



SPREP
Secretariat of the Pacific Regional
Environment Programme

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The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

APPLICANT INFORMATION PACKAGE
**GCCA+ INTRA ACP PACIFIC ADAPTATION TO CLIMATE
CHANGE AND RESILIENCE BUILDING (PACRES) PROJECT,**
FINANCE AND ADMINISTRATION OFFICER

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A. Background Information on SPREP

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 and Vanuatu as well as SPREP Officers stationed in the Republic of the Marshall Islands and Solomon Islands. SPREP has an annual budget of USD \$33 million in 2019.

The establishment of SPREP 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 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, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

Four regional goals to achieving resilience and sustainable Pacific communities:

- **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

These define the core priorities and focus of SPREP in the areas of:

1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

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 SPREP 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.

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.

About the GCCA+ Intra ACP Pacific Adaptation to Climate Change and Resilience Building (PACRES) Project:

The European Commission endorsed the Intra-ACP Global Climate Change Alliance Plus (GCCA+) Programme focusing on climate change, resilience and the environment to be financed from the 11th European Development Fund (EDF11) in 2016. The Action is to be implemented in the ACP regions¹ and countries aiming at building regional level capacity while at the same time support ACP member countries in improving their capacities to adapt to and mitigate the impacts of climate change. The Pacific is one of the beneficiary region under this Programme, hence the Pacific ACP (P-ACP) Action “Pacific Adaptation to Climate Change and Resilience Building (PACRES)” was developed to facilitate the implementation of the Pacific regional component of this Programme.

The P-ACP Action will provide direct support to Pacific countries through the regional organisations - namely SPREP, the Pacific Community (SPC) and the Pacific Islands Forum Secretariat (PIFS), which are collaborating under this Action through a *Co-Delegation Agreement* signed in December 2017 - and also collaborating with the University of the South Pacific (USP) which has signed a separate grants agreement with the European Union, to implement the activities that are directly relevant to the implementation of national climate change adaptation and mitigation priorities, Nationally Determined Contributions (NDCs) and other elements of the Paris Agreement relevant to the region in the context of the Framework for Resilient Development in the Pacific (FRDP).

SPREP is the **Lead Organisation** for this P-ACP Action and therefore required to establish a Project Management Unit (PMU) to oversee and lead the overall day-to-day project and financial management and administration.

A qualified and highly experienced Finance and Administration (F&A) Officer is required to lead the financial and administration functions for this exciting and high-profile project. The F&A Officer will be responsible for the development, updating and monitoring of the procurement plan and ensuring compliance with the procurement policy that governs the project, monitoring of expenditures, cash flow and replenishments, preparation of financial reports and coordination of required audits for the project. These key responsibilities will be undertaken in collaboration with the Project Team, and

¹ ACP: Africa, Caribbean and Pacific Group of States

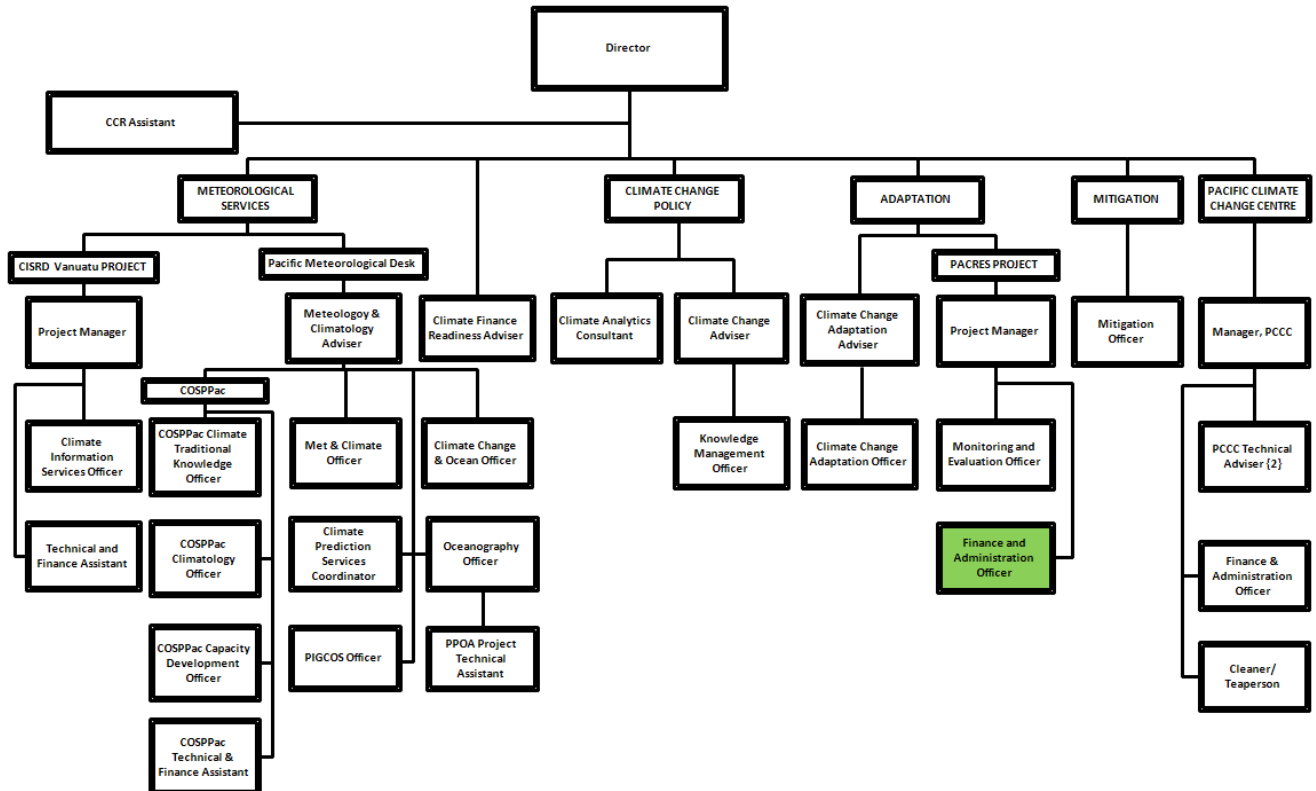
working closely with other functional units within SPREP, and with the project teams to be established in PIFS, SPC, USP as well as the EU Office in Suva and the ACP Secretariat in Brussels.

The PACRES Project, Finance and Administration Officer's primary responsibilities (approximately 75 percent of time) will be financial and administrative management of the PACRES Project. The other 25 percent of the time, the Finance and Administration Officer will be responsible for the management of SPREP's component of the GCCA+ Scaling-up Pacific Adaptation (SUPA) Project. Work spent on each project will be clearly marked in timesheets.

B. JOB DESCRIPTION

Job Title:	PACRES Project, Finance and Administration Officer (PACRESFAO)
Programme:	Climate Change Resilience
Team:	Adaptation
Responsible To:	Project Manager, PACRES
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 project
Date:	February 2019

Organisation Context



Key Result Areas

The position of **PACRES Project, Finance and Administration Officer** 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 General and Special Conditions of the Co-Delegation Agreement
5. Logistical, administrative and technical support
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> <p>a) Develop annual consolidated budget and monitor the overall spending in consultation with PMU, project teams in PIFS, SPC and USP, EU and relevant SPREP Departments (Finance, HR, Communication).</p> <p>b) Develop, maintain and monitor SPREP's PACRES budget and SPREP's component of the SUPA budget budget in consultation with the PMU and relevant SPREP Departments (Finance, HR, Communication)</p> <p>c) Ensure spending does not exceed allocated budgets</p> <p>d) Ensure annual PACRES budgets from the project units in PIFS and SPC are prepared using the EU detailed budget template</p> <p>e) Monitor the status of the project funds and ensure replenishment is timely and meets the General and Special Conditions under the Co-Delegation Agreement for the project</p> <p>f) Prepare relevant documentation to support tranche requests</p>	<ul style="list-style-type: none"> • Budget issues identified, reported and addressed • Consolidated annual budget for the project is prepared and submitted for endorsement by the Project Steering Committee • SPREP PACRES annual budget is prepared and endorsed by the Project Manager and CCR Director and the SPREP component of the SUPA budget is prepared and endorsed by relevant project staff and CCR Director • Expenditures incurred are within budgets • Annual PACRES budgets from PIFS and SPC are submitted in a timely manner and followed the EU template for the annual detailed budget • A record of the status of project funds being monitored rigorously (spreadsheet or in another electronic format) is developed and tracked • Replenishment of the project funds are submitted and available for disbursement to PIFS and SPC.
<p>2. Procurement management</p> <p>(a) Develop, monitor and update the overall procurement plan for the project in line with the General Conditions and the Co-Delegation Agreement and in consultation with PMU, Finance and</p>	<ul style="list-style-type: none"> • Procurement Plan for the overall project is accepted by SPREP, PIFS and SPC, EU and approved by the project steering committee. • Regular procurement alerts/reminders/reports are sent out to PIFS and SPC on outstanding

<p>Administration Department of SPREP and the project units in PIFS and SPC and EU.</p> <p>(b) Ensure that procurement of required goods and services comply with the General Conditions and the special conditions of the Co-Delegation Agreement, SPREP’s procurement policies for SPREP activities and those of PIFS and SPC</p> <p>(c) Prepare all relevant documentation to enable procurement and supply of goods and services required to enable delivery of SPREP 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 project in consultation with PIFS and SPC and including contracts managed by SPREP PMU.</p>	<p>procurement activities and issues that requires their attention</p> <ul style="list-style-type: none"> • 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>3. Financial reporting, financial documentation and audit facilitation</p> <p>a) Prepare consolidated six monthly and annual financial reports as required by the Co-Delegation Agreement and financial component of the annual and six monthly narrative report.</p> <p>b) Prepare annual and six monthly financial reports on SPREP 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 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 project</p> <p>f) Ensure all required financial records and supporting documents are submitted by project units in PIFS and SPC as part of their 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 relevant authorities prior to submission to EU; • 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 project overall narrative progress reports. • Financial records and supporting documents (both paper and electronic) for costs incurred by SPREP under the project and those by PIFS and SPC are readily available, up-to-date and complete.
<p>4. Compliance with the general and special conditions of the Co-Delegation Agreement</p>	<ul style="list-style-type: none"> • All staff of PMU as well as project units in PIFS and SPC have in-depth understanding of the General and

<p>a) Ensure in-depth understanding by PMU and project units in PIFS and SPC of the PAGODA and the General and Special Conditions of the Co-Delegation 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 General and Special Conditions of the Co-Delegation Agreement relevant to the financial management, narrative progress reports, audits and management declaration and in particular direct and indirect costs criteria.</p>	<p>Special Conditions of the Co-Delegation 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"> • Non-compliance is prevented and potential cases that could lead to non-compliance are detected earlier and addressed.
<p>5. Logistical, administrative and secretariat support</p> <p>a) Organise and arrange all travel requirements of the project in line with SPREP's Travel and Procurement Policies;</p> <p>b) Arrange and organise logistics for all project meetings, visits, workshops and events to ensure all are completed and ready on time;</p> <p>c) Provide administrative and secretariat support to the project and all meetings including the PACRES Steering Committee;</p> <p>d) Set-up, maintain and update project e-filing and record keeping on a regular basis; and</p> <p>e) Prepare meeting notes and reports for project specific and related meetings.</p> <p>f) Assist with organising PACRES Steering Committee meetings and other PACRES and SUPA project meetings as required.</p> <p>g) Assist with the planning and implementation of PACRES events as required.</p>	<ul style="list-style-type: none"> • All project activities and logistics (including travel arrangements) are organised in an efficient and cost effective manner • Workshops and project activities are well received by stakeholders and government officials, and stakeholders exhibit improved understanding of PACRES and SUPA. • Meeting minutes and reports are prepared on time and shared with members of the Steering Committee, Director, CCR and staff • Effective project filing systems and record keeping are up to date and accessible to the project teams and CCR staff • Project logistics and administrative activities comply with SPREP policies and processes
<p>6. Project management information system</p> <p>a) Compile project 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 by EU and SPREP</p>	<ul style="list-style-type: none"> • PACRES and SUPA Project information on PMIS is accurate and up to date

<ul style="list-style-type: none"> b) Ensure information is correct and accurate before uploading on the PMIS and assist with the monitoring and tracking of project progress and delivery of project outputs c) Review project information on PMIS and report on gaps and issues that need to be addressed d) Ensure follow up on project 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 Director/Supervisor as part of the Performance Development System.

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

Work Complexity

<p>Most challenging duties typically undertaken:</p> <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 project units in PIFS and SPC. • Ensuring costs charged to the project are eligible costs under the General and Special Conditions of the Co-Delegation 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 project units in PIFS and SPC to monitor compliance with these organisations’ internal controls and any remedial actions by auditors and evaluators of the project to address financial management and procurement issues.
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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"> • Co-Delegates for the Action i.e. PIFS, SPC including their project teams; • USP and its project team • EU and ACP • Steering Committee • Beneficiary countries 	<ul style="list-style-type: none"> • Access to financial and procurement records and information • Advice and assistance • Consultations and collaboration • Negotiations, communications and reporting

<ul style="list-style-type: none"> • Partner organisations and municipalities in the EU and other ACP regions • Expert Consultancy Service providers • Regional / International organisations 	
<p>Internal</p> <ul style="list-style-type: none"> • Senior Management Team • Climate Change Resilience Programme • Other SPREP Programmes • Project Coordination Unit • Finance and Administration Department • Human Resources Department • All staff 	<ul style="list-style-type: none"> • Access to data and information • Advice and support • Collaboration and coordination

Level of Delegation

The position holder:

- Has oversight of the project budget and finances in line with Co-Delegation Agreement and General Conditions;
- Can seek funding opportunities in particular cost-sharing and complementarity with other projects that could fund project activities of similar nature subject to authorisation;
- Can present financial reports to authorised audiences such as the project Steering Committee, EU, PIFS and SPC project units.

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 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.	Demonstrated 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
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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

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of 3 years, with a possible extension for another year in line with the project time frame and subject to performance, continuity of related project activities and availability of funds. 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 SAT\$45,374 per annum. Progress in the salary scale will be based on annual performance reviews.

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 also 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 7% 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.

4. 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 “**PACRES Project, Finance and Administration Officer (PACRESFAO)**” 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 “**PACRES Project, Finance and Administration Officer (PACRESFAO)**”

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 Jolynn Managreve-Fepuleai on telephones (685) 21929 ext 325 or
Email: jolynnf@sprep.org

CLOSING DATE: Friday, 22nd February 2019: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
