



Pacific  
Community  
Communauté  
du Pacifique

- **Suva-based position (Fiji)**
- **Attractive expatriate package**
- **Join the principal development organisation in the Pacific region**

*The Pacific Community (SPC) invites applications for the position of **Procurement and Finance Officer – Resilient Coastal Fisheries and Aquaculture in Nauru Project (RCFA Project)** within its Fisheries, Aquaculture and Marine Ecosystems 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 **Fisheries, Aquaculture and Marine Ecosystems (FAME) Division** includes the Oceanic Fisheries Programme (OFP) and Coastal Fisheries and Aquaculture Programme (CFAP). CFAP's goal is to ensure that inshore fisheries, nearshore fisheries and aquaculture in Pacific Island countries and territories are managed and developed sustainably. The programme assists governments and administrations to develop scientifically informed and socially achievable coastal fisheries management policies and procedures (national and community-based). It provides support for sustainable aquaculture, including planning, research and development, aquatic biosecurity, and trade, for Pacific Island governments, the private sector, and other stakeholders. It assists in developing sustainable nearshore fisheries in Pacific Island countries and territories to provide for food security, sustainable livelihoods, economic growth and assist climate change adaptation.

The role – the **Procurement and Finance Officer (RCFA Project)** will be responsible for managing the financial and procurement functions (and associated administrative processes) to enable and support implementation of the Resilient Coastal Fisheries and Aquaculture in Nauru Project.

The key responsibilities of the role include:

### **Develop and implement financial procedures for the overall project in accordance with SPC and donor (Adaptation Fund) guidelines, processes, and requirements**

- Management of general accounting and project accounting in accordance with SPC and AF regulations.
- Design and develop project budget in accordance with implementation plan and design financial templates.
- Organise and oversee external audits efficiently, in accordance with SPC and donor requirements.
- Provide assurance on compliance such that project expenditure and delivery progress is in line with the contractual agreement and SPC policies and procedures.
- Be involved in the SPC Finance and Procurement shared services agenda. This includes work-planning and deployment; knowledge sharing, process refinements/ reviews and increasing collaboration.
- Assist the Project Coordinator with the design, oversight, and regular monitoring of the grant agreement and the risk management plan.

### **Undertake the financial tracking and reporting of project activities to inform decision making**

- Monitor the overall budget and forecasts to be consistent with the project implementation plan, outputs and intended outcomes.
- Monitor financial requirements that may be stipulated in the Grant Agreements, Letters of Arrangement (LoAs) and Memorandums of Understanding (MoUs) between implementing partners (Nauru NFMRA and SPC); to ensure project expenditure, cash advance requests and financial reports are timely and within the scope of the signed agreements.
- Prepare multi-purpose project financial reports for SPC, donor, the project steering committee, technical working groups and others on financial acquittals and payments on quarterly, biannual, and annual basis.

### **Undertake project procurement and contract oversight**

- Prepare and regularly update the project procurement plan; communicate the plan and progress against the procurement plan to team members, SPC, donor, steering committee, technical working groups, and others as required.
- Progress technical goods, services and work contracts including preparation of calls for quotations, tender documents, establish bid evaluation committees and completion of standard templates relating to procurement.
- Provide advice, training, and explanation of procurement requirements per SPC policies and procedures to project team, steering committee, technical working groups, partners, and others as necessary.
- Prepare contracts using relevant templates.
- Provision of monitoring and oversight of contract deliverables and payments.

**Provide strategic financial and procurement advice to the Project Coordinator and assist with project coordination and administration.**

- Provide technical financial and procurement advice to the Project Coordinator and recommend strategic planning measures.
- Assist the Project Coordinator when required including external reporting and ad-hoc coordination support from a financial basis.

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

## Key selection criteria

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### Qualifications

- Bachelor's degree in accounting, business, commerce, public finance, or related degree

### Technical expertise

- At least 5 years of experience in project accounting in an international or regional organisation<sup>2</sup> including experience with financial management information systems.
- In depth procurement experience.
- Understanding of project budgeting, financial reporting, donor reporting, audit requirements, and efficient systems for international funds transfer.
- Knowledge of budgetary processes in PICTs and working directly with PICTs in project financial management.
- Sound coordination, administrative, networking, and collaborative skills.
- Good interpersonal skills with people from all sections of society, and from different cultures, countries and institutions.
- Experience working with national government agencies in project financial management.
- Advanced computer skills in applications such as Microsoft Word and Excel.

### Language skills

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage.

### Interpersonal skills and cultural awareness

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

## 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 **Procurement and Finance Officer (RCFA Project)** 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

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**Closing Date: 12 May 2024 at 11:59pm (Fiji time)**

**Job Reference: JM000643**

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. Can you please describe your experience in the procurement of goods and services and contract management? Explain the steps you follow.
2. Financial reporting is a crucial aspect of this role. What is your process for preparing financial reports? What software or tools do you typically use, and how do you ensure accuracy and timeliness?
3. This role involves support for decision making and advice both internally (SPC) and externally (Nauru). What are the actions and skills required to carry out this role effectively, providing examples from past experiences?