



Pacific
Community
Communauté
du Pacifique

- **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 Procurement Officer** within its Land Resources 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 effective expert scientific advice, capacity building and services on conservation, development and utilization of plant genetic resources, forest and landscape management, resilient agricultural systems, diversification of livelihood strategies and access to markets to maintain ecosystem services and improve land productivity and the food, nutrition security and resilience of Pacific communities. LRD has expertise in genetic resource conservation, resilient agriculture, biosecurity, pest and disease management, agricultural extension, plant pathology, entomology, and animal health. It collaborates with governments, regional organisations, civil society and other SPC divisions to pinpoint the needs and priorities of Pacific countries and communities and provide technical expertise to address them. This mission is realized through four main thematic work areas, or pillars, and a progressively integrated approach to programming that works towards achieving SPC's development goals.

The **Pacific Regional Integration Support (PRISE)** Programme is a EUR 37m programme aimed to support greater economic integration among the small and scattered countries of the region, and between the Pacific Region and the global economy. The overall objective is to contribute to improving the economic and social benefits for 15 Pacific countries from the African, Caribbean, Pacific Group of States arising from stronger regional economic integration. SPC is taking the lead in implementing 2 key outputs with an allocation of EUR 12m: Output 1.2 Sanitary and Phytosanitary services are improved; and Output 2.3: Strengthened competitiveness of sustainable agricultural value-chains in the Pacific. PRISE Outputs 1.2 and 2.3 with the title '**Safe Agricultural Trade Facilitation through Economic Integration in the Pacific**' (**SAFE Pacific**) project will be managed and implemented by SPC in all 15 Pacific Africa Caribbean and Pacific (PACPs) countries.

The role – **Finance and Procurement Officer** will support the EU funded SAFE Pacific Project with budget preparation, financial monitoring and reporting, audit compliance, procurement and grants and efficient administration through the Division's central Finance team. The key primary focus of this role is to ensure the smooth and efficient operation of the project in strict adherence to the Pacific Community (SPC) and donor requirements.

The key responsibilities of the role include:

Budget preparation, monitoring and financial reporting

- Monitor the overall project budget and forecasts, including against the following specific areas: Income and expenditure against Project plan or annual workplan and budgets; Outputs and outcomes including monthly analysis of project expenditure provided to project management team; Commitments and project executions; Project acquittals
- Prepare timely multi-purpose project financial (numerical and narrative) reports for SPC, donor, and any external project committee or board, technical working groups and others. Reports could include the following: Actuals against budget; Preparation of financial (numerical and narrative) reports for the bi-annual project Steering Committee; Costed activity or outcomes against workplans; Project executions and related risks; Cash management; Audit issues

Project accounting, audit and compliance

- Facilitate all preparations for any project audit and support any external review or evaluation on financial and grant matters. Liaise with auditors to provide required documentation in a timely manner.
- Contribute to the division's risk management processes, including in the work-planning process, as it pertains to financial and compliance risk, identifying potential risks, such as, irregular expenditures not approved in work plan.
- Ensure all aspects of a project's financial information including accounting transactions, are accurately captured in the SPC financial system.

Procurement and Grants Services

- Prepare all requests for proposals, requests for quotations and expressions of interest in line with SPC and donor requirements.

- Monitor all procurement and grants actions using key databases and workflows to ensure efficiency, completeness, availability of up-to-date information, and to allow effective follow-up action.
- Prepare grant requests and associated requirements for the Procurement Committee vetting process and consequently the facilitation of signing process with partner.

Overall administrative support

- Provide administrative and logistical support for staff travel, workshops and trainings where required.
- Contribute to the SPC Finance and shared services agenda which includes knowledge sharing, process refinements / reviews and increasing collaboration.
- Liaise directly with PICTS and other stakeholders on project administration issues, country specific financial policies and financial reporting matters.

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 or project management.

Technical expertise

- At least 7 years of demonstrated professional experience and competence in project administration and/or finance.
- Experience in financial reporting, compliance, and business processes for projects funded.
- Demonstrated experience in managing procurement and grant processes.
- Experience in preparation of budgets, financial reporting and monitoring of budget and cash flows.
- Analytical ability and demonstrated ability to achieve efficiencies with attention to detail.
- Strong understanding and experience in use of computerized financial management information systems, preferably Navision.
- Ability to foster healthy relationships with vendors and suppliers.
- Dealing with different reporting requirements in multi-currency -donor projects.

Language skills

- Excellent English communication skills (oral and written).

Interpersonal skills and cultural awareness

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

Salary, terms and conditions

Contract Duration – Until 31 December 2024.

Remuneration – The **Finance and Procurement Officer** is a band 9 position in SPC's 2024 salary scale, with a starting salary range of 2,284–2,856 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,808–8,509 (USD 3,038–3,798; EUR 2,832–3,540). 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: 3 March 2024 at 11:59pm (Fiji time)

Job Reference: JM000585

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.

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. Describe two challenges and possible solutions that this position faces when supporting implementation of activities across multiple countries
2. What are two key financial risks a project such as EU SAFE Pacific faces and what are some mitigating strategies?
3. Describe a tool or system you have implemented successfully to track progress of procurement activities under a large project or initiative.