

Job Opportunity at MISE

Project Finance Officer

The Ministry of Infrastructure and Sustainable Energy (MISE) is pleased to invite qualified individual to fill in the post of Project Officer for Project Planning Unit on a Contract Basis.

1. Eligibility

- a. Bachelor's degree in economics, Development Studies, and other related field
- b. Diploma in Economics, Development Studies or Finance Project Planning, Accounting with 2 years working experience in any related posts
- c. Certificate in Project Management with 3 years working experience in any related posts

2. Skills

- a. Strong skills in written and oral communication, in both English and Kiribati language
- b. Proficiency in Microsoft Office, including Word, Excel, and PowerPoint
- c. Financial reporting
- d. Logistic
- e. Ability to communicate

3. **Period of Employment** – Appointment will be made for one (1) year contract with possible extension.

4. **How to apply:** Application letter along with CV, police clearance, birth certificate and other relevant document must be submitted in sealed envelope to Secretary, Ministry of Infrastructure and Sustainable Energy no later than **23th June 2023** during working hours.

5. Further details of the post can be obtained from the Ministry of Infrastructure and Sustainable Energy.

Secretary, MISE

Project Finance Officer JD and Salary Level

Post title:	Project finance officer
Duty station:	MISE, Project Planning Unit
Contract Type:	Government
Duration:	1 year
Direct Supervision:	Senior Project officer
Reporting to:	SPO, TA-Project, WSED-HOD, DES & SRO
Salary package:	Level 11-10

Scope of Work:

The Project Officer will be responsible to report to the Senior Project Officer, WSED-OIC, MISE Admin and Project Managers of MISE nominated projects and externally funded projects such as the WASH from the Start Project (KWAS) and Governance for Resilience Project.

The more specific tasks of the Project Finance Officer include but limited to;

- Responsible for development project expenditure reports for nominated projects.
- Assist and facilitate the release of project funds or warrants on timely basis
- Collect needed information from the Account and Ministry of Finance for preparation of the financial reports including reconciliations for release of funds and acquittals.
- Keep records of project funds and expenditures and ensure all project-related financial documentation is well maintained and readily available when required by MISE and respective PMs.
- Assist to create the asset inventory to record equipment and items purchased for the project and shall undertake physical assessment on purchased items from time to time.
- Assist in the formulation and review of project budget breakdowns to accompany project briefs
- Raise and process payment documents including LPOs, PVs and Departmental Warrants for project activities including travel's commitment.
- Undertake procurements for low value procurements and assist to coordinate the tender evaluation for every procurement meeting.
- Assist with the logistics in convening the project meetings or trainings including booking of meeting/training venue, distribution of meeting/training notices, follow up call to stakeholders to confirm participation, etc.
- Assist with processing and distributing of the allowance of meals and transport allowance for stakeholders before or after the meeting and keeping records of payment.
- Attend MISE project internal and stakeholders' meetings and assist in producing the meeting records a week after the meeting.
- Assist with making bookings for accommodation, transport and other needed for overseas trainers and international consultants.
- Arrange and maintain manual and electronic filing system for project related payment documents, procurement documents and financial report.
- Assist with public awareness activities for the concerned projects including drafting press release for project activities/events
- Any other tasks that may be assigned by SPO and WSED-OIC from time to time