



Pacific
Community

Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Finance, Administration and Project Officer
Division/Programme and Section/Project (if any):	Statistics for Development Division
Location:	Noumea
Reporting to:	Finance Team Leader
Number of Direct Reports:	0
Purpose of Role:	Supports the division by helping coordinate major donor-funded projects; financial monitoring and reporting; and administration and procurement support.
Date:	<i>September 2023</i>

Organisational Context

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 member countries and territories. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience and agriculture.

The **Statistics for Development Division (SDD)** comprises 20 – 35 long term staff within the Pacific Community (SPC). Its objective is for the region to meet the outcome set out in the 2022-2030 Pacific Statistics Strategic Framework:

“Highly competent and sustainable national statistics systems that meet national and international statistics needs for evidence-based policy, planning and monitoring”

The SDD’s externally-facing work program is delivered by three teams. These are:

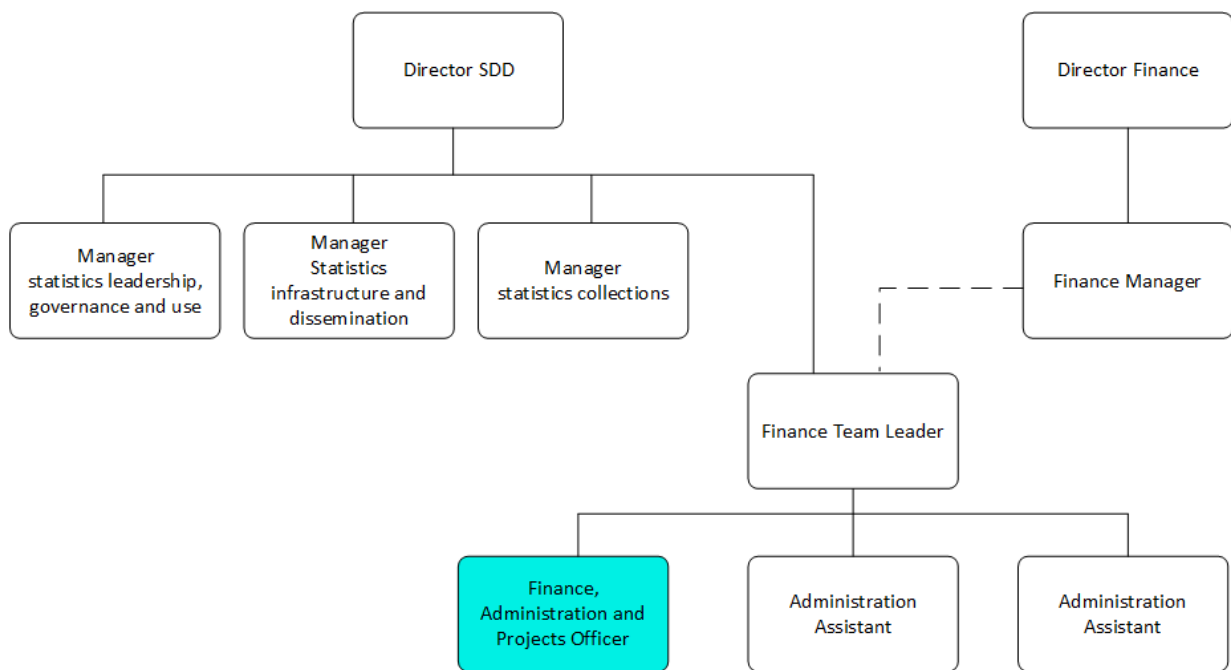
- Statistics Leadership, Governance and Use
- Statistics Collections (including both survey and administrative data)
- Statistics Infrastructure and Dissemination

Each team is led by a manager accountable for staff and other resources to deliver results against their work program. A fourth, small team (which includes this role) is responsible for office management,

finances and administrative support. All teams work in close cooperation with each other. In addition to their work program, managers are held accountable for delivery against “ways of working” objectives, which change from time to time but in late 2023 were:

- Develop a high performing Division that works as a team
- Mainstream good modern data practice
- Strengthened engagement and partnerships with donors and stakeholders
- Make the most of our resources

Statistics for Development Division organisational chart



Key Result Areas (KRAs):

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

Jobholder is accountable for	Jobholder is successful when
<p>Key Result Area 1: Ways of working (10%)</p> <ul style="list-style-type: none"> • Support teamwork, good use of resources and positive engagement with stakeholders • Contribute to the improvement and harmonisation of project systems, tools, and processes within the division. • Act as Finance team leader during their absence 	<ul style="list-style-type: none"> • Demonstrable contribution to the organisational or ‘ways of working’ objectives in the division business plan. • Processes continually improve
<p>Key Result Area 2: Project and division management support (30%)</p> <ul style="list-style-type: none"> • Support the administration aspects of projects. • Support organizing of Project Steering Committees by circulating papers (including the agenda) and draft meeting minutes for monthly meetings. • Administering calls for proposals for sub grants and similar processes. • Monitor project implementation to ensure planned results and milestones are being met. • Coordinate with project team, finance and procurement to collate monthly project status report and action updates. • Ensure project is consistent with the Project Operations Manual or equivalent, and donor and SPC policies and expectations • Maintain the filing of project documentation and reports. • Facilitate legal, financial and procurement compliance and clearance of grant agreements, MOUs, etc • Contribute to project, division and corporate publications and reports as required. • Provide administrative support for other SDD programmes and projects as agreed with manager. 	<ul style="list-style-type: none"> • Projects’ planned results and milestones are met, or if not met this is not because of administrative challenges • Projects’ activity implementation, budgets and key indicators are tracked. • Project financial, administrative and procurement operations are in accordance with Project Operation Manual and with SPC and donor policies and processes • Input provided for Programme, Divisional and Corporate publications are good quality and within the set deadlines. • All the projects’ documentation, and reports are filed appropriately. • Effective communication is maintained with all task team leaders and they are alerted on potential conflicting schedules and solutions are provided
<p>Key Result Area 3: Financial support, budgeting, monitoring and reporting (20%)</p>	<ul style="list-style-type: none"> • Division budget prepared on time, of good quality and (within available resources) supports the division business plan

<ul style="list-style-type: none"> • Support for division budget processes, financial forecasts and reports, cash-flow and project pipeline • Ensure accuracy of project expenses • Draft project financial reports • Draft, track and adjust project budgets and expenditure • Prepare cost estimates for proposed activities (travel, trainings, workshops, etc). • Extract financial records from Navision and ensure correct recording of postings for budget lines • Journal corrections and time-sheets entry into Navision • Draft donor reports as per the donor requirements • Draft job cards in line with SDD business plan and donors' • Verify acquittals for funds disbursed to countries, workshop advances and ensure all original receipts are provided • Facilitate audits • Provide training or briefing to division, project and partner (where relevant) staff on financial monitoring and reporting and corporate requirements related to project implementation 	<ul style="list-style-type: none"> • Accurate information is on Navision for each project • Accurate and timely recording and reporting of income and expenditures • Accurate financial information is provided to project audits and any issues followed-up promptly. • Financial risks are identified and managed, such as irregular expenditures and resource conflicts • Effective communication is maintained between stakeholders and SPC and queries from donors are replied to efficiently. • Division, project and partner (where relevant) staff are updated and well trained on finance, reporting and procurement policies
<p>Key Results Area 4: Procurement services support (20%)</p> <ul style="list-style-type: none"> • Support the preparation and monitoring of division's annual procurement plan • Ensure procurement and grant processes supported by this role are in line with SPC and donor policies and procedures • Support procurement processes including keeping donor system (e.g. World Bank's STEP) if required up to date for procurement actions. • Liaise with suppliers / consultants regarding conformity of their invoices, bank details and provide them with updates with regards to their payments. • Ensure maintenance of appropriate internal controls and financial /procurement procedures within division • Work with team members and procurement officer to complete duties as needed 	<ul style="list-style-type: none"> • Procurement activities at the division are effective and rolled out smoothly • SPC and donor procurement policies and procedures are followed and enforced • Colleagues aware of SPC policies and procedures and work with them, not against them

Key Results Area 5: Coordination and administration (20%)

- Assist (including through coordination, guidance, and direct support such as distribution of papers) the division’s secretariat and organisational services for statistical technical assistance, workshops, meetings (including large regional meetings such as Heads of Planning and Statistics) and other events
- Support an efficient information and record management system
- Support office administration
- Coordinate with Facilities management
- Liaise directly with Pacific Island countries and territories and other stakeholders on administration issues, country-specific financial policies and financial reporting matters.
- Coordinate operational support and orientation for new staff members, including short term personnel, consultants and secondees

- Regional meetings are well supported administratively
- Timely and quality professional support for division managers and staff in the system leader role
- Information and record management system is efficient and effective
- Office operations are well managed and all facility issues resolved in liaison with the corporate facilities team
- Administrative and support services meet programme and project requirements.
- Administrative support services comply with SPC policies and procedures

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):

- Maintain effective oversight over multiple activities and commitments
- Develop and monitor project budgets with multiple financial partners with different financial (reporting) systems
- Deliver good, customer-focused quality service within tight time constraints
- Work in a team environment, sometimes across divisions or organisations
- Convince professional colleagues that efficient project management, administration, finance and procurement is about helping their work

Functional Relationships & Relationship Skills:

Key internal and external contacts	Nature of the content most typical
<p><u>Internal</u></p> <ul style="list-style-type: none"> • SDD Finance Team Leader • SDD Director and Managers • SDD admin team • SDD technical (statistical) staff • SPC procurement, travel and finance staff • Other SPC Programme areas (e.g. Strategy, Performance and Learning; Public Health) 	<ul style="list-style-type: none"> • Receive direction and support • Provide / seek / receive information • Joint planning and delivery of projects and activities • Finance and procurement coordination and support • Explaining SPC and donor regulations
<p><u>External</u></p>	

<ul style="list-style-type: none"> • SPC member countries and territories' national statistical offices (NSOs) and other key agencies • World Bank, ADB, DFAT, MFAT, UNICEF, UNESCAP, etc (program staff and financial officers) • Consultants • NSO staff on professional attachments, workshop and conference participants • Travel agencies, hotels, suppliers • Freelance editors, lay-out artists and other services 	<ul style="list-style-type: none"> • Provide / seek / receive information • Monitor and enforce compliance with rules and systems • Arrange travel and events • Distribute invitations, agendas, papers, requests for feedback, etc • Procurement processes
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Level of Delegation:

Overall budget managed by the role: €0.

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

Personal Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • A tertiary qualification in project management, accounting, finance, business administration or relevant field, or equivalent experience. 	<ul style="list-style-type: none"> • Member of an accredited project management, accounting or audit body.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 7 years of experience in a similar role • Working with project leaders and partners at a strategic level. • Use of project management and financial management information systems. • Project budgeting and financial reporting. • Conference management and event organisation. • Procurement and contracting. 	<ul style="list-style-type: none"> • Interest in statistics and data for sustainable development. • World Bank project requirements. • Working under donor funded projects. • Working with regional agencies and development partners. • Knowledge of JET reporting and Power BI tool. • Pacific Region work experience.

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"> • Planning and organising • Reporting and monitoring • Prioritisation of tasks • SPC rules, policies and procedures directly relating to the role
Advanced level	<ul style="list-style-type: none"> • Project management and financial monitoring procedures as applied by key development partners (DFAT, MFAT, World Bank) • Coordination, administrative, planning, networking and negotiation skills • Communication skills • Ability to work in a team and independently • Cross-cultural competence • Attention to detail • Decision making and problem solving • Microsoft Word and Excel • Oral and written communication skills, in both English and French
Working knowledge	<ul style="list-style-type: none"> • Goals and mandates of partner agencies and organisations • Financial reporting and monitoring • Budgeting • Procurement & contracting • Other SPC policies and procedures
Awareness	<ul style="list-style-type: none"> • Ability to deal with confidential information in a professional manner • Ability to liaise diplomatically and effectively at all levels

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

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- 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.