

PERSONAL COMPETENCY INDICATORS – PROJECT OFFICER (GRADE 8)

The Project Officer will be able to contribute to the understanding and explanation of the importance and use of the seven personal competencies outlined below; can perform tasks that require these competencies and provide assistance to others in their application.

Personal Competencies:	
1. Internal and External Communications	Expresses oneself well, writes clearly and concisely; organises, runs and participates in group and team meetings; presents effectively; motivates, inspires and enthuses others; demonstrates integrity, honesty, fairness and respect.
2. Continuous Improvement and Change Leadership	Seeks ways to do his/her job in more effective, efficient and productive ways; finds solutions to issues; embraces new technology and new ways of doing things; is resourceful, takes the initiative, sees the need for change and encourages others to change.
3. Planning, Organising, and Achieving Results	Plans, organises own work and own time effectively; shows initiative, takes responsibility, is pro-active, finds solutions to problems; supports and organises others to meet work targets; delegates work in a clear way; develops schedules/routines to manage tasks in a timely manner.
4. Personal Management, Developing Self, and Coaching	Has skills and knowledge to do his/her job at a high level of accomplishment and delivers services that meet the standards required; takes personal responsibility for work and knows own strengths and weaknesses; is willing to learn; measures own work performance and seeks to improve on it; is knowledgeable on current practices, can work with minimal supervision, is productive and organised; relates well to colleagues and provides feedback on work performance as required.

<p>3. Interactive Technology</p>	<ul style="list-style-type: none"> ○ Ability to select and apply contemporary forms of technology to solve problems and compile information to support SOLAS's strategic initiatives ○ Demonstrates awareness of new ways in which individuals can use technologies
<p>4. Monitoring and Quality Control</p>	<ul style="list-style-type: none"> ○ Can attain high standards and measures despite pressing deadlines ○ Pays attention to detail, is thorough and methodical ○ Tests new methods thoroughly ○ Strives for excellence in all aspects of work ○ Audits outcomes when necessary
<p>5. Analysis of Information and/or Data</p>	<ul style="list-style-type: none"> ○ Examines data to understand issues, draw conclusions and solve problems ○ Identifies key facts in a range of data, breaks down complete information into component parts ○ Applies logic and complex layers of rules to analyse data ○ Categorises complicated information ○ Develops a conceptual understanding of the meaning of a range of information ○ Anticipates risks and considers all possible solutions
<p>6. Financial Management</p>	<ul style="list-style-type: none"> ○ Understands the organisation's financial processes ○ Assists in the preparation and administration of the programme/project budget ○ Can schedule procurement and contracting to achieve desired results ○ Uses cost-benefit thinking to set expenditure priorities