe child participation.

Operations, Finance & Compliance

- Support procurement, logistics planning, and financial procedures in line with SCI policies.
- Maintain accurate and timely records including activity reports, procurement documentation, and site monitoring logs.
- Identify risks or delays early and escalate to the Program Operations Manager.
- Ensure procurement and contracting processes integrate Gender Equality, Disability, and Social Inclusion (GEDSI) principles, including fair access for diverse suppliers.
- Ensure all vendors and contractors comply with safeguarding requirements, including signing Codes of Conduct and completing required checks.
- Identify and escalate social risks associated with contractors, suppliers, or service delivery.
- Ensure ethical standards are upheld in all interactions with suppliers and communities.

Health, Safety, Security, and Risk Management

- Act safely and comply with all workplace health and safety policies and procedures.
- Report incidents, injuries, or hazards promptly.
- Support risk assessments for procurement-related activities, including site visits and contractor engagements.
- Ensure contractors meet safety requirements relevant to their scope of work.

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Policy & Code of Conduct
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

Qualifications and Experience

Essential knowledge or experience

- Experience coordinating community or education projects.
- Demonstrated ability to support or monitor infrastructure or construction work.
- Strong coordination and stakeholder engagement skills.
- Experience working with schools, local government, or community committees.
- Fluent in English and Tongan; strong written and verbal communication skills.
- Ability to travel regularly to outer islands and remote communities.

Desirable knowledge or experience

- Experience with INGOs or donor-funded programs.
- Knowledge of Tonga's decentralized education system and local community structures.
- Understanding of inclusive education, gender-sensitive programming, and school safety frameworks.

Desirable qualifications and/or accreditations

- Degree or diploma in Project Management, Engineering, Education, Community Development, or similar.

Additional Information

- Applicants from Ha'apai and Vava'u are strongly encouraged
- Any offer of employment will be subject to a satisfactory National Police Record Check
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Flexible working will be required including some out of office hours calls and travel.

Driver's Licence:	Required	Travel:	Required
Working with Children Check:	N/A	Assets:	Laptop