



JOB DESCRIPTION

Job Title:	Administrative and Finance Assistant (NDC Hub)
Section:	Climate Change and Environmental Sustainability Division (CCES)
Location:	Suva, Fiji
Reporting to:	NCD Hub Manager
Responsible for:	Nil
Job Purpose:	Provide efficient administrative financial assistance to the “NDC Hub” project, and support to the NDC Hub Manager and the Implementation and Finance Officer
Date:	September 2024

Organisation Context and Organisational Chart

SPC is committed to bringing together our deep sectoral expertise, research, relationships, and implementation experience into Flagship Programmes. These programmes accelerate our efforts to address the challenges and opportunities facing the Blue Pacific in the 21st 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.”

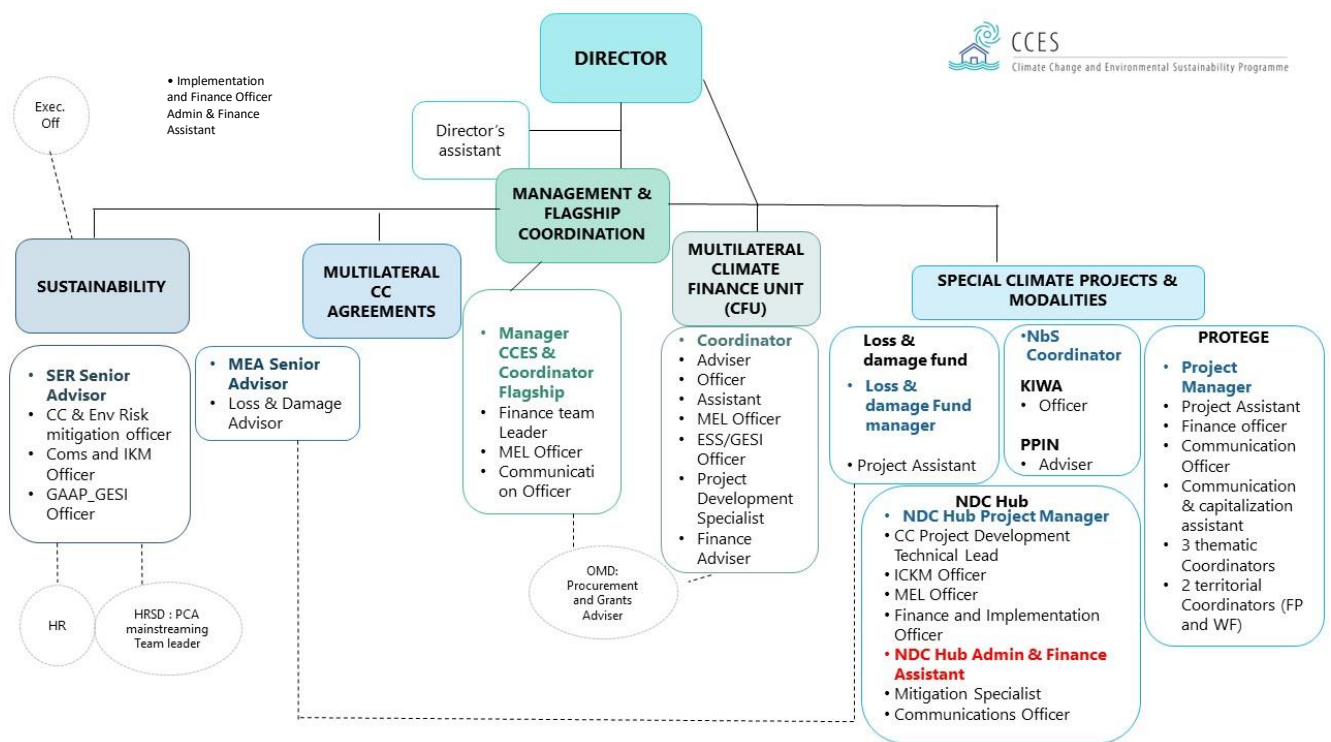
Established in 2016, the Pacific Regional Nationally Determined Contributions Hub (in the following referred to as “the NDC Hub”) aims to address identified needs and priorities of Pacific Island Countries (PICs) to enhance and successfully implement their NDCs.

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.



Key Results Areas:

The Administrative and Finance Assistant, will be based in Suva, reports directly to the NDC Hub Manager and Implementation and Finance Officer for all tasks related to the financial aspect of the project.

The position encompasses the following main functions or Key Result Areas (KRAs):

1. Support to NDC Hub Manager and Project Management Unit
2. Administrative support for the NDC Hub project's budget and expenditure
3. Administrative and logistical support to the NDC Hub and broader CCES team as required

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Support to NDC Hub Manager and Project Management Unit (50%)</p> <ul style="list-style-type: none"> • Administrative and logistical support to ensure the smooth running of NDC Hub meetings, conferences, training and learning events (sending invitations, appointments, updating participant lists, drafting meeting minutes, etc.). • Maintain and organize office files, both physical and electronic. Assist with event planning and coordination, including workshops, conferences, and meetings. Ensure smooth logistical arrangements for NDC Hub FPs. • Support the implementation of SPC health and safety and related policies and procedures. • Support to NDC Hub Manager and Project Management Unit in liaising with other SPC staff or external partners when required. • Administrative and logistical support to ensure the proper functioning of the NDC Hub office. 	<ul style="list-style-type: none"> • NDC Hub Manager's requests are met on time. • Communication resources are provided on time. • Meetings are arranged as requested by the NDC Hub Manager or as required by the Project Management Unit. • Meeting reports are written and provided in a timely manner. • Internal and external requests are met. • Logistics for NDC Hub meetings, events and workshops are organized as required. • Ensure smooth logistical arrangements (travel, accommodation, transport etc) for NDC Hub FPs for NDC Hub related events. • Communicate relevant SPC policies to staff and ensure compliance for safety and wellbeing of all at workplace. • Collaboration and partnership with partner SPC divisions are agreed upon, strengthened and effective. • Tasks related to the office's proper functioning, such as orders for supplies, equipment, water, are carried out whenever necessary.
<p>KRA 2: Administrative support for the NDC Hub project's budget and expenditure (30%)</p> <ul style="list-style-type: none"> • Filling out purchase orders for goods and services in the Navision system. • Preparing and recording invoices for any payment within the scope of the project, ensuring that the codes are correct. • Checking the NDC Hub project budget and reviewing monthly commitments, invoices and accounting entries related to the projects under the guidance of the Implementation and Finance Officer. • Supporting the Implementation and Finance Officer to facilitate budget preparations and financial monitoring of the project. 	<ul style="list-style-type: none"> • Purchase and expenditure requests are submitted • Project expenses are monitored, and the Implementation and Finance Officer receives regular financial progress updates. • The amounts entered as assets and liabilities of all budget lines, in Noumea and Suva, are correct. • Goods are delivered, and services performed as planned and on time after approval by the Procurement Section. • Cash advances in different currencies provided to staff prior to departure, receipts are

<ul style="list-style-type: none"> • Entering, maintaining and updating the project's work plan in the project management systems. • Ensure the lists of commitment are carried out regularly and all purchase orders are closed in a timely manner. • Obtain valid quotes from reliable service providers. • Perform any other duties assigned by the supervisor. 	<p>processed, and unused funds are returned to the cashier for acquittal.</p> <ul style="list-style-type: none"> • All transactions are reviewed, amended when needed, and reimbursements posted to the appropriate budget lines. • The accounts are reviewed, transactions reverted to relevant budget lines when required, and a financial report provided. • Receipts of justified expenses returned to cashier before year end closure for acquittal.
<p>KRA 3: Administrative and logistical support to the NDC Hub and broader CCES team as required (20%)</p> <ul style="list-style-type: none"> • Providing support for travel arrangements and duty travel logistics for CCES Division staff assigned to the NDC Hub <ul style="list-style-type: none"> - ensure travel logistics are arranged in accordance with SPC procedures and in collaboration with SPC's travel office; - where needed, prepare duty travel agenda and schedule appointments; - issue travel documents - ensure per diems and refunds are provided; • Preparing and recording invoices and purchase orders for any payments within the scope of the project. • Managing routine project communications; projects initial phone and general email focal point. • Liaising with SPC's operational and support services (in particular, Procurement, Travel, Finance, Translation, Printing). • Managing computer and paper files, as well as technical documents. • Assist in the preparation of project financial reports. 	<ul style="list-style-type: none"> • All travel requests from agents are submitted in a timely manner via the Travel Management System and are processed on time. • All travel is arranged satisfactorily, well in advance, and per diems are paid before departure. • Official notification is prepared and submitted to the Executive ahead of time for approval and prior to the start of in-country visits or duty travel • The most economical arrangements (time and cost) are made with selected SPC travel providers based on the departure location. • Changes to travel are made as quickly as possible, taking into account cost considerations. • Travel requests are consistent with SPC's Travel Policy. • All files are up to date with correspondence and letters, and documents are sent out as required. • Paper and computer files are stored, organised, shared in a clear manner, and kept up to date. • Working environment is kept up to date. • Contact files are up to date. • Asset listing is kept up to date. • Purchase and expenditure requests are submitted. • Project expenses are monitored and the Implementation and Finance Officer receives regular financial progress updates.

The results specified above are only an indication. 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):

- Multitasking in a complex multi-stakeholder environment
- Need for good interpersonal relationships: a prerequisite for ensuring coordination of activities, interviews with collaborators-partners, and for pooling the efforts of the team, services at SPC, and the teams of the organisations involved in the respective projects.
- Complex nature of travel in the Pacific and the Director's program
- Working with SPC staff spread over several geographical locations.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Most typical type of contact
<p>External:</p> <ul style="list-style-type: none"> • Suppliers and service providers, including external auditors and consultants • Travel agencies working with SPC • Administrations of the countries and territories involved in the project • Experts and regional partners of the project, in particular SPREP, GGGI 	<ul style="list-style-type: none"> • Emails and phoning in English and French • Mainly emails and regular meetings (for training/follow-up at time of reporting) and to take part in workshops • Negotiating, enhancing cooperation, report writing, assistance, advice • Discussions, explanations, collaboration, clarifications and support
<p>Internal:</p> <ul style="list-style-type: none"> • CCES team • SPC Services (Finance, Travel, Procurement, IT, Translation/Interpretation, Publications/Printing, Admin/Reception, Library) • Partner SPC Divisions 	<ul style="list-style-type: none"> • Giving/receiving information, liaising, advising, facilitating, explaining things, being polite in dealings with others • Email contacts: requests / sending forms – daily collaboration by email and telephone, in English and French • Direct exchanges (on-site with Noumea-based staff) • Participation in training, meetings and seminars

Level of Delegation:

Routine Expenditure Budget: *Nil*

Budget Sign off Authority without requiring approval from direct supervisor: *Nil*

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 degree in business administration, commerce, accounting, or similar field with 3 years of experience in project accounting or financial administration in a medium to large organisation; or• A diploma in business administration, commerce, accounting or similar field with 5 years of experience in project accounting or financial administration in a medium to large organisation.• Project management training.	<ul style="list-style-type: none">• Resiliency/climate change training.• Additional training in the use of computer applications and for acquiring other administrative skills.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none">• Demonstrated experience in carrying out similar donor project finance and administration, advocacy and communication tasks.• Good working knowledge of project accounting and associated reporting requirements.• Excellent writing and speaking skills in English.• Good command of the Microsoft computing environment.• Experience in the use of modern accounting (Navision) software and management and information systems.• Ability to work in a team and independently in a multicultural environment.	<ul style="list-style-type: none">• Experience with SPC's administrative procedures.• Understanding of development and natural resource management issues,• Familiarity with regional organisations in the Pacific.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert	<ul style="list-style-type: none">• Excellent writing and speaking skills in English• Project management and financial monitoring procedures, preferably in the context of development-aid organisations• Adaptable, quickly learns new procedures• Motivated and able to work on several projects simultaneously• Ability to provide high quality service• High level of interpersonal skills and cultural awareness
Advanced level	<ul style="list-style-type: none">• Ability to work independently and take initiative• Teamwork• A high level of interpersonal skills in the workplace.• Ability to organise priorities and work time• A flexible approach and willingness to assist with a variety of other tasks when needed• Ability to handle confidential information professionally
Working knowledge	<ul style="list-style-type: none">• Ability to work effectively and diplomatically with various stakeholders and others involved in the project, both internally and externally• Ability to work well with Corporate Services, Finance, Publications, Registry, SPL, Communications and with other SPC staff

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

- Takes initiative, is autonomous, makes proposals, prioritises tasks
- Conscientious and able to see tasks through to completion
- Friendly demeanor
- High level of professional integrity and ethics

Changes to Job Description:

From time to time, it may be necessary to consider changes to the job description in response to the changing nature of the work environment - including technological requirements or statutory changes. Such changes 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.