



## JOB DESCRIPTION

<b>Job Title:</b>	Finance and Implementation Officer
<b>Section:</b>	Pacific Regional NDC Hub, Climate Change and Sustainability Program
<b>Duty Station:</b>	Noumea
<b>Supervisor:</b>	NDC Hub Manager, in close collaboration with the CCES finance team leader
<b>Subordinates:</b>	none
<b>Purpose of the position:</b>	To overall provide effective technical & financial services and advice to the NDC hub activities and Project Management Unit. This includes oversight of sound financial management of such projects as well as providing specialist advice on financial management and ensuring compliance with SPC policies and development partner requirements, monitoring of projects implemented by SPC divisions and liaison with implementing and financial partners for the NDC hub.
<b>Date:</b>	May 2024

### Context within the Organization and organizational chart

SPC is committed to bringing together our deep sectoral expertise, research, relationships, and implementation experience into our integrated flagship programmes. These programmes accelerate our efforts to address the challenges and opportunities facing the Blue Pacific in the 21<sup>st</sup> century, and work together with our members to achieve impact for Pacific people. They support a transformation in our institutional effectiveness as part of SPC's Strategic Plan 2022-2031 and the 2050 Strategy for a Blue Pacific Continent.

The threat of climate change demands SPC to take a whole of organisation response to this critical regional challenge. SPC is in the process of developing and strengthening a more strategic and integrated approach of climate change, through a Climate Change Flagship Programme (CCFP). This flagship seeks to enhance climate change services and capability in a more holistic, strategic, and cohesive way.

The CCFP aims to bring greater visibility to the breath of SPC's climate change action and related resilience work, progress this in a manner consistent with the demand for ambition and support from members, and leverage the commensurate resources to support this. This aligns directly to the implementation of KFA 1: "Resilience and Climate Action" which is at the centre of the new SPC Strategic Plan and should also help to more clearly define SPC's value add to the region in the climate change space and its complementarity with the capability and services of other regional architecture supporting our members. CCES is charged with facilitating its development and implementation, however all divisions, teams and programmes of SPC key contributors.

The CCFP will be informed by SPC's Strategic Plan, the FRDP, climate change priorities espoused by the Heads of sector meetings convened by SPC, its Governing Council, the 2050 Strategy and Implementation Plan, CROP engagement, Pacific priorities in climate change negotiations and national policies. the CCFP is coordinated by CCES. The role of the NDC Hub, is espoused in the Implementation Plan of the 2050 Strategy under the Climate Change and Disaster thematic area, Regional Collective Action 18. *"Strengthen the Pacific NDC Hub to provide key climate finance readiness clearing house support for scaling up bankable climate financing pipelines for PICs."*

Established in 2016, the **Pacific Regional Nationally Determined Contributions Hub** (in the following referred to as “the NDC Hub”) aims to address identified needs and priorities of Pacific Island Countries (PICs) to enhance and successfully implement their NDCs.

The objective of the NDC Hub is that PICs enhance and implement their country’s NDC, driving sustainable and resilient development and transitioning to a low carbon development pathway. The NDC Hub will promote partnerships with the private sector for financing and implementation of NDCs in the Pacific Island region.

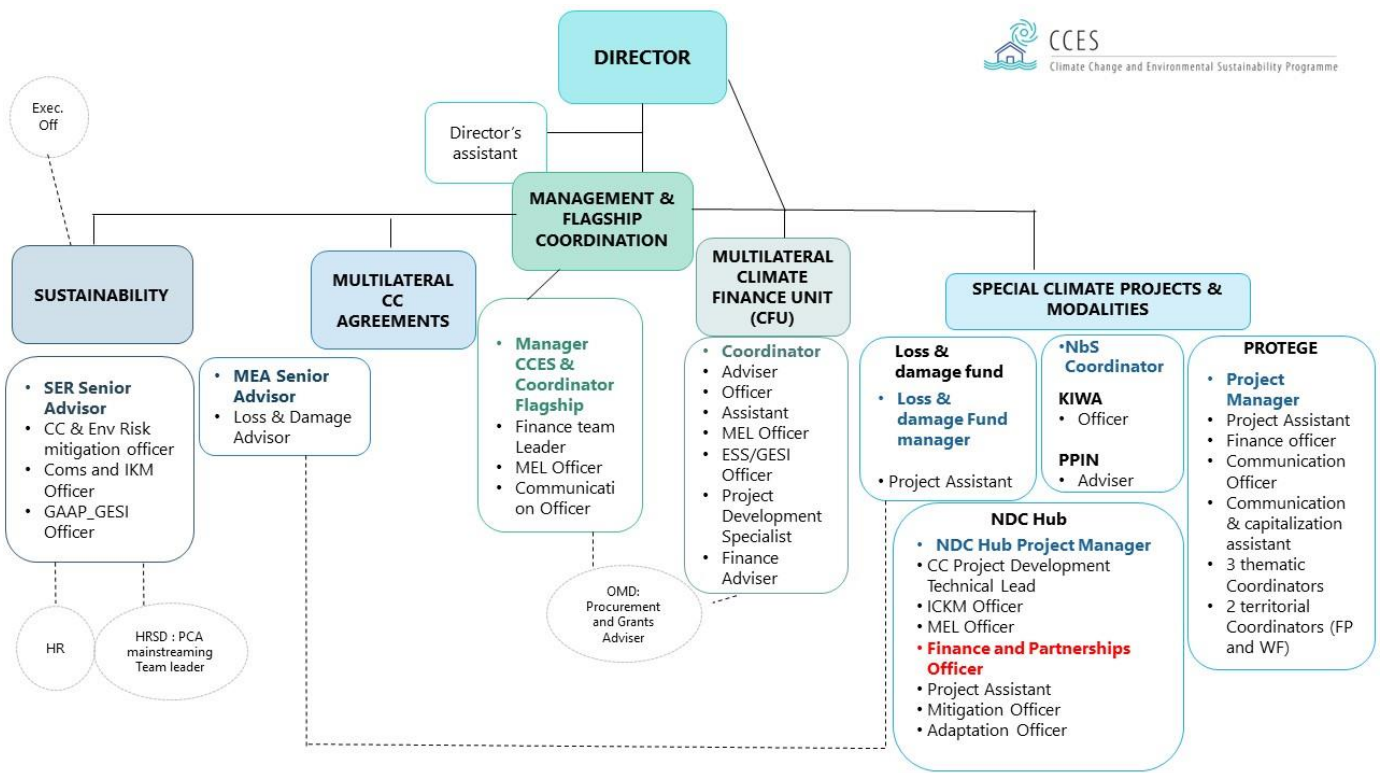
Specific outputs of the NDC Hub include:

- **Output 1:** NDCs reviewed and enhanced
- **Output 2:** Roadmaps and investment plans developed to support NDC implementation at the national level informed by lessons and exchanges within the Pacific
- **Output 3:** Finance leveraged to support NDC implementation through improved regional coordination
- **Output 4:** Guidance and technical assistance provided and tools produced to streamline and integrate NDCs into national and regional plans and processes as well as legislation and standards
- **Output 5:** NDC related information, best practices and learning mechanisms easily accessible to national, regional and global audiences

Until August 2024 GIZ manages the NDC Hub. After August 2024, SPC and more specifically the CCES Division will take over the coordination and management of the NDC hub, anchoring it into the Pacific regional architecture more broadly. This in itself supports an early win for the 2050 Strategy implementation Plan, Regional Collective Action 18. *“Strengthen the Pacific NDC Hub to provide key climate finance readiness clearing house support for scaling up bankable climate financing pipelines for PICs”* as outlined under the Climate Change and Disaster thematic area.

The NDC Hub provides a strong ‘Readiness’ function in so far as it helps countries create the right enabling environments to support effective implementation of their NDCs. This is complimented significantly by SPCs growing capability in access to climate finance both as an accredited entity and through its bilateral partnerships enhanced by the Climate Change Flagship as a programmatic approach to SPC wide climate action. The NDC Hub will work closely with SPC’s climate finance architecture which is also strengthening its networking of climate finance support with other key partners in the region and internationally including for example with, COMSEC, CFAN, and other direct access entities like SPREP, FDB, MFEM, MCT and so forth. This end-to-end prioritization, readiness, access and delivery of climate action and finance is envisaged a significant advantage of the migration of the NDC Hub into SPC in August 2024.

The Finance and Implementation Officer will be embedded within the core team of staff for the Pacific NDC Hub and will play a key role in the provision of quality finance and technical services to the NDC Hub’s portfolio. The Finance and Partnerships Officer will report to the NDC Hub Manager and will provide financial and technical advice and services to the NDC hub implementing partners and team. The Finance and Partnerships Officer is responsible for ensuring that NDC Hub’s financial management and reporting processes are established and followed across all projects within the NDC hub portfolio. This includes ensuring that implementing partners and staff working on NDC Hub projects receive quality finance advice, guidance and support.



### Key Result Areas:

The position involves the following main functions or Key Result Areas:

1. Financial planning, monitoring, and reporting.
2. Compliance, Risk Management, Business Processes, Financial Management
3. SPC Project activity implementation
4. Coordination, Partnerships and Capacity building

*A general description of the skills required in the above focus areas is provided below.*

Responsibilities of the incumbent	Success Indicators
<p><b>KRA1: Financial planning, monitoring, and reporting (40%)</b></p> <ul style="list-style-type: none"> <li>• Under the guidance of the CCES Finance team leader, support the NDC Hub Manager in monitoring and reporting on the NDC Hub portfolio. This includes:               <ul style="list-style-type: none"> <li>○ Providing necessary financial reports to donors and ensuring that all financial reports and acquittals are accurate and submitted on time.</li> <li>○ Monitoring financial activities across all income and expenditure streams to meet SPC and donor audit requirements.</li> </ul> </li> <li>• Maintain integrity and accuracy of financial data in the financial system within Navision and other systems. This includes:               <ul style="list-style-type: none"> <li>○ Facilitating verification of all payments, postings and financial acquittals</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Regular review meetings are held with the NDC Hub Manager to ensure that funds are managed effectively and efficiently.</li> <li>• Accurate financial information readily available.</li> <li>• Annual budgets are finalised and loaded in the financial system within given timelines.</li> <li>• Timely and accurate submission of regular financial progress and budget reports in accordance with donor requirements.</li> <li>• Cash flow monitored and invoices dispatched to donors in timely manner.</li> <li>• All postings, payments and financial acquittals are cleared in a timely manner.</li> <li>• SPC appropriately represented in consultations with financial partners, including members,</li> </ul>

<ul style="list-style-type: none"> <li>○ Supporting month end and end of financial year reconciliations (cash management, project payables and receivables).</li> <li>● Support all aspects of financial management of the NDC Hub portfolio through integrated programming, business planning and project management processes. This includes: <ul style="list-style-type: none"> <li>○ Forecasting and monitoring of project executions, pipeline and financial analysis.</li> </ul> </li> <li>● Work with the NDC Hub Manager to ensure that costing strategies across the NDC Hub portfolio are updated and accurate.</li> </ul>	<p>donors, auditors, public officials and NDC Hub team and implementing partners.</p>
<p><b>KRA2: Compliance, Risk Management, Business Processes, Financial Management (30%)</b></p> <ul style="list-style-type: none"> <li>● Support the implementation of appropriate systems and internal controls across the NDC Hub portfolio. <ul style="list-style-type: none"> <li>○ Contribute to risk management processes across the NDC Hub portfolio.</li> <li>○ Identifying potential risks, such as irregular expenditures not approved in work plan.</li> <li>○ Collaborate with internal stakeholders and implementing partners where instances of internal control weaknesses are found in order to strengthen these.</li> </ul> </li> <li>● Provide support for the review and implementation of SPC policies as required, including ensuring compliance of the requirements of NDC Hub donors and taking remedial actions where needed.</li> <li>● Provide appropriate coordinated support to NDC Hub staff and implementing partners, working across SPC's NDC Hub portfolio on donor requirements in programme planning, delivery and financial administration of NDC Hub projects. This includes: <ul style="list-style-type: none"> <li>○ Liaise with team leaders, implementing partners, development partners and donors to maintain reporting schedules, financial acquittals and arrange for timely disbursements in accordance with signed funding agreements.</li> <li>○ Work with the Procurement, Finance and Legal offices to provide support to the NDC Hub staff in resolving Procurement, Finance and contract management issues.</li> <li>○ Assist and guide NDC Hub staff on finance and procurement functions and capacity building across NDC Hub projects.</li> </ul> </li> <li>● Support internal and external audit exercises and ensure maximum level of compliance. This includes: <ul style="list-style-type: none"> <li>○ Ensuring the readiness of project accounts and financial reports,</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Timely posting of transactions and reconciliations of all required ledger balances such as sub-recipients, staff advances.</li> <li>● Internal controls implemented across SPC's NDC Hub portfolio to reduce adverse audit findings.</li> <li>● Financial and compliance risk matters addressed in collaboration with key staff in SPC and NDC Hub.</li> <li>● Accurate financial information is provided to the NDC Hub manager &amp; implementing partners to facilitate planning and decision-making.</li> <li>● Financial acquittal processes working well within NDC Hub as well as in implementing partners' in individual projects.</li> <li>● Quality financial advice provided to NDC hub staff including preparation of budgets and workplans, project financial reports, and on policies concerning accounting, financial controls, risk management and compliance.</li> <li>● Adequate guidance and support to resolve issues provided to NDC Hub staff and implementing partners throughout the project life cycle.</li> <li>● The project auditors are provided efficient and effective support to allow them to carry out the audit.</li> <li>● Liaise with other stakeholders, including central finance where necessary, to ensure that audit issues are addressed in a timely manner.</li> <li>● Timely advice provided concerning operational and project financial and procurement targets.</li> <li>● Information systems and documentation records efficiently and effectively maintained.</li> </ul>

<ul style="list-style-type: none"> <li>○ Drafting and coordinating responses to audit issues, creating reports for project staff on points of vigilance following audits,</li> <li>○ Liaising directly with donors and auditors to clarify and guide on compliance matters as may be necessary.</li> <li>● Maintain an efficient information and records management system for the NDC Hub portfolio in collaboration with NDC Hub Manager and implementing partners.</li> </ul>	
<p><b>KRA3. SPC Project activity implementation (10%)</b></p> <ul style="list-style-type: none"> <li>● Manage procurement activities related to SPC’s NDC hub projects. This includes: <ul style="list-style-type: none"> <li>○ Ensuring all procurement processes undertaken under the NDC Hub portfolio are in line with project plans and donor requirements.</li> <li>○ Supporting preparation and monitoring of the SPC’s NDC Hub costed procurement plan and workplan in collaboration with the Procurement team and the NDC hub Manager.</li> </ul> </li> <li>● Contribute its expertise to SPC’s NDC Hub activities. This includes: <ul style="list-style-type: none"> <li>○ Writing technical project activity report, concept notes, project proposals, reviewing ToRs, deliverables, in close collaboration with the NDC Hub Project Technical Lead and the NDC Hub IKM Officer.</li> <li>○ Support overall NDC Hub project reporting.</li> </ul> </li> <li>● Monitor project executions from both operational and financial perspective, including making recommendations for the adjustment of project activities to ensure the execution rate matches the progress of time.</li> </ul>	<ul style="list-style-type: none"> <li>● The NDC Hub manager is supported in various project implementation activities. This includes work plan development, writing technical reports and funding proposals and ensuring activities align with donor requirements.</li> <li>● High-quality technical documents are produced on time, collaboration with the NDC Hub team is effective,</li> <li>● All project procurement activities are managed in accordance with the SPC procurement policy and related guidelines and are in line with project execution plans.</li> <li>● Project executions are tracked on an overall basis in a timely manner. Advice is provided to the NDC Hub manager in a timely manner, with recommendations for action on implementation activities to align execution rate with project timelines.</li> </ul>
<p><b>KRA4: Coordination, Partnerships and Capacity building (20%)</b></p> <ul style="list-style-type: none"> <li>● Lead coordination and communication with various stakeholders and agencies. This includes: <ul style="list-style-type: none"> <li>○ Building and fostering effective working relationships and high performance across implementing partners and Focal Points within NDC Hub’s portfolio to support successful implementation of project activities.</li> <li>○ Liaising directly with relevant stakeholders such as implementing partners, Focal Points, donors on project administration issues, country specific financial policies and financial reporting matters.</li> <li>○ Developing tools that help implementing partners coordinate with each other and maximise synergies and cooperation.</li> <li>○ Overseeing and supporting finance and administration staff in the NDC hub to ensure that all projects always have access to high quality support services.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● All project stakeholders have the financial and project information they require to implement activities, make decisions, or perform any other task they may need to do.</li> <li>● Project stakeholders, such as implementing partners, regional coordination mechanism members and other divisional staff, are appropriately informed or involved in various deliberations/dialogues of the project.</li> <li>● Perform expected work as a member of any committee of any regional coordination mechanism to a high standard.</li> <li>● The NDC Hub manager is supported appropriately at any workshop or regional meetings with the development and presentation of papers.</li> <li>● The shared services project is supported through attendance at workshops and through participation on team groups and projects as may be requested.</li> </ul>

<ul style="list-style-type: none"> <li>• Participate in different committees of any regional coordination mechanism, as may be requested (and more specifically Pacific regional NDC hub). This includes: <ul style="list-style-type: none"> <li>○ Liaising with various project regional coordination mechanisms, including Pacific regional NDC hub coordination group and implementation unit, ensuring that their requirements are included in various deliberations/dialogues.</li> <li>○ Supporting work that ensures that technical and financial information maintained to a high standard.</li> <li>○ Supporting the NDC Hub Manager at regional project meetings with drafting of presentations, writing speaking notes, develop agenda and general secretariat support.</li> </ul> </li> <li>• Support the finance shared services agenda. This includes: <ul style="list-style-type: none"> <li>○ Knowledge sharing, lessons learned, process refinements / reviews and increasing collaboration.</li> <li>○ Facilitate sharing of lessons learned and development of best practices for financial management within NDC Hub's portfolio.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Strong financial services provided across SPC's NDC hub portfolio.</li> <li>• Coaching, guidance tools and other support provided to ensure maximum efficiency.</li> </ul>
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The results specified above are only an indication. Specific performance measures for the position will be discussed between the incumbent and his/her supervisor as part of the performance improvement process.

**Most Challenging Duties Typically Undertaken (Complexity):**

<ul style="list-style-type: none"> <li>• Providing financial management guidance in an uncertain financial environment.</li> <li>• Compliance with SPC and donor financial management, procurement, and reporting requirements in a project with multiple donors, multiple funding phases, multiple external oversight mechanisms, multiple countries and in-country agencies and multiple divisions.</li> <li>• Consolidating donor reports and reconciling their acquittals.</li> <li>• Complexity in reporting and financial requirements for different donors and stakeholders.</li> <li>• Coordinating procurement matters, ensuring all procurement completed within project timeline.</li> <li>• Audit liaison and facilitation.</li> <li>• Writing technical project proposals and project activity reports.</li> <li>• Liaison and coordination with multiple agencies ensuring alignment of priorities. Maintaining strong working relationships.</li> </ul>
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**Functional relationships and interpersonal skills:**

Key internal and external contacts	Most typical type of contact
<p><b>Externally:</b></p> <ul style="list-style-type: none"> <li>• NDC Hub Implementing partners</li> <li>• Representatives of the 14 Pacific Countries, mainly NDC Hub focal points and their</li> </ul>	<ul style="list-style-type: none"> <li>• Consultation, enhanced cooperation / collaboration, reporting, assistance, provision of advice</li> </ul>

designated counterparts in terms of climate finance (incl. NDA) <ul style="list-style-type: none"> <li>• Project donors</li> <li>• Experts and regional project partners, CROP member organisations, in particular SPREP, PIFS, and USP.</li> <li>• Suppliers and service providers</li> <li>• External project auditors</li> </ul>	<ul style="list-style-type: none"> <li>• Dialogue, explanation, collaboration, clarification, and support</li> <li>• Liaison, joint activities, planning and reporting.</li> <li>• Consultation and reporting</li> <li>• Provision of documents and explanations of SPC and donor process and policies</li> </ul>
<b>Internally:</b> <ul style="list-style-type: none"> <li>• Division CCES staff and more specifically the finance team leader</li> <li>• SPC corporate services (finance, procurement, legal).</li> <li>• SPC divisions</li> <li>• Administrative staff and PA in division</li> </ul>	<ul style="list-style-type: none"> <li>• Exchange of information, dialogue, advice, facilitation, explanation, courtesy</li> <li>• Providing and receiving information</li> <li>• Advise and instruction giving and taking on finance matters, collaboration on finance shared services work.</li> <li>• Participation in trainings, meetings, and seminars</li> </ul>

**Level of delegation:**

Routine budget expenditure sign-off: 0

Budget sign off authority without requiring approval from direct supervisor: 0

**Personal profile:**

*This section describes the competencies required for the incumbent to perform his/her role 100% effectively. This description does not necessarily correspond to the profile of the licensee. It may combine knowledge and experience, qualifications or level of equivalence on the basis of prior learning or essential skills, personal qualities or specific skills that are particularly valuable to the incumbent of the post.*

**Qualifications**

Essential	Desirable
<ul style="list-style-type: none"> <li>• A degree in business studies or business administration or management.</li> </ul>	<ul style="list-style-type: none"> <li>• Training or certification in one or more of the following: climate resilience; climate change; project management; international development.</li> </ul>

**Knowledge and experience**

Essential	Desirable

<ul style="list-style-type: none"> <li>• At least 5 years of experience in a similar role.</li> <li>• Project financial management experience, including budgeting, reporting, and working with donors.</li> <li>• Good working knowledge of project accounting and related reporting requirements.</li> <li>• Experience in project implementation, including project management, writing technical reports and proposals.</li> <li>• Experience in the use of financial management information systems.</li> <li>• Excellent level of English and French, both written and oral.</li> <li>• Good command of the Microsoft IT environment.</li> <li>• Ability to work independently in a multicultural environment.</li> <li>• Sound understanding of Pacific cultural and formal protocols.</li> <li>• Experience interacting with high-level stakeholders (senior officials, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• Sound knowledge of finance and procurement systems in similar context/organisations</li> <li>• Sound knowledge of the Pacific context, including regional bodies and their roles.</li> <li>• Understanding of climate resilience issues, climate change (including the Nationally Determined Contribution mechanism).</li> <li>• Proactive attitude to problem solving and an inclination to work smart as part of a competent team.</li> </ul>
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**Essential skills/personal suitability/specific skills**

The levels below are characteristic of what can be expected at 100% efficiency.

<b>Expert</b>	<ul style="list-style-type: none"> <li>• Project management and financial monitoring procedures preferably in the context of development assistance organisations.</li> <li>• Adaptation, rapid acquisition of procedures.</li> <li>• Motivation, ability to work on several files at the same time.</li> <li>• Ability to provide high quality service and advise.</li> <li>• High level of interpersonal skills and cultural sensitivity.</li> </ul>
<b>Advanced level</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively and diplomatically with different actors, stakeholders internally and externally.</li> <li>• Project management and financial monitoring procedures applied by key development partners.</li> <li>• Ability to work independently and take initiative.</li> <li>• Habit of working in a team.</li> </ul>
<b>Working knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to collaborate with the general services divisions of SPC, such as Finance, Procurement, Monitoring and Evaluation and Communications.</li> <li>• Understanding of donor specific requirements.</li> <li>• Finance and accounting systems (Navision).</li> <li>• Corporate policies, rules and regulations.</li> <li>• Knowledge of working with project finances, project management and budgets.</li> </ul>

**Key behaviours**

*All officers are assessed against the following **critical behaviours** as part of the outcome improvement process:*

- Commitment/responsibility
- Professionalism
- Ability to react quickly and effectively to problems
- Sense of customer service
- Strong communication skills and interpersonal skills
- Common sense in his areas of specialization

**Personal characteristics**



- Good communication and teamwork integration skills
- Taking initiative, autonomy, strength of proposal, prioritization of tasks
- Conscientious and able to complete a project
- High integrity and professional ethics
- Focused and attentive to detail
- Organized
- Aware and sensitive to the needs of others
- Thoughtful and determined
- Ability to communicate clearly and effectively
- Availability to help team colleagues

#### **Changes to the job description:**

From time to time, it may be necessary to consider changes to the job description due to the evolving nature of the workplace, including technological or statutory developments. SPC has the authority to make such changes if necessary. This job description may be reviewed as part of the preparations for the annual planning of the results of the annual evaluation system.