**JOB DESCRIPTION**

**Job Identification**

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| Job Reference: |  |
| Job Title: | PEUMP Project Coordinator  |
| Work Unit: | Fisheries Development Division |
| Responsible To: | Director, Fisheries Development  |
| Responsible For: | No staff reports |
| Job Purpose: | This job exists to-:* Provide a high level of financial and administrative support to the project including contract management and reporting;
* Ensure that the project is managed and documented so there is zero ineligible expenditure.
 |
| Date: | July 2018 |

**FFA’s Vision and Mission**

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| **Vision of the Members of the Pacific Islands Forum Fisheries Agency**Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources.**Mission for the Pacific Islands Forum Fisheries Agency** To drive regional cooperation to create and enable the maximum long term social and economic benefit from the sustainable use of our shared offshore fishery resources |

Organisational Context

**Key Result Areas**

 This encompasses the following major functions or Key Result Areas

1. Procurement, contracts and contract management
2. Payments, finance and financial reporting
3. Project planning, coordination and narrative reporting
4. Coordination of travel, meetings and other administrative duties

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

| **is accountable for** | **and is successful when**  |
| --- | --- |
| **1. Procurement, contracts and contract management*** Prepare ToR, requests for proposals and other tender and procurement documentation for goods and service
* Secretary for tender panels for consultant selection and other competitive procurement for the project
* Prepare contracts and related documentation for consultants
* Manage contract payments, travel etc. for consultancies, ensuring that these are compliant with contract terms and conditions and FFA policies
* Prepare contract variations and other documentation
* Ensure all procurement and purchases are systematically documented from identification of the need through to final delivery and acceptance of goods and outputs.
 | * Suitable goods, services and consultants are selected for FDD contracts and provide value for money.
* All contracting and payment processes are undertaken correctly and in accordance with FFA policies
* Contract variations are approved when necessary to ensure all payments in line with agreed contracts
* Procurement meets all requirements of FFA internal audit and EU verifications
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| 2. **Payments, finance and financial reporting*** Prepare payment authorisations for all necessary and properly approved project payments
* Ensure receipt of project payments is properly documented in all cases and acquittals provided where necessary
* Review monthly expenditure reports and liaise with Finance to correct mis-postings and other errors
* Ensure project disbursements are effected promptly and monitor that project expenditure/implementation is meeting targets
* Prepare monthly acquittals of the project bank account
* Ensure that project budgets are accurately reflected in FFA’s system
* Working with Finance staff, prepare financial reports for the donor
* Take the lead in audits of the project accounts by FFA’s auditors as well as verification audits by the EU.
 | * Payments are made correctly and on a timely basis
* Payments are all receipted and/or acquitted
* Financial reports are accurate and correct and match bank payments;
* Expenditure is disbursed on schedule and does not delay claims for payment for FFA or other implementing agencies;
* Project budgets are realistic, approved by PMU and donor, and correctly entered in FFA’s budget process.
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| 3. **Project planning, coordination and narrative reporting*** Working with the Team Leader and project staff, prepare the Annual Work Programme and Budget (AWPB) for the Project Management Unit (PMU) and donor approval
* Closely monitor project activities and prepare brief quarterly summaries of project achievements;
* Working with the TL, prepare the project annual report for PMU and donor, as well as requests for payment that this triggers
* Prepare reports and/or presentations for meetings of the project coordination group; technical meetings on the workplan; FFC and the programme steering committee
* Assist in keeping minutes of these meetings, and with other reporting and documentation that may be required for the project and FFA.
 | * FFA’s AWPB is provided on a timely basis for integration into the overall programme plan.
* AWPB is approved promptly by the donor, and provides a realistic and accurate plan of work for the year
* Reporting requirements to the donor, FFA and stakeholder meetings are all prepared and presented to a high standard
* Meetings of project partners, participating member countries and others are provided with all necessary information and outcomes are accurately documented.
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| 4. **Coordination of travel, meetings and other administrative duties*** Assist with travel arrangements for PEUMP staff, FFA staff on PEUMP duties, consultants and attachments
* Make arrangements for meetings and training courses organised by the project
* Ensure all staff travel is properly acquitted and justified by a trip report
* Ensure meetings and training courses are properly documented and all DSA payments signed for
* Meet other FFA administrative requirements (trip reports, staff work plan and appraisal, verbal reports to staff meetings, etc.)
* Undertake other project administrative and reporting requirements as directed,
 | * Travel is organised promptly and efficiently in line with FFA procedures
* Meetings and training events are organised successfully and in a cost-effective manner
* Travel and meetings are properly documented to acquit all expenditure
* Other administrative requirements are completed on a timely basis.
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**Note:**

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.

**Work Complexity**

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| The most challenging duties typically undertaken:* Ensuring technical services are delivered by the project on a timely and efficient basis while meeting bureaucratic requirements;
* Administration of a programme which aims to deliver services to 15 countries, while dealing with two donors and two other implementing agencies;
* Ensuring that a wide range of activities are properly documented so that the eligibility of all expenditure can be demonstrated up to 5 years after the end of the project.
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**Functional Relationships & Relationship Skills:**

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| **Key internal and/or external contacts** | **Nature of Contact most typical** |
| **External** * FFA Members and Stakeholders
* Funding agency representatives (EU and occasionally Sida)
* Project implementing partners (SPC and SPREP)
* Consultants
 | * Provide and receive advice
* Liaise and gain cooperation from stakeholders
* Ensure activities, reports and documentation comply with donor requirements
* Provide information on FFA components to ensure these are integrated in the broader programme plan
* Manage consultancy contracts and relations with national counterparts
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| **Internal** * PEUMP Team Leader and team
* Director Fisheries Development
* Director of Fisheries Operations
* Fisheries Development Division
* FFA Management
* Other Staff
 | * Provide and receive advice
* Take directions
* Report on progress of work
* Provide and receive information
* Assist in coordination of project activities in the broader FFA work programme
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**Level of Delegation**

The jobholder:

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| * The position does not have delegated financial responsibilities to sign off on expenditure, but the incumbent will be involved in disbursing several million dollars and may handle large cash payments for meetings, etc.
* There are no staff to supervise, but the coordinator will need to exercise authority over all project staff and other beneficiaries of project funding in ensuring financial procedures are followed and funds acquitted.
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**Person Specification**

| **Essential**  | **Desirable**  |
| --- | --- |
| **Qualification*** A Bachelor’s Degree in Business Studies, Commerce, Accounting or similar field

**Experience** * At least 10 years’ experience in an executive support role in Government and/or an international organisation
* Experience of the procedures and reporting requirements of at least one of the major donors active in the Pacific Islands

**Skills, Knowledge and Abilities** * Proficient with use of Microsoft Office Programmes (Word and Excel)
* Understanding of project cycle management and project budgeting
* Demonstrated ability to communicate fluently both orally and in writing across a whole range of stakeholders within and outside FFA
* Demonstrated ability to manage (physical, financial and time)
* Demonstrated ability to work to deadlines with multiple activities/tasks
 | Postgraduate qualification in business, public administration or similar field. Working knowledge of FFA administrative procedures and financial systemsExperience of project management and reporting for EU-funded projectsSome knowledge of the tuna industry in the Pacific.  |

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

**Key Skills/Attributes/Job Specific Competencies**

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

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| --- | --- |
| Expert Level | * Financial and administrative procedures
* Contract management
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| Advanced Level | * Financial accounting and budgeting
* Managing and interpreting economic data
* Donor reporting requirements
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| Working Knowledge Level | * Pacific Islands tuna industry
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| Awareness | * Contract law
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**Key Behaviours**

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

* Commitment/Personal Accountability
* Professional/Technical Expertise
* Teamwork
* Customer Focus
* Effective Communications & Relationships
* Leadership
* Coaching and Development (for Managers only)
* Strategic Perspective (for Managers only)

**Personal Attributes**

* Relevant Qualifications
* Excellent Analytical Skills
* Excellent Communication Skills
* Results orientation
* Ability to manage and work well in multi-disciplinary and multi-cultural teams.
* Ability to work in an organized and systematic manner.
* Ability to transfer information/knowledge to a non-technical audience
* Recognizes and responds appropriately to the ideas, interests and concerns of others
* Builds trust and engenders morale by displaying open, transparent and credible behaviour
* Respects individual/ cultural differences
* Utilizes diversity to foster teamwork
* Ensures others understanding of, involvement in, adaptation to a change process

**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 your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

**Approved:**

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| Manager/Supervisor  | Date:  |

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| --- | --- |
| Employee | Date:  |