**JOB DESCRIPTION**

**Job Identification**

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| Job Reference: |  |
| Job Title: | PEUMP Finance and Procurement Coordinator |
| Work Unit: | Fisheries Development Division |
| Responsible To: | PEUMP Team Leader/Fisheries Policy Specialist  |
| 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.
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| Date: | April 2020 |

**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 resourcesStrategic Plan 2020-2025 |

**Organisational Context**

Key: Project Positions

**Key Results Areas**

This encompasses the following major functions or Key Results Areas:

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| 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
5. Filing and Archiving of supporting documentation
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The performance requirements of the Key Result Areas are broadly described below:

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| **is accountable for** | **and is successful when** |
| 1. **Procurement, contracts and contract management**
* Oversee overall PEUMP procurement activities and provide procurement advice to PEUMP team members and also partners when required.
* Prepare ToR requests for proposals and other tender and procurement documentation for goods and services
* Secretary for tender panels for consultant selection and other competitive procurements for FFA PEUMP activities.
* 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
 | * Procurement advice with alternatives are provided on a timely manner and potential procurement risks made known in advance.
* Suitable goods, services and consultants are selected for FDD contracts and provide value for money.
* All contracts and payment processes are undertaken correctly and in accordance with FFA policies
* Contract variations are approved when necessary to ensure all payments are in line with agreed contracts.
* Procurement meets all requirements of FFA internal audit and EU verifications. Closely monitor and provide update on PEUMP financial commitments
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| **2. Payments, finance and financial reporting*** Provide financial and budgetary advice to PEUMP team members and also to PEUMP partners including when required.
* Prepare requisition for all necessary and properly approved project payments
* Ensure that receipts of project payments are 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 that project disbursements are effected promptly and monitor that project expenditure/implementation is meeting targets
* Ensure that project budget is correctly reflected in FFA’s system
* Working with the finance staff, prepare financial reports for the donor
* Coordinate PEUMP audits with FFA Finance team for both FFA annual external audits and EU verification audits
 | * Financial and budgetary advice is on a timely manner with potential risks being known in advance and prepare presentations to the PEUMP team or stakeholders when required.
* Payments are made correctly and on a timely basis
* Payments are all receipted and/or acquitted
* Finance reports are accurate and correct and match bank payments
* Expenditure is disclosed 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.
* Consistently updates FFA finance regarding the PEUMP verification audits.
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| **3. Project planning, coordination and narrative reporting*** Provide advice on the requirements of the delegation agreement with regards to reporting, eligibility criteria, and other essential requirements.
* Working with the Team Leader and the 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 trigger
* 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 with other reporting and documentation that may be required for the project and FFA.
 | * Advise on reporting requirements including requirements under the delegation is provided on a timely manner.
* 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 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 workplan and appraisal, verbal reports to staff meetings, etc)
* Undertake other project administrative and reporting requirements as directed.
* Asset register is maintained and updated
 | * Actively lead coordination of travel and meetings and provides advise on best cost effective measures and direction.
* 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.
* Asset register is maintained and updated for any new capital purchase.
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| **5. Filing and Archiving of supporting documents*** Ensure that all financial supporting documents are filed according and properly sequenced
* Ensure that all trip reports, consultant’s deliverables are properly filed and referenced
* Ensure that archiving rules are applied and that files – once audited /reported are orderly archived and archiving details made available to the management team.
* Ensure that the PEUMP shared folder is continuously updated.
 | * All PEUMP related supporting documents are properly filed and referenced
* All archived documents are boxed and kept in a secure area and that archiving details are made available to the share drive for easy retrieval.
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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 expenditures can be demonstrated up to 7 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 regional counterparts.
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| **Internal*** PEUMP team leader and team
* Director Fisheries Development
* Director 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 the project funding in ensuring financial procedures are followed and funds acquitted.
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**Person Specification**

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| **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 project management and reporting for EU-funded projects

**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 fieldWorking knowledge of FFA administrative procedures and financial systemsExperience of the procedures and reporting requirements of at least one of the major donors active in the Pacific Islands. Some 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 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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| Advance 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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