



PACIFIC ISLANDS
FORUM SECRETARIAT

PACIFIC ISLANDS FORUM SECRETARIAT

Applicant Information Package

Finance & Administration Assistant
April 2019

CONTENTS

A. ABOUT THE PACIFIC ISLANDS FORUM SECRETARIAT

B. JOB DESCRIPTION

- Position Identification
- The Leaders' Vision
- Position Context
- Position Accountabilities
- Work Complexity
- Level of Delegation
- Functional Relationship Skills
- Person Specification
- Change to Job Description

C. REMUNERATION INFORMATION

- Contract Term
- Working Hours
- Salary
- Superannuation
- Health/Life Insurance
- Annual Leave
- Sick Leave
- Tax Status
- Other Benefit

D. ADMINISTRATIVE INFORMATION

- Closing Date
- Must Provide
- Website

A. ABOUT THE PACIFIC ISLANDS FORUM SECRETARIAT

The information offered in this package is for information only. It does not necessarily form part of the employment contract.

The member states of the Pacific Islands Forum are Australia, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

The Pacific Islands Forum Secretariat was established in 1972. The organisation currently employs 96 staff. The **Forum Secretariat's** mission is to support Forum Members undertake deeper forms of regionalism to further economic growth, sustainable development, good governance and security.

Achieve this through policy advice, coordination and implementing the decisions of Forum Leaders.

B. JOB DESCRIPTION

Position Identification

Job Reference:	
Job Title:	Finance & Administration Assistant - RAO
Work Unit:	Technical Cooperation and Capacity Building Facility (TECCBUF)
Responsible To:	Senior Technical Adviser – EU to the RAO Office
Work closely with:	EU Programme Officer
Job Purpose:	This job exists to provide efficient financial and administrative services to the RAO office.
Date:	April 2019
PIFS Job Band:	Band 6

The Leaders' Vision

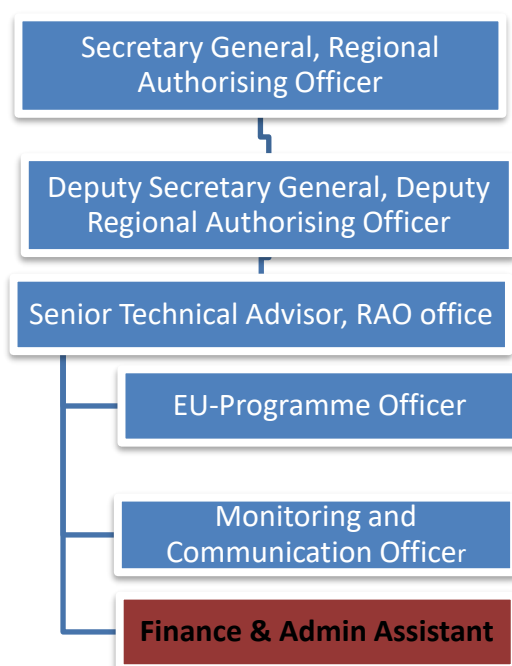
Founded in 1971, the Pacific Islands Forum is the region's premier political and economic policy organisation. The Forum Leader's Vision is for a region of peace, harmony, security, social inclusion and prosperity, so that all Pacific people can lead free, healthy, and productive lives. The Pacific Islands Forum works to achieve this by fostering cooperation between governments, collaboration with international agencies, and by representing the interests of its members.

The work of the Forum is guided by the Framework for Pacific Regionalism which was endorsed by Leaders in July 2014. It sets out the strategic vision, values, objectives and approaches to achieve deeper regionalism in the Pacific. Pacific regionalism is recognized by leaders as:

The expression of a common sense of identity and purpose, leading progressively to the sharing of institutions, resources, and markets, with the purpose of complimenting national efforts, overcoming common constraints, and embracing sustainable and inclusive development within Pacific countries and territories and for the Pacific region as a whole.

The Pacific Islands Forum Secretariat is mandated to coordinate the implementation of Forum Leader's decisions.

Position Context



The job of Finance & Administrative Assistant encompasses the following major functions or Key Result Areas:

1. Information Management and financial support

- Support in the compilation of prepared documentation for discussions and briefing sessions
- Assist in collection of project information and overall 10th and 11th EDF information, as appropriate as and when requested
- Support the facilitation of any organised information collection activities of the office
- Assistance with financial duties, which may not be limited to:
 - Based on approved office needs, facilitate quotes and approval of requisitions.
 - Crosschecking monthly financial reports and present in a tabulated format for analytical purposes.
 - Assist check and verify the monthly reports and transpose it into the EU reporting template for purposes of RAO office reporting. He or she will also assist in attending to project financial matters as well as budget amendments to the contractual agreements with the RAO.

- Budget and Planning - Contribute in providing budget for administrative items for the office.
- Assist auditors with retrieving documents when required

2. Facilitation of Official Communication

- Facilitate official documents/ communication and submissions for the Office for internal circulation/approval and external (including deliveries).
- Arrange appointments for the Office, receive visitors, place and screen telephone calls, and respond to routine requests for information
- Support in editing and formatting administrative correspondence and drafts (external and internal) such as memos, letters, reports, presentations, agendas, meeting materials, minutes; as directed by the RAO Office
- Effectively support the facilitation RAO office communication and Visibility activities

3. Management of Records, Stationery

- Ensure that every memo and letters that goes out of the office are scanned and a hard copy filed properly.
- Manage and control of RAO Office filing system for correspondence, reports and all EDF project documentation.
- Assist in the collection of project documentations from relevant stakeholders when required and collection of project documentations implemented by PIFS and other organisations.
- Monitor and manage distribution of office stationary and ensure timely replenishment.
- Manage the distribution of office stationery supplies;
- Record every programme asset in close consultation with Finance Section and prepare Asset transfer file once project comes to end.
- Facilitates request for maintenance of office and IT equipment for repair and or servicing.

4. Logistics Management

- Support towards the logistical preparations towards the 2018 PRSC committee meeting and the RAO meetings throughout the year.
- Assist every RAO officers in their official duty travels and keeps records of travel requests and mission reports on file.
- Assist in scheduling meetings as required by the staff and consultants

Position Accountabilities

The incumbent is accountable for the key result areas described under the Position Context (above). To successfully deliver on these key result areas the incumbent will have to demonstrate competently the following core capabilities.

<p><i>Planning & Prioritising</i></p> <ul style="list-style-type: none"> ▪ Drafts personal objectives (operational) following discussions with supervisor ▪ Links objectives to team plans ▪ Identifies risks associated with plans 	<p><i>Communicating with Purpose & Effect</i></p> <ul style="list-style-type: none"> ▪ Completes forms and carries out written and verbal instructions, including composite instructions ▪ Identifies and summarises key points arising from conversations
---	---

<ul style="list-style-type: none"> ▪ Forecasts how time will be focused for at least the coming three months ▪ Assists others in managing their diaries using scheduling tools ▪ Coordinates activities with others' within and across teams ▪ Sets aside time to complete administrative and compliance tasks ▪ Assesses the quality of others' contribution to the completion of tasks ▪ Contributes directly to team plans ▪ Organises, in discussion with manager, own priorities for periods of up to a week ahead ▪ 	<ul style="list-style-type: none"> ▪ Instructs others when coordinating tasks and activities, and checks for understanding ▪ Interacts with suppliers to organise quotes, place orders and follow up on deliveries / fulfillment ▪ Writes memos, emails and letters using appropriate conventions ▪ Demonstrates a understanding of the role that 'audience, time and place' play in effective communication and makes appropriate adjustments
<p><i>Leading & Collaborating</i></p> <ul style="list-style-type: none"> ▪ Supports manager and other team members, as appropriate, in a range of administrative, clerical and facilities activities ▪ Provides some level of coordination to assist in completing activities, in some instances, across other teams and externally, typically seeking others' cooperation ▪ Understands who occupies senior management roles, as well as the general nature of those roles ▪ Recognises different working and leaderships styles and adapts accordingly ▪ Seeks help and provides relevant feedback when experiencing unsustainable work pressure ▪ Looks out for others' well being ▪ Knows the value of team harmony and demonstrates behaviours accordingly 	<p><i>Applying Critical Thinking</i></p> <ul style="list-style-type: none"> ▪ Tests ideas when problem solving in a way that minimises risk ▪ Identifies subject matter experts within own KRA and refers enquiries accordingly ▪ Engages in problem solving / brainstorming sessions ▪ Records steps taken to resolve a technical problem ▪ Applies logic in working through operational issues ▪ Validates information if uncertain ▪ Exercises good judgement as when to say "I don't know"
<p><i>Developing & Strengthening Relationships</i></p> <ul style="list-style-type: none"> ▪ Interacts courteously with suppliers, partners and other stakeholders, as the situation requires ▪ Allows others to finish talking before responding ▪ Updates others on a regular basis to report on the progress of activities and requests ▪ Maintains confidentiality ▪ Knows who PIFS key partners and stakeholders are ▪ Responds to invitations in a timely way, following through on commitments ▪ Informs supervisor of any issues that might impact the integrity of existing relationships 	<p><i>Delivering Value</i></p> <ul style="list-style-type: none"> ▪ Progresses / completes requests in a timely way ▪ Understands the potential 'knock on' effects of late / poor quality of work ▪ Obtains more than one quote (typically three) when attending to requests for the purchase of goods and services ▪ Understands workflows and approval processes, adheres to these and explains them to others in a helpful way as required ▪ Manages data (date collection, validation and entry) with the purpose of generating timely and accurate reports ▪ Respects others' time and demands and provides appropriate support in helping managers meet their commitments ▪ Organises logistics for Forum-hosted / led events

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

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> ▪ Serve as the principal point of contact for the RAO Team ▪ Coordination of meetings and travel arrangements of the RAO office. ▪ Having to handle multiple project needs at the same time. ▪ Sound knowledge of financial principles in Aid programme management ▪ Maintain an Asset Register ▪ Assist in Procurement matters using PIFS procedures ▪ Facilitate accurate and timely processing and record keeping of incoming and outgoing mail to make sure the Senior Technical Adviser is fully aware of all documentation and communication requirements; ▪ Timely and accurate filing of all documents (according to an approved filing system) including all financial and administrative documents on both hard and soft copy. ▪ Help with organising travel arrangements of the two advisers and workshops as required. ▪ Assist in the preparation of regular financial reports and updated budgets for smooth programme implementation.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
Internal <ul style="list-style-type: none"> ▪ Team members ▪ PIFS Staff 	<ul style="list-style-type: none"> ▪ Facilitating, giving/receiving information
External <ul style="list-style-type: none"> ▪ Official contacts ▪ Suppliers/Service Providers ▪ Consultants ▪ Accumulate a sound appreciation of EDF rules and procedures 	<ul style="list-style-type: none"> ▪ Courtesy, giving/receiving information, liaising, facilitating ▪ Influencing and persuading, negotiating, explaining things

Level of Delegation

The position holder:

- Cannot authorise any costs
- Cannot sign standard letters on the Secretariat letterhead

Person 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 jobholder 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"> ▪ Diploma in Management or Accounting or Secretarial Studies 	<ul style="list-style-type: none"> ▪ Relevant degree in Financial Management and Administration

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> ▪ Previous work experience in the implementation of donor funded programmes and projects ▪ Financial management and monitoring experience ▪ Ability to work with a small team of professional staff ▪ Ability to liaise and manage communication with and demands of a large and diverse range of internal and external stakeholders ▪ Excellent computer skills including word processing and spreadsheet applications. Experience in management decision making in a systematic, rational and consistent way, including financial aspects. 	<ul style="list-style-type: none"> ▪ Previous experience of working within a regional or international organization ▪ Some knowledge of development and sectoral issues in the Pacific region ▪ Familiarity with budgeting and financial administration of aid projects and programmes from a variety of donors

Other Capabilities/Behaviours

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

Building for the Future	<ul style="list-style-type: none"> ▪ Documents processes to ensure effective contingencies are in place in the event of absences / unexpected circumstances ▪ Takes initiative and lets supervisors and others know of possible future conflicting priorities (eg relevant external events clashing with important internal events) ▪ Supports senior colleagues develop business continuity and disaster plans ▪ Understands the key principles of change management and remains open to possibility of change
Advancing Personal & Professional Growth	<ul style="list-style-type: none"> ▪ Discusses learning and development needs in the context of completing objectives ▪ Tracks own learning and development progress ▪ Demonstrates self-awareness in relation to strengths and weaknesses ▪ Focuses efforts on building competence in area of technical / professional domain ▪ Complements theory with practical on-the-job experience ▪ Demonstrates an understanding of the organisation and how own role and the role of the team contribute to organisational efforts

Promoting Effective Workplace Practices	<ul style="list-style-type: none"> ▪ Maintains complete and accurate records, including meeting minutes ▪ Drafts meeting agendas ▪ Follows up on others' attendance and absences where there is supervisory responsibility ▪ Accesses, gains familiarity with and follows key workplace policies ▪ Offers considered suggestions about process improvements ▪ Responds to requests /correspondence in a timely and courteous manner ▪ Documents processes ▪ Engages in cross-functional teams / initiatives (e.g. OH&S, social committee etc.) ▪ Provides administrative and logistical support to senior officers ▪ Checks on work before progressing it to others
Managing and Coordinating Projects	<ul style="list-style-type: none"> ▪ Checks for understanding of project purpose and scope ▪ Identifies other members of a project team along with their responsibilities attached to a given project ▪ Contributes to projects by meeting milestones within scope of control and escalates risks / issues in a timely and objective way ▪ Responds readily and effectively when project plans need to be adjusted ▪ Provides timely feedback in project / process review initiatives ▪ Enters data into project databases and generates project status reports as required
Using Systems, tools and technology	<ul style="list-style-type: none"> ▪ Replaces consumables ▪ Connects office equipment (e.g. power, data cables) ▪ Runs diagnostic tests on equipment and isolates issues ▪ Attends to and resolves common ICT issues ▪ Uses common office equipment (e.g. phones, multi-function machines, PCs) to perform routine tasks ▪ Applies foundation to intermediate features of Outlook (e.g. sorting filing emails), Word (e.g. mail merge), Excel (e.g. arithmetic calculations) ▪ Complies with ICT policies

Personal Attributes

The job holder should be:

- A good listener and clear and effective communicator
- Understanding and accommodating of cross-cultural differences
- Able to think quickly, respond well to new situations, and make decisions quickly if required
- Physically fit and able to travel frequently.

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

C. REMUNERATION INFORMATION

The Forum Secretariat is part of the participating CROP agencies that have agreed through their governing councils to standardise employment conditions. Outlined in this section are the conditions, benefits & entitlements that accrue to the position of Finance & Administrative Assistant and the principles these conditions are based on.

Contract Term

- *Principle:* To ensure recruitment and retention of the best person for the position
- *Practice:* The successful candidate will be entitled to a contract term that is subject to a satisfactory medical examination, performance during a six-month probation period, funding, and the need for the position.

Working hours

- *Principle:* To ensure that the minimum legal standard is met.
- *Practice:* Normal working hours are 37 hours per week with the official office hours being:
Monday – Thursday: 8:30am – 5:00pm
Friday: 8:30am – 4:30pm.

Salary

- *Principle:* To ensure relative worth of similar positions across CROP agencies is maintained and consistent with the market, a sample of positions across participating CROP agencies are validated and sized to ensure equivalent salaries are paid for equivalent jobs.
Salaries for all Secretariat positions that are advertised locally, are assessed annually and compared to organisations that pay staff at 10% above the upper quartile of the Fiji All Organisations market.
- *Practice:* This position is placed at Band 6 and the salary will be in the range of **FJ\$25,674 – FJ\$38,512** per annum. The salary on appointment is expected to commence at the lower end of the range.

Superannuation

- *Principle:* To provide the minimum legal requirement of the host country.
- *Practice:* This entitlement amounts to the minimum Employer Contribution rate as provided in the Fiji National Provident Fund Act, which will be paid as a cash supplement to salary or to a nominated superannuation fund. For Fiji citizens this will be paid to the Fiji National Provident Fund.

Health/Life Insurance

- *Principle:* To provide standard health insurance.
- *Practical:* Health insurance covering local medical consultation, pharmaceutical benefits and overseas medical treatment (subject to certain conditions) and term life insurance equivalent to three times the base salary is provided for staff.

Annual Leave

- *Principle:* To provide for recuperation and recreation.
- *Practice:* The entitlement for annual leave is 18 working days per annum.

Sick Leave

- *Principle:* To provide for leave for illness or accident.
- *Practice:* The allocation for sick leave is 21 days per annum.

Tax Status

- *Principle:* To meet the minimum legal requirements as agreed through the Establishment Agreement between the organisation and the host government.
- *Practice:* Remuneration is taxable for Fiji nationals.

Other Benefits

Other benefits include family leave, maternity leave and special leave at the Secretary General's discretion.

D. ADMINISTRATIVE INFORMATION

The closing date for applications is **28 June 2019**. Applications should contain full information on education and career background. Applicants must also provide the names, addresses (postal & e-mail), fax and telephone numbers of three employment referees.

Interested applicants are encouraged to apply through our website: www.forumsec.org where an information package containing the job description and remuneration details is also available.

General Information on the Pacific Islands Forum Secretariat is also available on the website.