

- Noumea-based position
- Attractive expatriate package
- Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of Finance, Administration and Project Officer within its Statistics for Development Division. This position will be located at its headquarters in Noumea, New Caledonia.*

## 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 unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Statistics for Development Division (SDD)** is based in SPC's headquarters in Noumea, New Caledonia. The division employs approximately 20 staff, all of whom are all based in Noumea. SDD's goal is to help the Pacific Island Countries and Territories achieve "highly competent and sustainable national statistics systems that meet national and international statistics needs for evidence-based policy, planning and monitoring." SDD has a regional statistical system leadership and coordination role; and also supports the region directly in data infrastructure, collection, statistical methodology, analysis and dissemination.

The role – the **Finance, Administration and Project Officer** will support the division by helping coordinate major donor-funded projects; financial monitoring and reporting; and administration and procurement support.

**The key responsibilities of the role include the following:**

### Ways of working

- Support teamwork, good use of resources and positive engagement with stakeholders.
- Contribute to the improvement and harmonisation of project systems, tools, and processes within the division.
- Act as Finance team leader during their absence.

### Project and division management support

- Support the administration aspects of projects.
- Support organizing of Project Steering Committees by circulating papers (including the agenda) and draft meeting minutes for monthly meetings.
- Administering calls for proposals for sub grants and similar processes.
- Monitor project implementation to ensure planned results and milestones are being met.
- Coordinate with project team, finance and procurement to collate monthly project status report and action updates.
- Ensure project is consistent with the Project Operations Manual or equivalent, and donor and SPC policies and expectations
- Maintain the filing of project documentation and reports.
- Facilitate legal, financial and procurement compliance and clearance of grant agreements, MOUs, etc
- Contribute to project, division and corporate publications and reports as required.
- Provide administrative support for other SDD programmes and projects as agreed with manager.

### Financial support, budgeting, monitoring and reporting

- Support for division budget processes, financial forecasts and reports, cash-flow and project pipeline.
- Ensure accuracy of project expenses.
- Draft project financial reports.
- Draft, track and adjust project budgets and expenditure.
- Prepare cost estimates for proposed activities (travel, trainings, workshops, etc).
- Extract financial records from Navision and ensure correct recording of postings for budget lines.
- Journal corrections and time-sheets entry into Navision.
- Draft donor reports as per the donor requirements.
- Draft job cards in line with SDD business plan and donors'.
- Verify acquittals for funds disbursed to countries, workshop advances and ensure all original receipts are provided.
- Facilitate audits.
- Provide training or briefing to division, project and partner (where relevant) staff on financial monitoring and reporting and corporate requirements related to project implementation.

### Procurement services support

- Support the preparation and monitoring of division's annual procurement plan.
- Ensure procurement and grant processes supported by this role are in line with SPC and donor policies and procedures.
- Support procurement processes including keeping donor system (e.g. World Bank's STEP) if required up to date for procurement actions.

- Liaise with suppliers / consultants regarding conformity of their invoices, bank details and provide them with updates with regards to their payments.
- Ensure maintenance of appropriate internal controls and financial /procurement procedures within division.
- Work with team members and procurement officer to complete duties as needed.

#### Coordination and administration

- Assist (including through coordination, guidance, and direct support such as distribution of papers) the division's secretariat and organisational services for statistical technical assistance, workshops, meetings (including large regional meetings such as Heads of Planning and Statistics) and other events.
- Support an efficient information and record management system.
- Support office administration.
- Coordinate with Facilities management.
- Liaise directly with Pacific Island countries and territories and other stakeholders on administration issues, country-specific financial policies and financial reporting matters.
- Coordinate operational support and orientation for new staff members, including short term personnel, consultants and secondees.

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

## Key selection criteria

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#### Qualifications

- A tertiary qualification in project management, accounting, finance, business administration or relevant field, or equivalent experience.

#### Technical expertise

- At least 7 years of experience in a similar role.
- Working with project leaders and partners at a strategic level.
- Use of project management and financial management information systems.
- Project budgeting and financial reporting.
- Conference management and event organisation.
- Procurement and contracting.

#### Language skills

- Fluency in English.

#### Interpersonal skills and cultural awareness

- A team player, with the ability to work in a multi-diverse and multi-cultural environment.
- Knowledge of Pacific Island countries and territories is an advantage.

## Salary, terms and conditions

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**Contract Duration** – This vacant position is budgeted for 3 years and is subject to renewal depending on performance and funding.

**Remuneration** – The **Finance, Administration and Project Officer** is a Band 9 position in SPC's 2024 salary scale, with a starting salary range of 3,209–3,915 SDR (special drawing rights) per month, which currently converts to approximately XPF 474,675–579,141 (USD 4,268–5,207; EUR 3,978–4,853). An offer of appointment for an initial contract will be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

**Benefits for international staff employees based in New Caledonia** – SPC provides subsidised housing in Noumea. 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 private policy.

## Application procedure

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**Closing date:** 11 February 2024 – 11:00 pm (Noumea time)

**Job Reference:** CR000186

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.

SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

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

1. Managing project finances often involves working with multiple donors and partners. Could you share a scenario where you coordinated financial matters among various stakeholders, ensuring smooth collaboration and reporting?
2. Outline your experience in providing coordination and administrative support for multiple projects and programs at once. What are the key lessons to do this successfully?
3. The role will be involved in managing expenditure acquittals of funding provided to beneficiaries in other Pacific Island countries. Identify two challenges that might arise and describe how you would address these challenges.