



PACIFIC ISLANDS  
FORUM SECRETARIAT

# **PACIFIC ISLANDS FORUM SECRETARIAT**

Applicant Information Package

**FINANCE & ADMINISTRATIVE ASSISTANT-  
PUBLIC FINANCE MANAGEMENT (PFM)**

**January 2021**

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## About The Pacific Islands Forum Secretariat

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 work of the Pacific Islands Forum Secretariat (PIFS) is guided by the **Framework for Pacific Regionalism** (FPR) 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 FPR is underpinned by the **Blue Pacific** narrative, endorsed by Forum Leaders in Samoa in 2017, which calls for a long-term regional commitment to act as one "Blue Continent" as the means to achieve its development aspirations. The Leaders vision was that it would serve as the platform to reinforce and inspire the region in its shared stewardship of the Pacific Ocean, and to reaffirm the connections of Pacific peoples with their natural resources, environment, culture and livelihoods.

For more information about PIFS visit [www.forumsec.org](http://www.forumsec.org)

## About the Position

The Forum Secretariat, through the Economics Governance Unit is responsible for effectively implementing the *"Strengthening Public Finance Management and Governance in the Pacific Project"* in relation to the first specific objective Transparent and Effective Policies and Public Financial Systems, Data and Statistics under the third priority area: Inclusive and Accountable Governance, of the Pacific Regional Indicative Programme 2014-2020 (11th EDF PRIP).

Responsibilities include, but not limited to:

### 1. Finance and Budget Management Support:

- Assist the PFM Project Coordinator with the PFM & Governance Project budget and other financing functions.
- Liaise with PFM & Governance Project Coordinator on finance, budget and work plan issues.
- Assisting in preparation and follow up of payments following appropriate internal procedures.
- Assisting staff with the Team's travel processes and requirements.
- Preparing and finalising project acquittals for funded meetings.
- Assisting in the coding and preparation of purchase requisitions, payment requests and petty cash requests.
- Ensuring that payments comply with PIFS policy and regulations.
- Ensuring that invoices are registered and maintain a record of all expenses and payments that any supported team has made.
- Monitoring, recording and reporting of all relevant Budget activities with the correct on-charging of costs to relevant budget codes.
- Assisting in the preparation and amendment of budgets
- Record every programme asset in close consultation with Finance Section and prepare Asset transfer file to reconcile with an Asset Register once project comes to end.
- Checking & verifying monthly reports sent by Finance when required by your team leader.
- Assisting in the preparation of Credit Card acquittals.
- Maintain an Asset Register for the project.

- Assist in the preparation of regular financial reports and updated budgets for smooth programme implementation.
- 2. Administrative support**
- Performing office administration duties for PFM & Governance team members.
  - Efficiently managing the flow of inwards and outwards communication and documentation for the PFM & Governance Team.
  - Managing and monitoring the distribution and use of stationery and other office consumables, as required. Maintaining office equipment and ensuring machines are clean and in working condition.
  - Supporting the PIFS PFM & Governance team with meeting attendance and appointments
  - Supporting PIFS PFM & Governance team with publications on PFM efforts in the region.
- 3. Management of Records**
- Managing and controlling the PFM & Governance Project filing system to ensure relevant documentations are easily accessible by PFM & Governance team members when required
  - Ensuring records are retained and stored in a logical manner and in keeping with PIFS record keeping policy
  - Ensuring that requests for files and any other information on files are properly authorised and any requests are attended to promptly;
  - Work with PIFS Information Management team to ensure proper support for PFM & Governance team is maintained.
  - Timely and accurate filing of all documents (according to an approved filing system) including all financial and administrative documents on both hard and soft copies.
- 4. Logistics and Meeting Support**
- Able to prepare a budget for sponsored meetings.
  - Arranging meeting agendas and papers, and meeting records.
  - Facilitate and ensure logistical issues for any meetings hosted by PFM & Governance Team are done.
  - Prepare the logistics note for participants.
  - Do follow-ups where appropriate and necessary in the lead up to meetings to ensure effective participation as well as after meetings to ensure effective outcomes.
  - Effective, accurate and timely preparation of meeting papers, folders, correspondence, briefs and reports – and formatting to accepted standards.

## General Capabilities

The *Forum Secretariat* has undergone an organisational restructure, with a view to achieve greater consistency across the organisation in the way workforce capability is developed, and capability gaps are identified and addressed. As such, PIFS has produced a Capability Framework (CF) that provides a common platform to clarify performance expectations and job behaviours required for roles at various levels. Details of each CF Competency may be different for the position's Band Level.

### CORE CAPABILITIES:

Planning & Prioritising	"Developing and committing to personal, team, KRA and organization wide plans"
Communicating with Purpose and Effect	"Clear communication while knowing your target audience and the outcomes you are seeking"
Leading and Collaborating	"Actively leads self, others and organization to establish a positive and productive organization culture"

<b>Applying Critical Thinking</b>	“Gathering, organizing and analyzing information for effective decision making”
<b>Developing and Strengthening Relationships</b>	“Working cooperatively and establishing, developing and maintaining business relationships”
<b>Delivering Value</b>	“Deliver Outcomes that meet agreed quality and timeliness measures”

#### **SUPPLEMENTARY CAPABILITIES:**

Supplementary Capabilities required include: building for the future, promoting effective workplace practices, managing and coordinating projects as well as using systems, tools and technology.

#### **Position Accountabilities**

The position reports to the Director Programmes & Initiatives through the Senior Economic Adviser and the PFM & Governance Project Administrator and will work closely with the Public Finance Management Team to advance the responsibilities of the unit. However, within this divisional context, the work of the Secretariat at the operational level is driven by an annual Key Result Framework (linked to the Budget), which sets out the organization’s core deliverables.

Thus, at any given time, Research Officers will be required to assist on one or more of these key result areas – some of which may sit within the responsibilities of other Directors within the organization. Similarly, Research Officers will be required to support a team of both policy and technical staff that may not necessarily sit within the Policy Development Team.

This matrix management structure allows for greater staff collaboration and teamwork – resulting in robust policy options.

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

#### **Position complexities**

Most challenging duties typically undertaken:

- Assist the PFM & Governance Team in the reporting and monitoring of the PIFS and EU Financing Agreement;
- Support the implementation of the PFM & Governance project through providing a variety of administrative and records management functions;
- Liaising and coordinating travel logistics for the team
- Assist in procurement matters using the PIFS and EU authorisation processes.

#### **Qualifications and experience required for the role**

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:

##### **Qualification**

- Diploma in Management or Accounting or Secretarial Studies

### *Desirable*

- Relevant degree in Financial Management and Administration

### **Knowledge/Experience**

- Previous work experience in the implementation of EU 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.
- Sound interpersonal and organisation skills to follow systematic, rational and methodical approach, including financial aspects.

### *Desirable*

- 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
- Sound knowledge of the financial principles in Aid programme management;
- Sound knowledge of the requirements and authorization programmes contained in the Programme Estimate.

## **Functional relationships & Relationship skills**

The role will need to liaise with many stakeholders, key contacts and typical nature of their relations are:

### **External:**

- Forum officials,
  - Other CROP and regional and sub-regional organisations
- 
- Conversations during regional meetings to build understanding of issues
  - Support meetings on topical issues

### **Internal:**

- Secretary General and other members of Senior Management team
  - Other KRA Advisers
  - Other Admin staff and Officers
  - Staff in other reporting lines
- 
- Receive organisation updates, instructions and general information
  - Regular group meetings to share information
  - Informal one-on-one conversations
  - Emails and correspondences and/or seek inputs for admin work Collaborative Inputs to reports and meeting papers

## **Direct Reports**

The role has no direct reports.

## **Level of Delegation**

The position cannot authorize any cost or sign standard letters on Secretariat letterhead or approve any contractual matters.

## Additional Information

- PIFS promotes environmentally sustainable practices and champions health & well-being for its staff
- Incumbent is physically fit and able to travel frequently
- A current passport valid at least 6 months

## Change of Position description

This position description may be subject to change from time to time in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as required.

## Summary of Conditions, Benefits & Entitlements

The Forum Secretariat is part of the participating agencies of the Council of Regional Organisations of the Pacific (CROP) 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 the Finance & Administrative Assistant - PFM.

### 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 starting salary is at **FJD25,674** per annum.

### 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 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.

**Administrative Information**

The closing date for applications is **5 February 2021**. 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](http://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.