



JOB DESCRIPTION

Job Title:	Administrative Assistant - Resilient Coastal Fisheries and Aquaculture in Nauru (Adaption Fund Project)
Division/Programme and Section/Project (if any):	Fisheries, Aquaculture & Marine Ecosystems Division (FAME)/ Coastal Fisheries & Aquaculture Programme (CFAP)
Location:	Suva, Fiji
Reporting to:	Technical Advisor, Resilient Coastal Fisheries and Aquaculture (CFA) in Nauru (Adaptation Fund Project)
Number of Direct Reports:	None
Purpose of Role:	Within the Project Management Unit (PMU), the position will be responsible for providing high-quality administrative and project support across the RCFA Nauru project (SPC and NFMRA), ensuring all SPC grants, and procurement, travel and financial policies and guidelines are complied with and supporting documents are archived.
Date:	March 2024

Organizational Context and Organization Chart

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. We work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures (<https://www.spc.int/>).

The SPC **Division of Fisheries, Aquaculture and Marine Ecosystems (FAME)** has been providing scientific and technical expertise to support fisheries management and sustainable development in the Pacific for over 60 years. The goal of the Division is that the fisheries resources of the Pacific region are sustainably managed for economic growth, food security and environmental conservation. In pursuit of this goal, SPC FAME provides scientific and management advice to Pacific Island Countries and Territories (PICTs) and regional agencies to support the sustainable management of oceanic, coastal fisheries and aquaculture resources. Despite the challenges in the management of the region's marine resources, there are also opportunities to derive greater economic and social benefits from them. The development of aquaculture in the region, along with alternative livelihoods, hold significant potential. SPC FAME provides technical assistance to support PICTs to maximise these sustainable development opportunities in the marine and aquaculture sectors.

SPC FAME is composed of three components: the Coastal Fisheries and Aquaculture Programme (CFAP); the Oceanic Fisheries Programme (OFP); and the Directors Office (DO). The SPC FAME CFAP provides science and technical support to PICT governments and administrations to enhance the management of coastal fisheries, and the sustainable development of aquaculture and nearshore livelihoods. CFAP assists PICTs to develop scientifically informed and socially achievable coastal fisheries management policies and procedures. CFAP provides PICTs support for sustainable aquaculture, including planning, research and development, aquatic biosecurity and trade, for governments, the private sector and other stakeholders. CFAP assists in developing

sustainable nearshore fisheries to provide for food security, sustainable livelihoods, economic growth, assist with climate change adaptation, and address new and evolving challenges to coastal fisheries and aquaculture in the region.

The Resilient Coastal Fisheries and Aquaculture (RCFA) in Nauru project is funded by the Adaptation Fund. The Pacific Community (SPC) has accessed the resources on behalf of the Government of Nauru (GoN) in its capacity as a Regional Implementing Entity and will manage project oversight and fiduciary controls in this role. The project will be executed by both 1) the Nauru Fisheries and Marine Resources Authority (NFMRA), and 2) the Fisheries, Aquaculture and Marine Ecosystems (FAME) Division of SPC.

The overall objective is to enhance the climate resilience of Nauru’s population through the creation of climate resilient and diversified domestic fisheries and aquaculture sectors, resulting in greater food security, nutrition, and ecosystem health under predicted climate change scenarios.

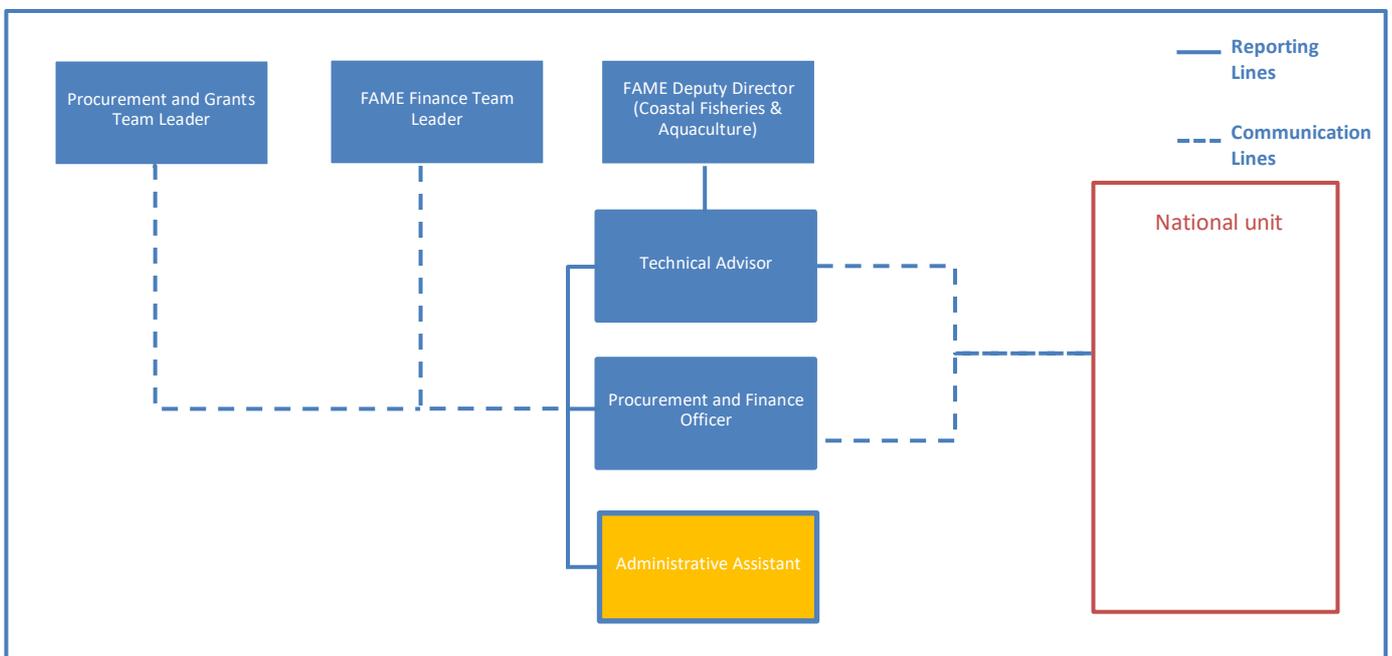
The project will utilize an integrated approach to natural resource management and utilization to address a number of long-standing barriers that have hampered the implementation of climate adaption solutions with regards to Nauru’s coastal fishers and aquaculture sectors. Through this integrated approach, the project will target three outcomes:

- Outcome 1: Strengthened policy and planning strategies together with increased technical ability of civil servants and communities enable an integrated approach to climate change and development challenges.
- Outcome 2: Improved food security and nutrition through increased farmed fish supply, increased adaptive capacity and income of aquaculture operators and reduced pressure on climate-vulnerable coastal and reef ecosystems.
- Outcome 3: Increased resilience of ecosystems and adaptive capacity of communities through availability of data and knowledge sharing mechanisms for adaption planning and environmental protection.

The project will be delivered by a team of skilled professional specialists hired under SPC’s FAME division, and the NFMRA.

NFMRA project staff will carry out the operational management of the project and the day-to-day implementation of the project activities. SPC’s project staff will carry out Direct Project Services to support the NFMRA in execution of the project. The support provided by SPC will be specific to two technical areas:

1. Procurement support for the project in compliance with SPC procurement policy, deemed compliant with Adaptation Fund standards.
2. Technical backstopping and advisory support for training and implementation of technical components in coastal fisheries and aquaculture sectors.



Key Result Areas (KRAs):

The Administrative Assistant will provide timely, efficient, and effective administration, travel, and coordination support on the Coastal Fisheries and Aquaculture project, Nauru. Essential to this role is pro-active coordination support, organization, tracking, and progression of project activities.

The Key Results Areas are:

1. Provide accurate, efficient, and timely administrative support across the RCFA project, with a particular focus on project finance reporting support and related information and data management.
2. Provide accurate, efficient, and timely administrative support for all project travel and procurement activities.
3. Organise workshop logistics, draft official correspondence, and schedule project activities.
4. Provide back-up for other support staff and undertake other duties as directed by the Technical Advisor, Procurement and Finance Officer and in-country National Coordinator.

The performance requirements of the Key Result Areas are broadly described below.

Jobholder is accountable for	<i>Jobholder is successful when</i>
<p>KRA#1 Provide accurate, efficient, and timely administrative support across the RCFA project, with a particular focus on project finance reporting support and related information and data management (40%):</p> <ul style="list-style-type: none"> • Assist RCFA project members with all business support requests and enquiries. • Guide RCFA staff on best practice project information retention. • Maintain accurate records of all financial transactions across project budget, including transactions relating to the grant agreements. • Raise and receipt purchase orders for goods and services. Match them in Navision once invoices are received. • Arrange cash advances for staff and review staff acquittals based on invoices provided. • Ensure financial activities for projects comply with internal policies, terms, and conditions for provision of services/goods. • Progress payments for consultants in-line with contract terms and conditions. • Support the Procurement and Finance Officer to prepare financial statements/accounts/reports to donors. • Respond to requests for information from auditors. • File and maintain records of documentation for all procurement undertaken by the project, including with national project team to ensure all documents for acquittals are maintained and filed. • Work with the Finance and Procurement Officer to clear small-value procurements while adhering to relevant thresholds. 	<ul style="list-style-type: none"> • Budgets are administered with accuracy and any over/underspend is highlighted to the Technical Advisor and to the Procurement and Finance Officer. • Goods and services are purchased with invoices matched in a timely fashion. • Cash advances are accurately acquitted soon after the completion of technical field work. • Project implementation complies with SPC organizational policies and contractual terms under the AF grant agreement. • All financial statements for projects are checked on a regular basis throughout the duration of the project. Discrepancies are escalated in a timely fashion. • Consultants are paid in accordance with contract schedules. Issues with Vendors are escalated. • Project financial accounts and reports are accurate and prepared prior to donor/SPC reporting deadlines. • Auditors have all necessary information and supporting documentation on time. Issues are escalated/communicated and/or de-risked.

<p>KRA#2 Provide accurate, efficient and timely administrative support for all project travel and procurement activities (20%):</p> <ul style="list-style-type: none"> • Process and manage international and domestic travel requests from staff/consultants/RCFA participants as and when required. • Review and progress protocol notification letters to Nauru focal points prior to initiating travel logistics for internal staff/external consultants. • Pro-actively coordinate group travel requests in advance of conferences/meetings/workshops to optimise people’s time and ensure cost efficiencies. • Undertake acquittals of travel, especially when travel plans change (often in real-time). • Review people’s travel itineraries (issued by external travel agencies) to ensure smooth and efficient transitions at international “lay-overs”. • Inform staff/consultants/donors of travel compliance procedures for their nominated country/territory of travel. • Provide analysis of overall group travel information and provide insights to Technical Advisor to escalate/improve travel inefficiencies. 	<ul style="list-style-type: none"> • All travel is satisfactory arranged in a timely fashion and logistics run smoothly. • Most economical (time and cost) travel arrangements are made. Note, this is balanced against use of staff time (length of travel). • Changes to travel are made as quickly as possible, considering cost implications. • Acquittals of travel are done accurately and in a timely fashion. • Staff/consultants/donors are well informed of relevant travel compliance and regulations. • Travel bookings and payments are consistently progressed to completion utilising appropriate systems. • Working knowledge of internal travel/finance/procurement policies is maintained and staff/consultants/donors are advised appropriately. • Supporting documentation for travel is organized and archived appropriately
<p>KRA#3 Organise workshop logistics, draft official correspondence, and schedule project activities (30%):</p> <ul style="list-style-type: none"> • Organise complex airline and hotel bookings, per diems, contingency funds, transfers and other logistics for workshop staff/participants travelling as required. • Regularly update the workshop/meeting participant training database. • Ensure that acquittals of workshops/meetings are advanced to Finance department within 1-2 weeks. • Ensure participants / delegates / consultants / interpreters have copies of papers and presentations ahead of significant meetings or workshops. This includes (but is not limited to) producing hard copies of documents/presentations and circulating meeting links to share-point sites. • Guidance and training provided to project staff on how to best organise, file and maintain project information. 	<ul style="list-style-type: none"> • Workshop expenditure is within budget. Any discrepancies are communicated to the Technical Advisor and Procurement and Finance Officer. • Workshops and associated per diem agreements (in outreach places) are organised in a timely and efficient manner. • Papers, documentation, and presentations are coordinated, organised, and circulated to distribution lists via the most efficient means possible. • Interpreters and donors have pertinent information in advance of meetings/conferences. • Organisational best practice project management archiving and filing procedures are adhered to.

<p>KRA#4 Provide back-up for other FAME support staff and undertake other duties as directed by the Technical Officer, Procurement and Finance Officer and the in-country National Coordinator (10%):</p> <ul style="list-style-type: none"> • Assist FAME support staff with administration, travel logistics and ad hoc requests when significant meetings are held. • Stand-in for and/or liaise with other FAME support staff when required or as directed by the Technical Advisor or Procurement and Finance Officer. • Organise meeting room set-up for face-to-face and virtual meetings. • Undertake “special projects” or work streams as and when required by Technical Advisor or Procurement and Finance Officer. • Take minutes of key stakeholder meetings and when required by the Technical Advisor. 	<ul style="list-style-type: none"> • Meetings both face-to-face, virtual or a hybrid, run smoothly with adequate technical/facilitation support in place. • In the absence of support staff members, business as usual continues to operate. • Tasks delegated by the Technical Advisor or Procurement and Finance Officer are completed efficiently, accurately and in a timely fashion.
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The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

Most challenging duties typically undertaken:
 The most challenging aspect of this role is follow-through on completion of administrative processes underpinned by legacy business support tools. This requires a general understanding of support systems, attention-to-detail as well as perseverance/patience in assisting people under time-constraints. This is particularly evident for finance and travel functions.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • Adaptation Fund • National government agencies including national public cooperations • Recipient communities • Private sector and industry association contacts • Consultants, contractors and suppliers • The Commercial and Development financial sector • Auditors 	<ul style="list-style-type: none"> • Correspondence and administrative requirements • Service provision and support • Provision of documents • Public relations • Collaboration and consultation
<p>Internal</p> <p>Key internal contacts are:</p>	<ul style="list-style-type: none"> • Assisting with project administrative requests and needs.

<ul style="list-style-type: none"> • FAME Director and CFAP Division • FAME Finance team • Project Management Unit • Climate Finance Unit • SPC HR, Finance, Administration, Publications, ICT, and Procurement staff 	<ul style="list-style-type: none"> • Tracking budget expenditure, contract variation/closures, travel requests.
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Level of Delegation:

Routine Expenditure Budget: 0 EUR

Budget Sign off Authority without requiring approval from direct supervisor: 0 EUR

Personal Specification:

Qualifications

Essential:	Desirable:
Minimum of an advanced diploma in the areas of business administration, secretarial services, financial management.	Degree in business management or other related field. Background in accounting or project management

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 5 years of relevant work experience in the provision of business and/or project support within a medium to large sized organisation in a similar institution or environment. • Proficient in Microsoft 365 and Office suite, especially, Excel data analysis and reporting. • Proficient in drafting official correspondence/communications. • Ability to work with minimum supervision, multi-task and meet deadlines. • Experience utilising an array of business support tools/applications and share point platforms. • Experience working directly (face-to-face or via video conference) with internal and external stakeholders. • Experience coordinating travel and conference logistics under time constraints. • Experience reviewing group travel needs and developing business insights. • Experience in tracking and reconciling financial information for reporting purposes. 	<ul style="list-style-type: none"> • Experience in coordinating international travel for people. • Proficient in writing and conversing in English. • Knowledge of business compliance in large organisations. • Attention-to-detail and analytical aptitude. • Willingness to influence the improvement of administrative processes and mechanisms. • Pro-actively determines and recommends best course of action to resolve administrative issues/needs. • Experience working on budgets, contracts, procurement of goods, accounts payable or receivable. • Ability to work autonomously as well as with others.

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">• Aptitude for the provision of high-quality services• Tact, customer skills and diplomacy• Ability to deal with conflicting information in a professional manner
Advanced level	<ul style="list-style-type: none">• A flexible approach and willingness to assist with a variety of other tasks when needed.• A high level of interpersonal skills in the workplace.• Administrative and clerical skills• Filing skills for archiving documents so they are easily found when needed.
Working knowledge	<ul style="list-style-type: none">• Ability to set priorities successfully working with minimal supervision.• Ability to work well with Corporate Services, Finance Department, Publications, Registry, and with other SPC staff.• Understanding of organisational policies and procedures• Familiarity with accounting systems (ProgNav)• Awareness of Pacific cultural protocols
Awareness	<ul style="list-style-type: none">• Of FAME matters and project management• SPC Regulations and Policies

Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanour
- Demonstrated high level commitment to customer service.

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 the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.