

TERMS OF REFERENCE

Job Identification

Job Reference:	
Job Title:	Project Administration Officer (NZ MFAT Activities)
Work Unit:	Corporate Services Division (CSD)
Responsible To:	Director Corporate Services
Responsible For:	No subordinates.
Job Purpose:	<p>This job exists to:</p> <p>Provide support for the financial and administrative arrangements for the NZ MFAT Activity Projects, in accordance with FFA financial regulations and administrative procedures.</p> <p>Assist with required FFA reporting on New Zealand programs, including monitoring and evaluation requirements under direction of the DCS and Activity Managers.</p> <p>Assist in the development of processes to formalise and improve the overall management and evaluation of donor programs, including within the FFA Annual Work Program and Budget.</p>
Date:	To be advertised asap with initial contract for up to 3 years, and then renewable up to a further 3 years.

FFA Strategic Plan: Vision and Mission

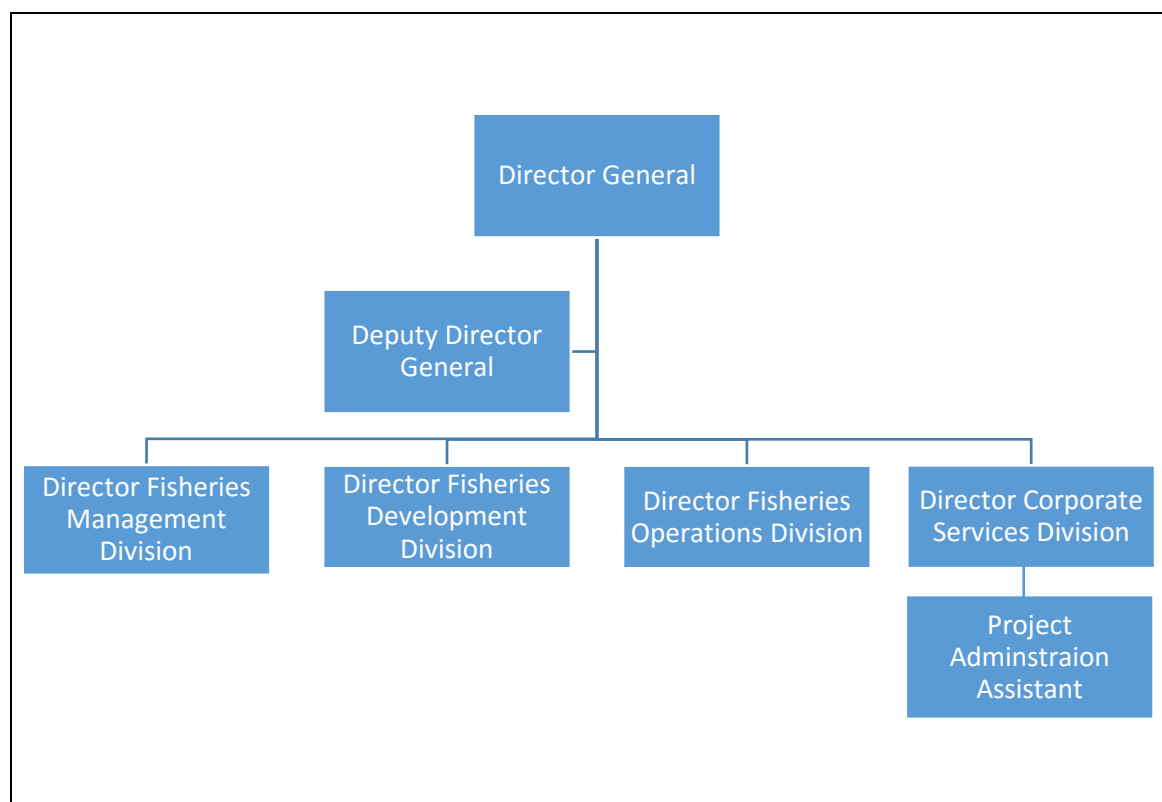
The Vision of the Members of the FFA is:

"Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources".

The Mission for the FFA is:

*"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. Administrative support
2. Project Management
3. Networking Relationships
4. Monitoring and Evaluation of Programs
5. Specific results in relation to the NZ MFAT- funded Activities implemented by FFA.

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

Jobholder is accountable for	and is successful when
Administrative support <ul style="list-style-type: none"> Implementing the FFA administrative and financial regulations/procedures required for the effective and efficient implementation of the NZ MFAT Activities. Generating and oversighting records and transactions that form part of the Agency's accounting systems in respect of the NZ MFAT Activities, in conformity with the financial regulations and procedures of the FFA. Provision of advice and assistance in relation to the management and administration of project funds to relevant FFA staff and other 	<ul style="list-style-type: none"> Project activities are implemented adhering to FFA regulations and procedures. Financial records are maintained in accordance with the FFA financial regulations and procedures. Accurate and timely development and delivery of financial reports is achieved. Unqualified audit reports are achieved for relevant Activities. Project services and supplies are obtained and maintained.

Jobholder is accountable for	and is successful when
<p>organisations involved in NZ MFAT-funded activities.</p> <ul style="list-style-type: none"> • Preparing Project Financial Reports at required intervals and assist the Project Coordinators with ad hoc reports, as and when needed by NZ MFAT and FFA. • Liaison with auditors and provide assistance to ensure the timely completion of the annual audit. • Assisting with the procurement and maintenance of services and supplies. • Assisting with the organisation of meetings and workshops, including logistical arrangements. • Assisting with the preparation of budgets, workplans, and financial and progress reports. • 	<ul style="list-style-type: none"> • Meetings / workshops are efficiently organised within budget.
<p>Project Management, Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Assisting other staff to prepare and implement work programmes in relation to the NZ MFAT Activities. • Providing coordination support in the delivery of project tasks with FFA staff and service providers. • Maintaining relevant components of the FFA's Donor Agreement Payment and Reporting Schedule, including refinements to the schedule itself. • Assist CSD staff to help improve the overall Monitoring and Evaluation of all FFA donor programs and of the Agency's M&E more generally. 	<ul style="list-style-type: none"> • Projects are well coordinated and activities are progressed in a timely manner, and delivered within deadlines. • Project monitoring and evaluation reports completed and recommendations/ outcomes documented and accepted. • The FFA's Donor Agreement Payment and Reporting Schedule is regularly updated with improvements to its functionality progressed. • The officer makes a contribution to overall FFA monitoring and evaluation outputs and procures. • All documents are managed in line with the FFA's relevant policies and systems. • EDRMS is implemented in respect of relevant documentation and records.
<p>Networking Relationships</p> <ul style="list-style-type: none"> • Foster effective relations with FFA staff, FFA members, the NZ MFAT Activity Steering Committees, NZ MFAT, project service providers and other donors and key stakeholders. 	<ul style="list-style-type: none"> • Effective networking relationships built. • Relevant integrated services and support provided. • Professional networks of FFA members, CROP agencies, NGOs and representatives from non-FFA

Jobholder is accountable for	and is successful when
	members are developed and maintained. <ul style="list-style-type: none"> Relationships between MFAT and other donor programs are transparent and well-articulated in FFA budgets and documents.
Specific results in relation to the NZ MFAT Activities <ul style="list-style-type: none"> Project financial and performance reporting to New Zealand achieved on a timely basis. 	<ul style="list-style-type: none"> Reports are approved and associated funding streams secured. Evidence of proactive management leads to improved outcomes and timely resolution of issues.

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

The most challenging duties typically undertaken include: <ul style="list-style-type: none"> Coordinating and monitoring progress across all NZ MFAT Activities Ensuring correct financial documentation, reporting and information management procedures are followed Timely provision of information required to ensure unqualified audits and mid-term reviews Consulting with Activity Managers, resolving issues and reporting to DCS on progress. Understanding monitoring and evaluation principles and contributing substantively to FFA requirements in this regard.
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
External <ul style="list-style-type: none"> FFA Members MFAT Service providers 	<ul style="list-style-type: none"> Author, disseminate and receive information and reports for project administration and assistance where appropriate Contract Management
Internal <ul style="list-style-type: none"> Director of Corporate Services CSD, FMD and FOD staff Activity Managers 	<ul style="list-style-type: none"> Provide and receive management and technical advice Ongoing consultation and reporting on progress of work Participate in multi-disciplinary teams promoting the implementation of FFA and NZ MFAT Activities.

Level of Delegation

The jobholder:

- Commit to and organise requirements relevant to Activity work plans
- Assist in the management of consultancies with FMD, including assisting in the coordination of delivery of services
- Assist in the management of consultants, and service providers led by relevant staff from other divisions.
- Assist in the management of multiple projects across several NZ MFAT Activities
- Assist in Monitoring and Evaluation in liaison with Activity Managers, DCS and Manager HRP.

Person Specification

Essential	Desirable
<ol style="list-style-type: none"> 1. Diploma level (minimum) or Tertiary qualification in finance and administration, project management, business management or, or other field relevant to the role. 2. Up to five years' experience in project management, preferably in the fisheries or a related development sector. 3. Demonstrated experience in financial management, project management or business administration. 4. An understanding of Monitoring and Evaluation. 5. Excellent written and oral communication, interpersonal and stakeholder relationship skills. 	<p>Understanding of the context and challenges of administering projects in the fisheries sector relevant to the FFA membership.</p> <p>An understanding of the role and functions of the FFA and experience working and living in a developing country.</p>

Key Behaviours

Behaviours	Commitment/Personal Accountability Professional/Technical Expertise Teamwork Customer Focus Effective Communications & Relationships Operational Perspective with appreciation of Tactical Perspective
Personal Attributes	Relevant Qualifications Excellent Analytical Skills Excellent Communication Skills Results Orientated 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 Recognises 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 Utilises diversity to foster teamwork Ensures others understanding of, involvement in, adaptation to a change process