APPLICANT INFORMATION PACKAGE

Finance and Administration Officer (FAO) – Management of Blue Carbon Ecosystems in Pacific Islands Countries (MACBLUE project)

(For Fijian nationals and Permanent Residents only)

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A. Background information on SPREP

The *Secretariat of the Pacific Region Environment Programme* (SPREP) is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific.

The head office is based in Apia, Samoa with other SPREP offices in Fiji, the Republic of the Marshalls Islands, Vanuatu and the Solomon Islands.

SPREP has around 150 staff and has an annual budget of approximately USD36 million in 2023.

The establishment of SPREP in 1993 sends a clear signal to the global community of the deep commitment of Pacific Island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance to Pacific Island countries and territories in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future:**

> "*A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures*".

Members

SPREP has 21 Pacific Island member countries and territories:

▪ American Samoa	▪ Northern Marianas
▪ Cook Islands	▪ Palau
▪ Federate States of Micronesia,	▪ Papua New Guinea
▪ Fiji	▪ Samoa
▪ French Polynesia	▪ Solomon Islands
▪ Guam	▪ Tokelau
▪ Kiribati	▪ Tonga
▪ Marshall Islands	▪ Tuvalu
▪ Nauru	▪ Vanuatu
▪ New Caledonia	▪ Wallis and Futuna
▪ Niue	

and 5 'metropolitan' member countries with direct interests in the region:

- Australia,
- France,
- New Zealand,
- United Kingdom and
- the United States of America.

SPREP Goals and Objectives

The Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

SPREP's Pacific and metropolitan members agreed that SPREP's Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core 'Values'.

Regional Goals

- **Regional Goal 1**: Pacific people benefit from strengthened resilience to climate change;
- **Regional Goal 2**: Pacific people benefit from healthy and resilient island and ocean ecosystems;
- **Regional Goal 3**: Pacific people benefit from improved waste management and pollution control;
- **Regional Goal 4**: Pacific people and their environment benefit from commitment to and best practice of environmental governance.

Organisational Goals

- **Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.
- **Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.
- **Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.
- **Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.
- **Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

SPREP's Values

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values.** These values guide all aspects of our work:

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**
- We value **Integrity**

B. The MACBLUE Project

The "Strengthening coastal biodiversity conservation and management through protection and rehabilitation incentives for coastal carbon sinks in Pacific Island countries" (MACBLUE) is an agreement between the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) Fiji, and Papua New Guinea, Solomon Islands and Vanuatu, with funding from the International Climate Initiative (IKI).

In a joint effort by GIZ, the Secretariat of the Pacific Regional Environment Programme (SPREP) and the Pacific Community (SPC) as regional implementing partners, MACBLUE will utilize innovative remote sensing approaches to map the extent of SaM ecosystems in Fiji, Papua New Guinea, the Solomon Islands and Vanuatu and will assess and model related carbon storage capacity, emission potential and ecosystem services. The resulting data will allow inventories of associated natural capital and will support government partners in their efforts to strategically develop and implement conservation, management and rehabilitation efforts. Based on effective mapping and analysis of the carbon sequestration and storage of SaM, Governments will be assisted to establish nationally appropriate incentives for sustainable management

Within the MACBLUE project, the SPREP project "Management of Blue Carbon Ecosystems in Pacific Islands Countries" aims to contribute human and technical capacity to the mapping, management and rehabilitation of coastal ecosystems until September 2025. As part of its mandate, SPREP supports the governments of its Pacific islands member countries in developing nationally adapted policies and legal frameworks for the sustainable use and development of natural resources in accordance with national and international obligations under broader, multilateral environmental agreements.

Specifically, the SPREP Island and Ocean Ecosystems Programme will carry out the following scope of work in Fiji, Papua New Guinea, the Solomon Islands and Vanuatu:

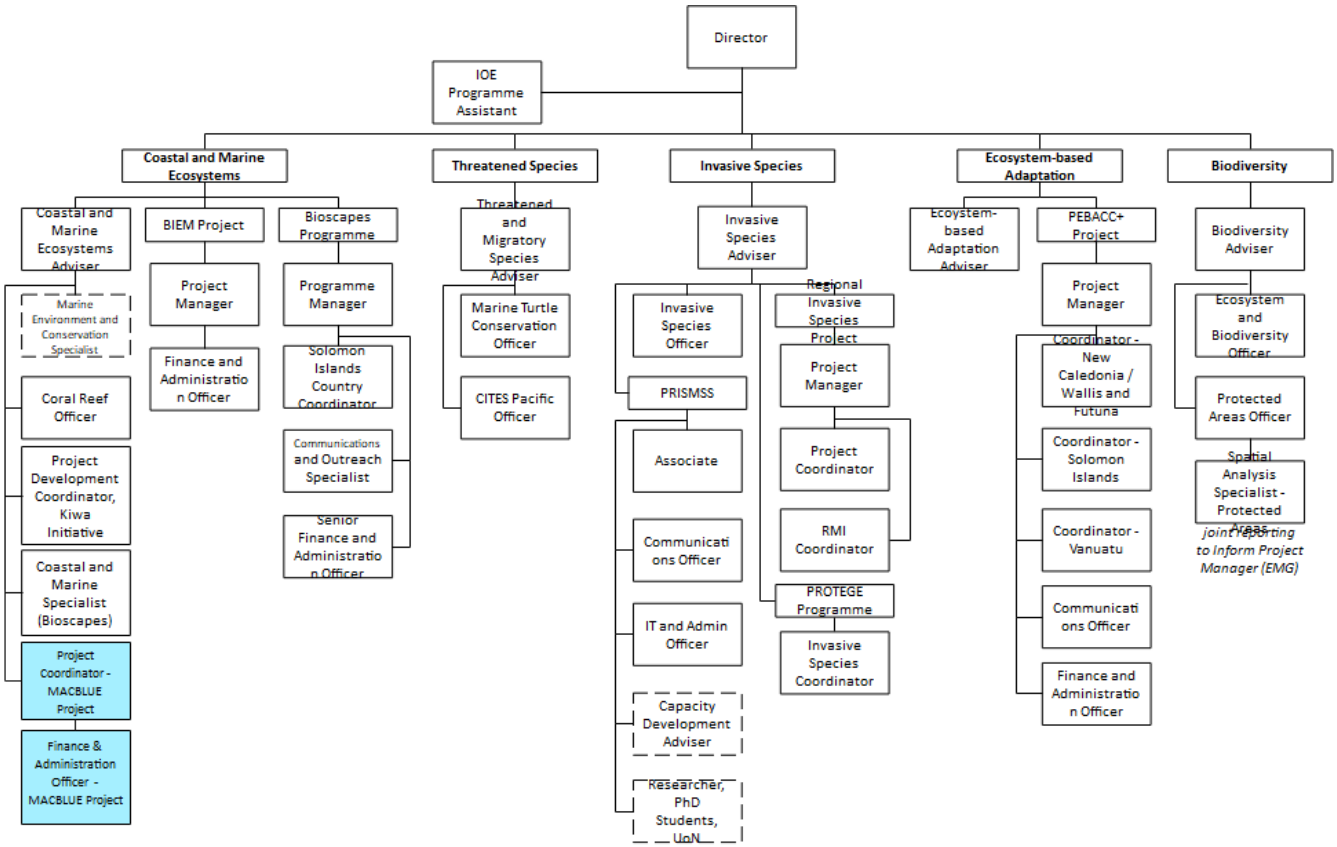
- **Output 1** - National mapping of seagrass and mangrove ecosystems.
- **Output 2** - Associated ecosystem services, in particular carbon reduction and emission potential, as well as anthropogenic threat factors are quantified and documented.
- **Output 3** - Strategic contributions to improve legal guidelines for incentives and sustainable approaches for the protection and rehabilitation of seagrass and mangroves.
- **Output 4** - Proven management and rehabilitation approaches are implemented at priority sites and demonstrated as a model for national replication.
- **Output 5 -** Proven concepts and instruments for the sustainable management of seagrass and mangrove populations are incorporated into relevant national, regional and international discourse through strategic communication approaches.

SPREP requires the services of a Finance and Administrative Officer (FAO) financed under this grant agreement to work closely with the GIZ financial officer based in Suva to assure implementation according to the rules and procedures of GIZ and SPREP.

C. JOB DESCRIPTION

Job Title:	Finance and Administration Officer, MACBLUE project
Programme:	Island and Ocean Ecosystems
Team:	Coastal and Marine Ecosystems
Responsible To:	Project Coordinator - MACBLUE Project
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	**This job exists to**: • Provide financial and administrative support to SPREP component within the MACBLUE project.
Date:	August 2023

Organisation Context



Key Result Areas

The position of **Finance and Administration Officer - MACBLUE Project (**addresses the following Key Result Areas:

1. Budget development and management
2. Procurement management, support and monitoring
3. Financial reporting, documentation and audit facilitation
4. Logistical and administrative support
5. Project information management system

The requirements, expectations and performance standards for the above duties are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
1. Budget development and management a) Develop annual consolidated budget and monitor overall spending in consultation with the Project Coordinator and SPREP Departments (Finance, HR) b) Develop, maintain and monitor the Project budget in consultation with the Project Coordinator and relevant SPREP Departments. c) Reconcile project account updates with the project budget and provide regular overviews of the project's financial status. d) Liaise with SPREP Finance Department in preparing project financial reports. e) Prepare requests for funds in collaboration with the Project Coordinator f) Open and manage a petty cash account in Suva. g) Maintain a filing system for all receipts related documents.	• Budget issues are identified, reported and addressed. • Consolidated annual budget for the Project is prepared and submitted to AFD and FFEM. • Annual budget is prepared and endorsed by the Project Coordinator. • Clear financial overviews of project expenditure are regularly provided to the Project Coordinator. • Financial reports are well prepared and submitted on time to the donors. • Requests for funds are successfully prepared and submitted to the donors. • Project bank account and petty cash in Suva are not overdrawn. An effective filing system is in place.
2. Procurement management, support and monitoring a) Ensure that procurements of required goods and services comply with the overall procurement plan for the project, SPREP Financial Procedures Manual and SPREP procurement policies. b) Verify requests for purchase orders, supporting documents and account codes for validity, accuracy and completeness and prepare timely and accurate purchase orders c) Monitor the contracts and agreements for required goods and services to deliver specific aspects of the project in consultation with the Project Coordinator and SPREP Finance Department.	• Project procurements are effectively documented and managed according to the procurement plan approved by the donors and SPREP procurement procedures. Non-conformity with conditions and agreements are always prevented, with issues swiftly managed and addressed.

3. Financial reporting, documentation and audit facilitation a) Prepare consolidated six-monthly and annual financial reports as required by the Project Grant Agreement b) Facilitate audits and ensure that audited financial reports are readily available before the submission deadlines. c) Keep good records and files of all financial documents including supporting documents for all transactions related to the project. d) Ensure all required financial records and supporting documents are submitted by Service Providers as part of their progress and financial reporting.	• Six-monthly and annual consolidated financial reports are available on time and endorsed by relevant authorities prior to submission to donors. • Audited financial report are carried out and ready for submission with project overall narrative progress reports. • Financial records and supporting documents (both paper and electronic) for costs incurred by SPREP and those by Service Providers are accurately posted, readily available, up-to-date and complete.
4. Logistical and administrative support a) Manage the day-to-day administration and provide logistical support of the project office in Suva. b) Support and arrange logistics for MACBLUE project official meetings and workshops, as well as to SPREP staff visiting Fiji. c) Ensure MACBLUE project staff have access to all relevant division and organisational procedures, policies and routines. d) Provide administrative support services to MACBLUE project meetings and project workshops. e) Process travel requests and procedures for MACBLUE project staff and partners.	• Day-to-day office and project administration is effectively managed, and logistical support is provided in an efficient manner. • MACBLUE project Staff are aware and comply with organisational policies and procedures. • Close working relationship established with the IOE Programme Assistant • Project workshops and staff meetings are successfully arranged and documented. • Project travel is effectively managed.
5. Project Information Management System (PIMS) a) Compile project data and relevant information required for updating the PIMS, inform the preparation of narrative progress reports, support monitoring and evaluation of project, and other substantive reports as required by the donor and SPREP. b) Ensure information is correct and accurate before uploading on the PIMS and assist with the monitoring and tracking of project progress and delivery of project outputs. c) Review project information on PIMS and report on gaps and issues that need to be addressed and ensure project information are updated regularly. d) Ensure follow up on project information gaps so that data on PIMS is relevant and up-to-date.	• The Project information on PIMS is accurate and up-to-date. • Project data and information are compiled including reports and other documents produced by the project are readily available for updating the PMIS and to inform preparation of progress reports, M&E reports, and other relevant reports required by SPREP and the donor.

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Project Manager as part of SPREP's Performance Development System.

This section may be reflected in the successful applicant's Performance Development Plan.

Work Complexity

Most challenging duties typically undertaken:
• Maintaining effective administration of project budget and expenditure • Development of realistic annual budgets that are within overall allocated budget and monitoring of spending in collaboration with the Project Coordinator and Service Providers. • Ensuring costs charged to the project are eligible costs under the Grant Agreement.

Functional Relationships & Related Skills

Key internal and/or external contacts	**Nature of the contact most typical**
External • GIZ • Beneficiary countries and territories • Suppliers and Vendors • Partner organisations	• Access to financial and procurement records and information • Consultations and collaboration • Negotiations, communications and reporting
Internal • MACBLUE Project Coordinator • IOE Director and staff • SPREP Departments (HR, Finance and Administration, Communications and Outreach) • All SPREP staff and programmes	• Access to data and information • Advice and support • Collaboration and coordination

Level of Delegation

The position holder:
• Has no delegation of authority

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential
1. Bachelor's degree in Accounting/Finance or relevant discipline (certified qualification and membership from a recognised professional accounting institute would be an advantage)

Knowledge / Experience

Essential
2. At least 3 years extensive experience in international donor funded project accounting / project financial and administrative work, preferably in the Pacific region.
3. Excellent experience in the following: a) Financial management and accounting with appreciation of policies, systems, processes and databases. b) Financial analysis, advisory and reporting c) Programme and project fund management including monitoring and evaluation, proposal and report writing. d) Microsoft Office, spreadsheet applications and computerised accounting and finance systems e) Performance Based Output Budgeting systems
4. Excellent experience in office management and providing administrative and logistical support to programmes/projects including management of events and meetings.
5. Excellent written and verbal communication skills including high level of writing, presentation and interpersonal skills, collaboration with donors and partners with sound experience in maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment.
6. Excellent knowledge of current and emerging issues and challenges in administration and financial reporting and demands of a regional project in the Pacific islands' region, as well as good understanding and appreciation of environmental ethics, values and priorities.
7. Shows initiative to think outside the box particularly in problem-solving, setting priorities and meeting work-plan deadlines as well as meeting challenges and demands of a regional project.

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	• Financial and accounting knowledge • Project financial reporting • Work programme planning, and budgeting • Computerised accounting systems Analytical skills
Advanced level	• Analysing financial information • Understanding of financial policies and procedures • Interpersonal and communication skills • Organisational, public relations and problem-solving skills • Diplomacy and tact with ability to apply discretion when handling sensitive and financial information
Working Knowledge	• Accounting practices • Financial and procurement system software • Human resources and corporate policies • Project management
Awareness	• SPREP Strategic Plan • SPREP Performance Implementation Plan • SPREP Annual Work Programme and Budget

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

Change to job description

From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Suva, Fiji.

Duration: Appointment is for a term up to 30 September 2025. There is no expectation of renewal at the end of contract as this is a project specific position.

Salary: Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be FJD34,318 per annum. This will be adjusted to FJD38,607 upon confirmation of probation. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Term: Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19 and a clean police report, as well as a 6-month probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one-month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

Performance Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of USD416.

Annual Leave: 15 working days a year (up to a maximum accumulation of 50 days).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions exist for maternity, compassionate, paternity, examination and special leave (without pay).

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Suva on official business.

Life and Accidental Death and Disability Insurance: All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: All employees and their dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

Superannuation: All employees are required to contribute to a recognised Superannuation Fund. SPREP will pay the local minimum legal requirement of basic salary to the Fiji National Provident Fund. For Fiji, this is currently 7%.

Overtime: Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

Gratuity Payment: The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of the contract, provided the contract is not extended or renewed.

Learning and Development
Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

Definitions:
'Dependent' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

E. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (***you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered***);
2. A detailed Curriculum Vitae.

Applications that do not complete the correct SPREP Application Form and submit all the requirements stated above will not be considered.

Submitting applications:

a) **BY EMAIL** (***MOST PREFERRED OPTION***): Subject matter to be clearly marked "**Application for Finance and Administration Officer, MACBLUE project**" and send to recruitment@sprep.org

OR

b) **BY POST OR FAX**: Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia; or fax number (685)20231 and clearly marked "**Application Finance and Administration Officer, MACBLUE project**"

More Information on SPREP and its work in the region can be found on the SPREP website www.sprep.org

For further enquiries, contact Roger Warren on telephone (685) 21929 ext 325, or Email: rogerw@sprep.org

Closing date: Friday, 22nd September 2023: Late applications will not be considered.

SPREP is an Equal Opportunity Employer