



JOB DESCRIPTION

Job Title:	Finance and Administration Assistant
Work Unit:	Kiritimati Island Project Management Unit (PMU), Kiritimati Island Water and Energy Projects, Disaster and Community Resilience Programme (DCRP), Geoscience Energy and Maritime (GEM) Division
Location	Kiritimati Island, Kiribati
Responsible To:	Coordinator, Kiritimati Island Water and Energy Projects
Number of direct reports:	None
Job Purpose:	To provide all administration tasks and finance support under SPC's Kiritimati Island Project Management Unit (PMU), particularly those related to the Kiritimati Island Water and Energy Projects, ensuring that the Team is provided with the necessary support to facilitate effective and efficient service delivery as part of SPC's overall programmatic support to Kiribati.
Date:	June 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 wellbeing 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/>).

SPC's Disaster and Community Resilience Programme (DCRP), part of the Geoscience, Energy and Maritime (GEM) Division, was formed to better support our Member Countries achieve their sustainable development goals through evidence-based action and partnerships for resilience. The DCRP delivers this work through a series of projects and programme funding, coming together through integrated programmatic delivery (<https://gem.spc.int/key-work/DCRP>).

One such project is the *Safe and Sustainable Drinking Water for Kiritimati Island* project (also known as the *Kiritimati Island Water* project). Funded by the European Union (EU; EUR 6.2M) and New Zealand Government (MFAT; NZD 2M), this project commenced in July 2020 and aims to support the Government of Kiribati (GoK) to increase access to safe and sustainable drinking water on Kiritimati Island by:

- a. Improving evidence-based management of water resources;
- b. Increasing access to safe and reliable drinking water supply; and
- c. Strengthening capacity to operate, maintain and manage safe and efficient water supply systems.

The project has an implementation period ending November 2026 (pending approval). Additional water security funding is also in the pipeline to increase water supply resilience on Kiritimati Island and may push into 2027.

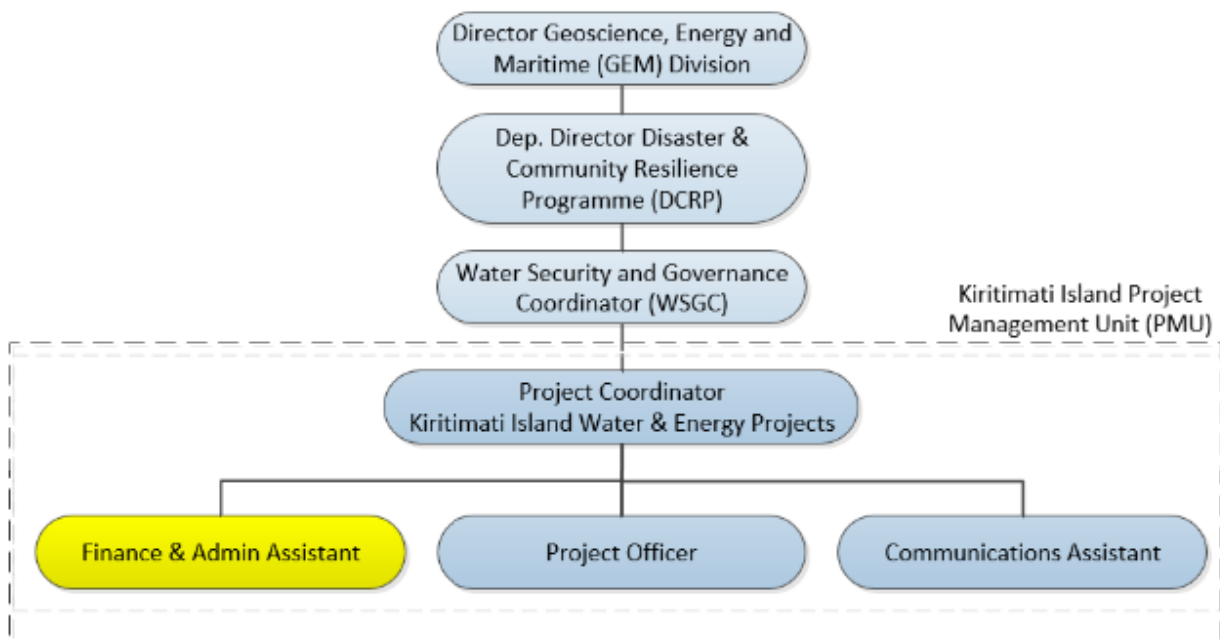
Another project, the AUD 2,932,500 Electrification of Kiribati’s Line Islands Powered through Solar Energy (EKLIPSE; aka the Kiritimati Island Energy Project) project funded by DFAT, commenced in June 2024 and has a three-year implementation period through to June 2027. The project targets improvements to Kiritimati Island’s electrification infrastructure, capacity, efficiency and access across four key result areas (KRAs), namely:

- Supply capacity, reliability, efficiency and affordability;
- Demand side management, efficiency and behaviours;
- Capacity of public electricity service utility people and processes; and
- Access to electricity, both on- and off-grid.

The above projects will require dedicated support from SPC’s Finance and Administration Assistant on Kiritimati.

Through the implementation of these projects, SPC contribute to enhancing the dialogue between EU, MFAT, DFAT and the Government of Kiribati (GoK), primarily through the Ministry of Line and Phoenix Islands Development (MLPID), building upon its long-standing partnership with GoK and relevant water and energy expertise in the Gilbert group and Kiritimati. SPC also provide inputs and share best practices and lessons from other countries in the Pacific wherever appropriate.

The overall supervision of the Kiritimati PMU is the responsibility of the Deputy Director of DCRP under SPC’s GEM Division with the support of the Water Security and Governance Coordinator (WSGC). Additional support will be provided by GEM’s Georesources and Energy Programme (GEP) for the energy project. SPC’s Project Coordinator leads a locally based Project Management Unit (PMU) and reports to the WSGC within the DCRP. The PMU comprises a Project Officer, Communications Assistant and Finance and Administration Assistant. The position of Administration Assistant will report directly to the Project Coordinator.



Key Result Areas (KRAs):

The position of Finance and Administration Assistant encompasses the following major functions or Key Result Areas (KRAs):

1. Administration and operations support (25%): Provide general administrative and operational support to the Project Coordinator and staff to enable the implementation of project activities, and provide effective backstopping of financial processes to ensure the delivery of activities and intended outcomes of the Project.

2. Travel and logistics management (20%): Ensure that arrangements for project staff and stakeholder travel and logistics are conducted in an efficient and effective manner and meet with the requirements of SPC rules and procedures. Coordinate arrangements for Project Steering Committee meetings including travel.

3. Support to the Ministry of Line and Phoenix Islands Development (MLPID) (15%): Provide administrative support and associated capacity building, as and when required, to MLPID (particularly WSD) to help ensure that overall services are maintained at an optimum level.

4. Financial and procurement support services (25%): Adhere to all reporting requirements in an accurate and timely manner to facilitate individual accountability within the project.

5. Support to Project governance and ensuring compliance with relevant policies and regulations (15%): Facilitate compliance with all relevant policies, regulations and administrative directions and contribute to the good governance of the project and MLPID.

The requirements in the above Key Result Areas are broadly identified below.

<i>Jobholder is accountable for</i>	<i>Jobholder is successful when</i>
KRA 1: Administration and Operations Support	
<ul style="list-style-type: none"> Managing day-to-day administration and operations work to the Project Coordinator and project staff to enable the implementation of project activities. Assist with arranging and participating in project meetings. Managing and monitoring project filing systems, including the archiving and backup of project documents, information and data in a format suitable for supporting mid-term and terminal evaluations. Effectively managing project assets records. Providing support on project related matters as and when required. 	<ul style="list-style-type: none"> Stationeries and supplies are adequately stocked and available for staff. Inward and outward mail is recorded and distributed to recipients. An efficient secretarial service is provided to project staff. Administration functions successfully managed. Project documents, data and information properly filed and managed. All information relating to mid term and terminal reviews are readily available. Official and unofficial communications are drafted and disseminated.
KRA 2: Travel and Logistics Management	
<ul style="list-style-type: none"> Assist with aspects of travel arrangements for the project team, including obtaining itineraries, completing travel forms, ticketing, protocol letters, etc. and ensuring all documentation is complete 	<ul style="list-style-type: none"> Flight itineraries are developed and provided to requesting staff. Logistics, catering, venue and meeting arrangements are organized for all meetings, training events and other multi-

<p>after travel. Ensuring travel is budgeted for and in line with work plan.</p> <ul style="list-style-type: none"> • Supporting the development of budgets for regional workshops and field travel needs. • Providing facilitation and logistical support to Regional and National Workshops, including securing workshop venues, accommodation and other services. • Preparing Country Circulars to SPC focal points to advise on workshops and events. • Managing administrative functions relating to workshops and meetings. • Working closely with SPC's Travel team on all requests. 	<p>stakeholder engagements.</p> <ul style="list-style-type: none"> • Per diems are prepared well in advance. • Acquittal of project expenditures occur with proper finance documentations in an efficient manner. • Project travel is effectively managed. • Workshops and meetings are successfully organised. • Travel arrangements and workshop logistics are in accordance with SPC policies.
<p>KRA 3: Support capacity building to the Ministry of Line and Phoenix Islands Development</p>	
<ul style="list-style-type: none"> • Provision of administrative support and associated capacity building, as and when required, to MLPID (especially WSD) to help ensure that overall services are maintained at an optimum level. 	<ul style="list-style-type: none"> • Requests for support from MLPID are attended to when required in a timely manner. • Financial and administrative capacity building provided to appropriate staff.
<p>KRA 4: Financial and procurement support services</p>	
<ul style="list-style-type: none"> • Supporting the delivery of financial and procurement reports using SPC financial systems. • Monitoring project expenditure against approved budget on a monthly basis. • Ensuring financial transactions and project procurements comply with SPC's Financial and Procurement guidelines. • Facilitating all project cash advances where required and follow up on related acquittals. • Facilitating project payments. • Assist in project audits and provide support with the retrieval of documents required. • Verifying requests for purchase orders, and ensure commitment lists remain accurate. • Ensuring commitment lists are run regularly and all Purchase Orders are cleared in a timely manner. • Sourcing valid quotations from reliable service providers. 	<ul style="list-style-type: none"> • Support is provided for donor reports to be submitted on time with reconciled figures from SPC systems. • Internal reports are accurate and in line with donor agreements, work plans and SPC rules and regulations. • Expenditures are charged correctly and in accordance with approved budget codes. • Payments are executed in a timely manner. • All purchases and transactions are facilitated in a prompt and accurate manner. • Project audits are done within the set timelines. • Commitment listings are up to date. • Project procurement is undertaken in an effective and efficient manner. • Assets and materials procured and managed well.
<p>KRA 5: Support to project governance and ensuring compliance with relevant policies and regulations</p>	

<ul style="list-style-type: none"> Facilitation of compliance with all relevant policies, regulations and administrative directions and contribution to the good governance of the project and MLPID. 	<ul style="list-style-type: none"> All financial and administrative regulations, rules and procedures are complied with. SPC and the Government of Kiribati Public Service regulations are adhered to.
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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 supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> Provision of general administrative and secretarial services support to the Project Coordinator and project staff to enable the implementation of project activities. Provision of effective backstopping of financial processes to ensure the delivery of activities and intended. Ensuring that arrangements for project staff travel are conducted in an efficient and effective manner and meet with the requirements of SPC rules and procedures, and that arrangements are in place for Project Steering Committee meetings including travel. Working independently at times when the PMU office is unstaffed, ensuring effective operations and communications when colleagues are on travel or in the field. Supporting the management of a combined projects budget of over EUR 10M, including providing administrative support to large and complex procurement processes.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> National Ministers/Secretaries of participating agencies, including the MLPID on Kiritimati Island and relevant Tarawa-based Ministries Recipient communities on Kiritimati Island Other development partners active in Kiribati, in particular UNICEF responsible for Components 3 and 4 of the overall Action Non-Government Organisations active in the maintenance of community resilience and water and energy security Private sector actors Media (national, regional and international) Consultants and firms International organisations and CROP agencies Travel agents International/regional consultants 	<ul style="list-style-type: none"> Regular liaison with Kiritimati Island and Tarawa based Ministries Service provision and support Public relations Frequent contact with service providers such as travel agents and international and local contractors

<ul style="list-style-type: none"> • Suppliers of equipment • Shipping companies 	
<p>Internal</p> <ul style="list-style-type: none"> • Project Coordinator • Assistant Project Coordinator • Ministry of Line & Phoenix Islands Development (MLPID) staff • Local suppliers of goods and services. • Other key stakeholders who may be involved in implementation • Key SPC support teams including those supporting HR, finance and procurement functions 	<ul style="list-style-type: none"> • Communicate on a daily basis with all project staff • Liaise regularly with the Project staff and SPC on financial management support for the Project

Level of Delegation:

- Routine Expenditure Budget: *none*.
- Budget Sign-off Authority without requiring approval from direct supervisor: *none*.

Personal Specification:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • Degree or equivalent in a relevant field such as accounting, financial management or business administration. 	<ul style="list-style-type: none"> • Relevant additional qualifications or certifications in related fields, such as data management, and public relations.

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 3 years' experience in a secretarial, administration or finance support role. • Excellent English and i-Kiribati communication skills (oral and written). • Excellent interpersonal skills in a diverse multicultural environment. • Strong PC based computer skills, preferably with Microsoft Programs (Word, Excel, Access, Outlook, PowerPoint). • Ability to take initiative and work under limited supervision. • Ability to multitask, priorities workload and complete work under deadlines. • Ability to work as part of a team. • A flexible approach and a willingness to assist with a variety of other tasks with the project(s). • Demonstrated organizational skills. 	<ul style="list-style-type: none"> • Good awareness of work in the Water, Sanitation and Hygiene (WASH) and energy sectors. • Strong analytical and problem-solving skills. • Demonstrated capacity to efficiently and effectively organize meetings.

<ul style="list-style-type: none"> • General understanding of planning and budget processes. • Understanding of spreadsheet and database principles. 	
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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"> • Fluency in written and spoken English and i-Kiribati to effectively communicate with internal and external stakeholders. • Strong PC based computer skills, preferably with Microsoft Office Suite [Word, Excel, Access, Outlook, Teams, and PowerPoint] and ability to use e-mail and the internet.
Advanced level	<ul style="list-style-type: none"> • Demonstrated ability to take initiative and work without supervision. • Ability to work as part of a small team, with a high level of interpersonal skills. • Flexible approach and demonstrated ability to meet deadlines. • Aptitude for the provision of high quality service. • Analytical and problem solving skills. • Capacity to arrange complex travel in the Pacific region.
Working Knowledge	<ul style="list-style-type: none"> • Experience in basic human resources development/management practices and office administration. • Familiarity with GoK structures and programmes.
Awareness	<ul style="list-style-type: none"> • SPC regulations and policies, including procurement procedures. • EU policies and reporting requirements. • Understanding of issues related to water and energy in Kiribati.

Key Behaviours

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

- Interpersonal skills
- Teamwork
- Promotion of equity and equality
- Judgement
- Building individual capacity.

Personal Attributes

- Self-motivated
- Demonstrates cultural and gender sensitivity
- Ability to think and act on initiative
- Strong client orientation and continuous improvement mindset
- Highly motivated and strong affinity to teamwork
- Analytical and smart thinking – solutions oriented
- High work standards, good work ethic and positive attitude to work
- Proactive with creative ability to meet deadlines, achieve objectives and master new material quickly
- Performs well under pressure and strongly committed to work
- Positive attitude, excellent interpersonal skills, well organized, dependable and honest.

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. Such change may be initiated as necessary by SPC. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.