

- Suva-based position (Fiji)
- Attractive expatriate package
- Join the principal development organisation in the region

The Pacific Community (SPC) invites applications for the position of **Finance and Administration Officer - Safe Agricultural Trade Facilitation through Economic Integration in the Pacific (SAFE Pacific) Project** within its Land Resources Division (LRD) division. This position will be located at its regional office in Suva, Fiji.

Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Land Resources Division (LRD)** provides advice, technical assistance, research and training support to Pacific Island countries and territories on all aspects of agriculture and forestry. This includes plant protection, conservation, plant genetic resources, animal health and production, agroforestry, biosecurity and trade facilitation, and sustainable systems for agriculture, forestry and land management. This work has two objectives: improved food and nutritional security, and resilient communities. The division's services are provided through seven technical/thematic teams: Animal Health and Production; Plant Health; Biosecurity and Trade Facilitation; Forest and Agriculture Diversification; Crop Production and Extension; Genetic Resources; and Forests and Trees.

This **Finance and Administration Officer** will provide support to the SAFE Pacific Project with budget preparation, execution, financial monitoring, audit compliance and efficient administration through the Division's central Finance and Administration support services

The key responsibilities of the role include:

Budget preparation, monitoring and financial reporting

- Preparation of financial budgets for the project including the annual work plans, operational costs and specific activities
- Ensure that all project spending is in line with approved budgets and workplans

Project accounting, audit and compliance

- Reconciliation - ensure that the project financial information and accounting details are accurately captured on the SPC financial system and any discrepancies corrected in a timely manner
- Cash flow management - monitor overall project income and expenditure to ensure that the project has sufficient funds for the implementation of activities

Project and overall program administrative support

- Contribute to the SPC Finance and Procurement shared services agenda which includes knowledge sharing, process refinements / reviews and increasing collaboration
- Facilitate all administration relating to staff travel, meetings, trainings, and field exercises

For a more detailed account of the key responsibilities, please **refer to the online job description**.

Key selection criteria

Qualifications

- Degree in accounting, finance, business administration

Technical expertise

- At least 6 years of experience in a similar role
- Has experience of working with project leaders and partners at a strategic level
- Experience with use of financial management information systems
- Demonstrated experience in project budgeting, financial reporting, administration
- Demonstrated audit experience and knowledge of financial compliance requirements
- Sound coordination, administrative, networking and negotiation skills
- Advanced computer skills in applications such as Microsoft Word and Excel

Language skills

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage

Interpersonal skills and cultural awareness

- Ability to work in a multicultural, inclusive and equitable environment

Salary, terms and conditions

Contract Duration – till 31st December 2024 – subject to renewal depending on funding and performance

Remuneration – The **Finance and Administration Officer** is a Band 8 position in SPC's 2022 salary scale, with a starting salary range of 1,994–2,493 SDR (special drawing rights) per month, which currently converts to approximately FJD 5,883–7,354 (USD 2,852–3,565; EUR 2,393–2,991). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax.

Benefits for international employees based in Fiji – SPC provides a housing allowance of FJD 1,350–3,000 per month. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

Recruitment principles – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilingualism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's Privacy Policy.

Application procedure

Closing Date: 8 November 2022 at 11:59pm (Fiji time)

Job Reference: KK000051

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided. Applicants should not attach copies of qualifications or letters of reference. Please ensure your documents are in Microsoft Word or Adobe PDF format.

For international staff in Fiji, only one foreign national per family can be employed with an entity operating in Fiji at any one given time. SPC may assist on a case-by-case basis with submissions to Fiji Ministry of Foreign Affairs for their consideration and final approval. SPC cannot and does not make any guarantee whatsoever of approval for such applications to Fiji Ministry of Foreign Affairs and where an application is approved, the spouse or partner will be subject to such terms and conditions as may be set from time to time by the Ministry.

Screening Questions (maximum of 2,000 characters per question):

1. What are 2 common financial risks in a large-scale project and how can they be mitigated?
2. Financial compliance is of utmost importance to any project. How can you ensure that the project activities are in compliance with SPC and donor requirements?
3. Describe a system/process you have put in place in current/past work experience to streamline financial reporting to different stakeholders