



JOB DESCRIPTION

Job Title:	Procurement and Finance Officer, Resilient Coastal Fisheries (CFA) 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 in Nauru (Adaptation Fund Project)
Number of Direct Reports:	None
Purpose of Role:	This position is responsible for managing financial and procurement functions (and associated administrative processes) that enable and support implementation of the Resilient Coastal Fisheries and Aquaculture in Nauru Project.
Date:	February 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 adaptation 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 adaptation 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:

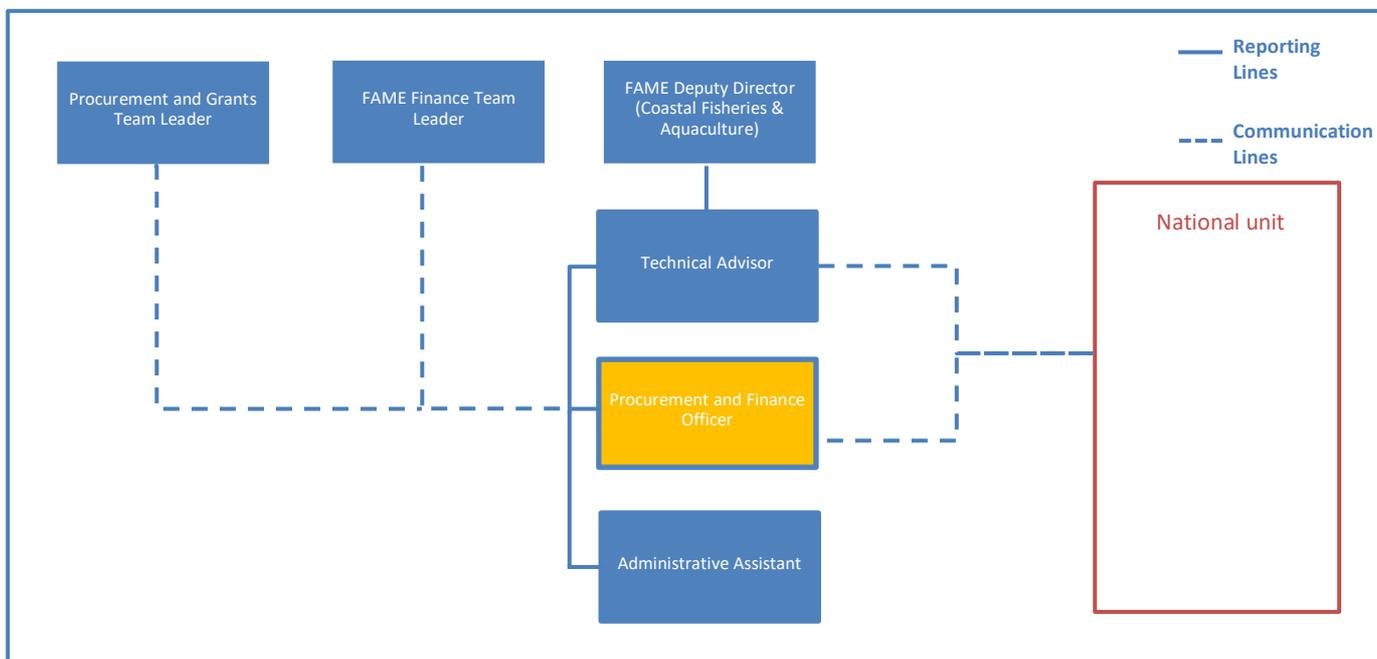
1. Procurement support for the project in compliance with SPC procurement policy, deemed compliant with Adaptation Fund standards.
2. Technical backstopping and advisory support for training and implementation of technical components in coastal fisheries and aquaculture sectors.

Within the Project Management Unit (PMU), this position will be responsible for overall procurement and financial management, supporting administrative processes related to fiduciary compliance and oversight functions, ensuring implementation alignment with SPC and international best practice in the sector.

The position will liaise closely with the national coordinator and the national team to ensure all procurement is achieved in a timely manner and that technical advice and inputs into project activities is of the highest quality.

Specifically, this position will engage in the following tasks on a regular basis; project accounting, auditing, archiving, budgetary controls, monitoring of financial performance/progress in compliance with Adaptation Fund requirements, procurement for service contract and project assets, disbursement of funds and contracting with Nauru.

The position will also provide the Project Coordinator (at the National level) with strategic financial advice, ensure the completion of assigned project and donor reporting, oversee, and manage audit functions as well as assist in the delivery of administrative and coordination duties associated with the project.



Key Result Areas (KRAs):

The position of Procurement and Finance Officer encompasses the following major functions or Key Result Areas:

1. Develop and implement financial procedures for the overall project in accordance with SPC and donor (AF) guidelines, processes, and requirements,
2. Undertake the financial tracking and reporting of national and state level project activities so as to inform decision making,
3. Undertake project procurement and contract oversight,
4. Provide strategic financial and procurement advice to the Project Coordinator based in Nauru and assist with project coordination and administration.

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA#1 Develop and implement financial procedures for the overall project in accordance with SPC and donor (AF) guidelines, processes, and requirements (20%):</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Project financial and accounting procedures established, operating updated on a monthly basis. • Project budget established in line with SPC and AF requirements. • External audits conducted in a timely and efficient manner. • The shared services vision and agenda is successfully implemented throughout the life cycle of the project. • Documents efficiently compiled and submitted for audit.

<p>line with the contractual agreement and SPC policies and procedures.</p> <ul style="list-style-type: none"> • Be involved in the SPC Finance and Procurement shared services agenda. This includes: <ul style="list-style-type: none"> - 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. • Monitor project commitments and provide advice to the Project Coordinator relating to execution and financial progress. • Provide support to the project team about financial policies and procedures and provide training and capacity building to national colleagues on SPC financial procedures. • Provide monthly reports to the FAME Finance Unit and CFU for management reporting purposes. • Ensure monitoring and timely clearance of staff and grant acquittals related to the project 	<ul style="list-style-type: none"> • Compliance monitoring of expenditure and project progress regularly prepared and consistent with contractual agreements and SPC policies and procedures. • Transparent documented systems are used for all accounting and financial operations. • Appropriate tools developed to monitor progress and inform evaluation and provide advice to the Project Coordinator. • Project team members and national partners informed and confident in the use of SPC financial procedures. • Staff and grant acquittals updated monthly.
<p>KRA#2 Undertake the financial tracking and reporting of project activities so as to inform decision making (30%):</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Overall budget tracking is regularly updated in a timely fashion to fully inform decision-making. • Regular financial reporting provided on quarterly, and annual basis and responses to ad hoc requests from SPC, donor, steering committee or others are efficient and timely • SPC and the donor are consistently updated with the project's financial progress (utilising donor templates where necessary). • Database tracking sheet and filing system (both soft and hard copy) are consistently maintained for all project activities.
<p>KRA#3 Undertake project procurement and contract oversight (30%)</p> <ul style="list-style-type: none"> • Prepare and regularly update the project procurement plan; communicate the plan and progress against the procurement plan to team members, SPC, donor, steering 	<ul style="list-style-type: none"> • Procurement plan monitored, updated, and shared regularly to all necessary parties.

<p>committee, technical working groups, and others as required.</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • All goods, services, work, and technical advice procured are consistent with SPC procedures and policies. • Contracts prepared and signed in a timely manner. • Contract milestones are delivered on schedule and payments made in a timely manner. • Project team, steering committee, technical working groups, partners and others are informed of SPC procurement policies and procedures.
<p>KRA#4 Provide strategic financial and procurement advice to the Project Coordinator and assist with project coordination and administration. (20%)</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Project Coordinator informed about necessary strategic financial and procurement measures to ensure full and compliant project delivery. • Project functions are well-administered and coordinated. • Project reporting is accurate and submitted in a timely manner.

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):

<ul style="list-style-type: none"> • Transactional compliance with SPC financial management procedures and AF procedures, • Obtaining full financial documentation and grant acquittals from external partners/collaborators in a timely manner, taking into account national processes and capacities as well as competing projects funded by other donors, • Working across multiple agencies in Nauru and the wider Pacific where necessary, • Assisting in the identification of potential risks to full project delivery and advising on solutions, • Balancing financial reporting required from country counterparts with the needs of other donor funded projects in the region.

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"> • Consultation and reporting • Direct national, and municipal liaison • Service provision and support • Generation and maintenance of documents • Public relations • Collaboration and consultation
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • FAME Director and CFAP division team • FAME Finance team • SPC Grant and Procurement team • Project Management team • Climate Finance Unit • SPC HR, Finance, Administration, Publications, ICT, and Procurement staff 	<ul style="list-style-type: none"> • Receiving and providing information and guidance via the Project Coordinator • Direct liaison • Recruitment and staff issues, budgeting, procurement, and financial reporting • Providing financial information relating to the activities

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:
<ul style="list-style-type: none"> • Bachelor's degree in accounting, business, commerce, public finance, or related degree 	<ul style="list-style-type: none"> • Professional membership of CPA • Master's degree in accounting, business, commerce or public finance

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 5 years' experience in project accounting in an international or regional organisation including experience with financial management information systems, • In depth procurement experience, • Understanding of project budgeting, financial reporting, donor reporting, audit requirements, 	<ul style="list-style-type: none"> • Knowledge of SPC procurement systems, • Work experience in the Pacific Islands region, • Navision accounting system user, • Advanced user of Microsoft Excel including pivot tables, macros, etc.

<p>and efficient systems for international funds transfer,</p> <ul style="list-style-type: none"> • 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, • Fluency in English (written and verbal). 	
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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"> • Accurate and effective processing of financial data according to international accounting standards, • Procurement procedures, • Report and general writing skills, • Accuracy, attention to detail in administrative and financial activities, • Prioritization and time management.
Advanced level	<ul style="list-style-type: none"> • Planning and organisation, • Project coordination and management, • Effective communicator and team player, • Financial report writing.
Working knowledge	<ul style="list-style-type: none"> • Foreign currency and exchange rates, • International and local banking procedures, • SPC financial management procedures,
Awareness	<ul style="list-style-type: none"> • Ability to deal with confidential information in a professional manner, • Organisational vision. • 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.