



SPREP
Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

**NATURE CONSERVATION
AND PROTECTED AREAS**

Nature Conservation Action for a Resilient Pacific

APPLICANT INFORMATION PACKAGE
FINANCE AND ADMINISTRATION OFFICER,
PACIFIC CLIMATE CHANGE CENTRE (FAO-PCCC)

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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 over 100 staff. There are SPREP offices in Fiji, Republic of the Marshalls Islands and Vanuatu as well as SPREP Officers stationed in Solomon Islands.

SPREP has an annual budget of approximately USD37 million in 2020.

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**

THE PACIFIC CLIMATE CHANGE CENTRE

The Pacific Climate Change Centre (PCCC) will be the regional Centre of Excellence for climate change information, research and innovation and will be hosted at SPREP in Samoa. As a flagship regional initiative, the PCCC will deliver capacity development programmes in adaptation, mitigation, climate services and project development. It will promote and foster applied research, drive innovation and build capacity in these areas and improve the flow of practical information between meteorological

services, climate practitioners, policy makers, researchers, scientists and those implementing policies, programmes and projects.

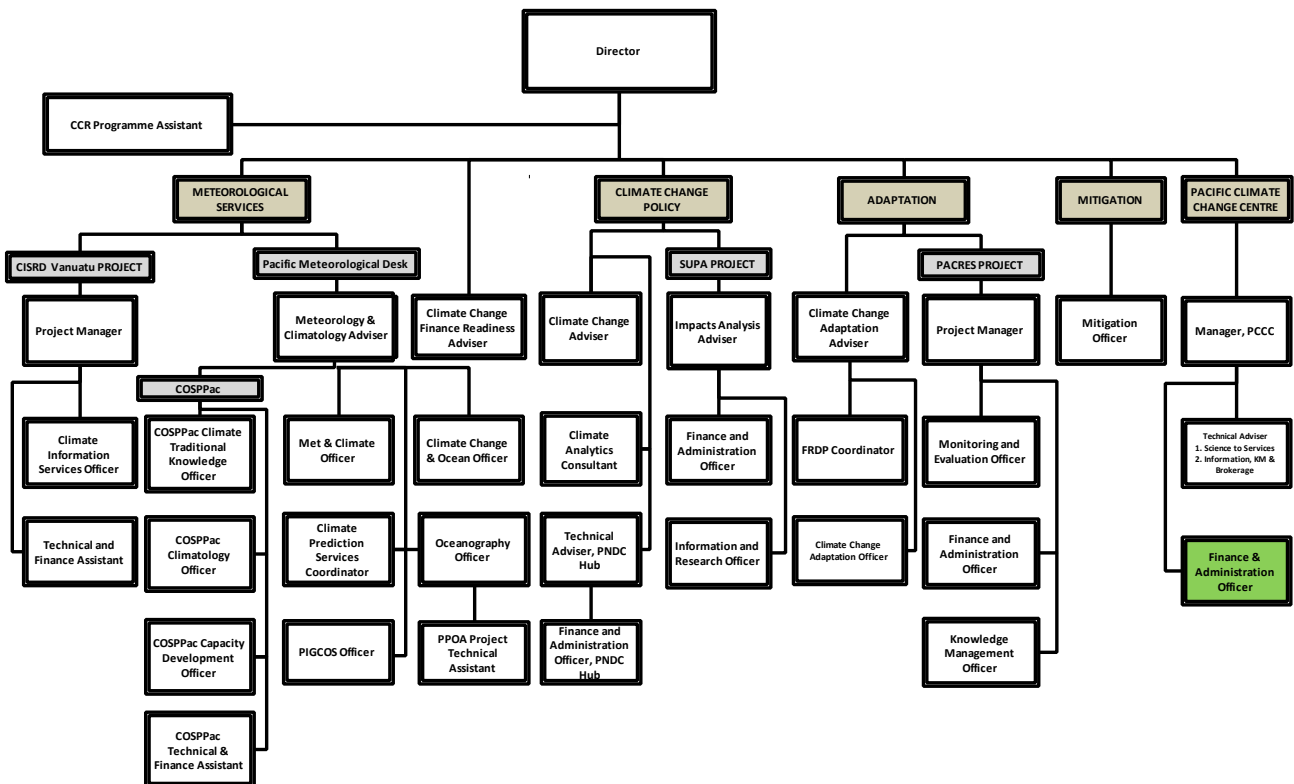
It will be underpinned by strong partnerships with Pacific Governments, applied research institutions, donors, civil society and the private sector. The PCCC will deliver four mutually reinforcing functions:

- **Knowledge brokerage:** Building relationships between the producers and users of climate change knowledge so that Pacific Governments and other decision-makers receive timely, robust information in user-friendly formats.
- **Applied research:** The PCCC will host research projects that are designed to address specific research objectives and priorities identified in the region and which lead to practical outcomes for the Pacific.
- **Capacity building through training and learning:** The PCCC will be a one-stop-shop for the improved coordination of climate change training and will help the region to more effectively learn from climate change adaptation and mitigation efforts to date.
- **Innovation:** The PCCC will support the development of innovative products and services which can increase resilience in the Pacific.

B. JOB DESCRIPTION

Job Title:	Finance and Administration Officer, Pacific Climate Change Centre (FAO,PCCC)
Programme:	Climate Change Resilience
Team:	Pacific Climate Change Centre
Responsible To:	Manager, Pacific Climate Change Centre (MPCCC)
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Lead the financial and administration functions of the Pacific Climate Change Centre.
Date:	November 2020

Organisation Context



Key Result Areas

The position of **Finance and Administration Officer, Pacific Climate Change Centre** addresses the following Key Result Areas:

1. Budget development and management;
2. Procurement management;
3. Financial reporting, financial documentation and audit facilitation;
4. Compliance with the donor contractual Agreement;
5. Logistical, administrative, research and technical support; and
6. Project management information system.

The requirements in the above Key Result Areas are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
<p>1. Budget development and management</p> <ol style="list-style-type: none"> a) Develop annual consolidated budget and monitor the overall spending of the PCCC in consultation with PCCC partners, and relevant SPREP Departments. b) Develop, maintain and monitor the PCCC budget in consultation with the Manager PCCC and relevant SPREP departments . c) Ensure spending of the PCCC does not exceed allocated budgets. d) Ensure annual budgets for the PCCC are prepared using the SPREP detailed budget template. e) Monitor the status of the PCCC funds and ensure replenishment is timely and meets the Agreement for the PCCC. f) Prepare relevant documentation to support tranche requests. 	<ul style="list-style-type: none"> • Budget issues identified, reported and addressed • Consolidated annual budget for the PCCC is prepared and submitted for endorsement by the PCCC Advisory Board. • PCCC annual budget is prepared and endorsed by the Manager PCCC and Director CCR. • Expenditures incurred are within budgets. • A record of the status of funds being monitored rigorously (spreadsheet or in another electronic format) is developed and tracked. • Replenishment of the PCCC funds are submitted and available for disbursement.
<p>2. Procurement management</p> <ol style="list-style-type: none"> (a) Develop, monitor and update the overall procurement plan for the PCCC in line with the Grant Funding Agreement and in consultation with the Manager PCCC, Finance and Administration Department of SPREP and the PCCC partners. (b) Ensure that procurement of required goods and services complies with the General Conditions and the special conditions of the Grant Funding Agreement, SPREP's procurement policies for SPREP activities and those of the PCCC partners. (c) Prepare all relevant documentation to enable procurement and supply of goods 	<ul style="list-style-type: none"> • Procurement Plan for the PCCC is accepted and approved by the PCCC Advisory Board. • Regular procurement alerts/reminders/reports are sent out to partners on outstanding procurement activities and issues that requires their attention. • Procurement activities meet set deadlines and relevant procurement dossiers and reports are ready in a timely manner to support advertisement of tenders or soliciting of quotes, evaluation, decisions and recontracting. • Non-conformity with conditions of contracts and agreements are prevented at all times with issues swiftly managed and addressed.

<p>and services required to enable delivery of the PCCC activities in consultation with the Finance and Administration Department.</p> <p>(d) Monitor the contracts and agreements for the supply of goods and engagement of consultants to deliver specific aspects of the PCCC in consultation with partners and including contracts managed by the PCCC.</p>	
<p>3. Financial reporting, financial documentation and audit facilitation</p> <p>a) Prepare consolidated six monthly and annual financial reports and financial component of the annual and six monthly narrative report.</p> <p>b) Prepare annual and six monthly financial reports on the PCCC activities.</p> <p>c) Facilitate annual audits and ensure that audited financial reports are readily available before the submission deadlines.</p> <p>d) Facilitate the preparation of the PCCC annual management declaration to be submitted together with the progress reports.</p> <p>e) Keep good records and files of all financial documents including supporting documents for all transactions related to the PCCC.</p> <p>f) Ensure all required financial records and supporting documents are submitted as part of the PCCC progress and financial reporting.</p>	<ul style="list-style-type: none"> • Six monthly and annual consolidated financial reports are available on time and endorsed by the relevant authorities prior to submission. • Six monthly and annual financial reports on SPREP costs for the implementation of SPREP activities are available on time and endorsed by relevant authorities in SPREP. • Audited financial and management declaration are carried out and ready for submission with the PCCC overall narrative progress reports. • Financial records and supporting documents (both paper and electronic) for costs incurred by SPREP under the PCCC are readily available, up-to-date and complete.
<p>4. Compliance with the conditions of the Grant Agreement</p> <p>a) Ensure in-depth understanding of the conditions of the Agreement relevant to the financial management, narrative progress reports, audits and management declaration and in particular direct and indirect costs criteria.</p> <p>b) Monitor compliance with the Agreement relevant to the financial management, narrative progress reports, audits and management declaration and in particular direct and indirect costs criteria.</p>	<ul style="list-style-type: none"> • All staff of the PCCC partners have in-depth understanding of the Agreement relevant to the financial management, narrative progress reports, audits and management declaration and in particular direct and indirect costs criteria. • Non-compliance is prevented and potential cases that could lead to non-compliance are detected earlier and addressed.

<p>5. Logistical, administrative and technical support</p> <p>a) Organise and arrange all travel requirements of staff of the PCCC with SPREP's Travel and Procurement Policies.</p> <p>b) Arrange and organise logistics for all PCCC meetings, visits, workshops and events to ensure all are completed and ready on time.</p> <p>c) Provide administrative, technical and secretariat support to the Manager PCCC and the PCCC team including all meetings including the PCCC Advisory Board meetings.</p> <p>d) Set-up, maintain and update e-filing and record keeping on a regular basis.</p> <p>e) Prepare meeting notes and reports for the PCCC specific and related meetings.</p> <p>f) Assist with organising the PCCC Advisory Board and other PCCC meetings.</p> <p>g) Assist with the planning and implementation of PCCC Advisory Board events.</p> <p>h) Provide technical assistance and support in implementing the PCCC activities and related activities.</p> <p>i) Undertake technical and policy related research and analytical work to support the PCCC activities, as required.</p> <p>j) Assist with and contribute to the preparation of the PCCC technical reports including policy briefs.</p>	<ul style="list-style-type: none"> • All PCCC activities and logistics including travel arrangements are organised in an efficient and cost effective manner. • Workshops and activities of the PCCC are well received by stakeholders and government officials, and stakeholders exhibit improved understanding of the work of the PCCC. • Meeting minutes and reports are prepared on time and shared with members of the PCCC Advisory Board, Director CCR and PCCC staff. • Effective filing systems and record keeping are up to date and accessible to the staff of PCCC and CCR. • Project logistics and administrative activities comply with SPREP policies and processes.
<p>6. Project Management Information System</p> <p>a) Compile the PCCC data and relevant information required for updating the PMIS and for the preparation of narrative progress reports, project implementation reports and other substantive reports, as required.</p> <p>b) Ensure information is correct and accurate before uploading on the PMIS and assist with the monitoring and tracking of progress and delivery of the PCCC outputs.</p> <p>c) Review information on PMIS and report on gaps and issues that need to be addressed.</p>	<ul style="list-style-type: none"> • PCCC information on PMIS is accurate and up to date

d) Ensure follow up on the PCCC information gaps so that data on PMIS is relevant and up-to-date.	
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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 Manager/Supervisor as part of the Performance Development System.

This section may be copied directly into the Performance Development Plans.

Work Complexity

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> • Development of realistic annual budgets that are within overall allocated budget and monitoring of spending in collaboration with the Manager PCCC, Director CCR and partners. • Ensuring costs charged to the PCCC are eligible costs under the Grant Funding Agreement. • Coordinating and meeting deadlines for financial reporting and audits. • Ensuring that procurement is undertaken in line with the relevant policies and financial records and supporting documents are provided. • Working in collaboration with the partners to monitor compliance with these organisations' internal controls and any remedial actions by auditors and evaluators to address financial management and procurement issues.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • SPREP CC focal points • CROP and regional agencies • Various PCCC partners (donors or recipient governments) • Consultants where relevant • Learning and research institutions • Vendors and business community 	<ul style="list-style-type: none"> • Access to financial and procurement records and information • Advice and assistance • Consultations and collaboration • Negotiations, communications and reporting • Procurement and business transactions
<p>Internal</p> <ul style="list-style-type: none"> • MPCCC and DCCR • Senior Management Team • Climate Change Resilience Programme • Other SPREP Programmes 	<ul style="list-style-type: none"> • Access to data and information • Advice and support • Collaboration and coordination

<ul style="list-style-type: none"> • Project Coordination Unit • Finance and Administration Department • Human Resources Department • All staff 	
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Level of Delegation

The position holder:
<ul style="list-style-type: none"> • Has oversight of the PCCC budget and finances. • Can seek funding opportunities in particular cost-sharing and complementarity with other projects and programme that could fund the PCCC activities of similar nature subject to authorisation. • Can present financial reports to authorised audiences such as the PCCC Advisory Board.

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). 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. A Bachelor degree in Accounting/Finance or relevant discipline (a certified qualification and membership from a recognised professional accounting institute would be an advantage)

Knowledge / Experience

Essential
2. At least 3 years relevant experience in programme or project accounting or in a similar accounting role with demonstrated experience in project fund management, preferably in the Pacific region
3. Excellent experience in the following: <ul style="list-style-type: none"> a) financial management and accounting 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 systems e) Performance Based Output Budgeting systems

4. Excellent experience in management and operations of procurement processes including tender work and assessment as well as appreciation of policies, systems, processes and databases
5. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, collaboration with donors and partners with sound experience in capacity building and 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	<ul style="list-style-type: none"> • Financial and accounting knowledge • Project financial reporting • Work programme planning, and budgeting • Computerised accounting systems
Advanced level	<ul style="list-style-type: none"> • Analytical skills • Understanding of financial policies and regulations • Communications, representation and interpersonal skills • Advisory and analytical skills
Working Knowledge	<ul style="list-style-type: none"> • Accounting practices • Financial systems software • Knowledge of SPREP financial procedures • Corporate policies • Ability to work well with section colleagues and staff at all levels • Good oral and written communication skills • Environmental issues in the Pacific islands region
Awareness	<ul style="list-style-type: none"> • UNFCCC, Paris Agreement and Climate Change funding mechanisms and processes • Sustainable Development Goals, SAMOA Pathway • Framework for Resilient Development in the Pacific • SPREP Strategic Plan • SPREP Performance Implementation Plan • SPREP Work Programmes

Key Behaviours

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

- 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.

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

“Due to the current COVID-19 situation affecting the region, and the priority the Secretariat places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. There will be an opportunity to discuss this matter thoroughly with the successful candidates and any appointment and on-boarding would only proceed when regional conditions permit the deployment of new staff”.

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of 3 years initially with possible renewal up to a maximum of 6 years subject to performance during the initial term, continuity of related programme activities and availability of funds.

Salary: Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$45,374 per annum.

Term: Appointment is subject to a satisfactory medical examination and clean police report, as well as a 6 months 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 may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of Samoan Tala \$1,000.

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 Apia 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 dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

Superannuation: SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund.

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 2 consecutive 3-year contracts, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

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

Transport: Transport from and to central Apia before and after work is provided.

Definitions:

'Dependant' means the financially dependent spouse or dependent child 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.

D. 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 “**Finance and Administration Officer, Pacific Climate Change Centre**” 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 “**Finance and Administration Officer, Pacific Climate Change Centre**”

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

For further enquiries, contact Ms. Marion Tuipulotu-Chan Chui on telephone (685) 21929 ext 328 or Email: marionc@sprep.org

Closing date: Friday, 4th December 2020. Late applications will not be considered.

SPREP is an Equal Opportunity Employer
