



PACIFIC ISLANDS  
FORUM SECRETARIAT

# **PACIFIC ISLANDS FORUM SECRETARIAT**

*Applicant Information Package*

## **FINANCE AND ADMINISTRATION ASSISTANT - SPIRIT**

**August 2021**

## **CONTENTS**

### **About the Pacific Islands Forum Secretariat**

### **About the Programme**

### **About the Position**

### **General Capabilities**

- Core Capabilities
- Supplementary Capabilities

### **Position Accountabilities**

### **Position complexities**

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

### **Functional relationships & Relationship skills**

- External
- Internal

### **Direct Reports**

### **Level of Delegation**

### **Additional Information**

### **Change of Position description**

### **Summary of Conditions, Benefits & Entitlements**

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

### **Administrative Information**

- Application closing date & requirements.
- Mailing & online Addressee
- PIFS's Website

## 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 Programme

The 11th EDF Pacific Regional Integration Support (PRISE) programme aims to support greater circular economic integration among the small and scattered countries of the region, and between the Pacific Region and the global economy.

The specific objectives of the PRISE Programme are: (1) to increase intra-regional and international trade; and (2) to increase the private sector's participation in economic integration.

PRISE Output 1.3 titled "Strengthening Pacific Intra-Regional and International Trade Project" (SPIRIT) will be implemented by the PIFS and aligns to the PRISE objectives and to the 2015 Framework for Pacific Regionalism and the 2050 Strategy for the Blue Pacific Continent.

The general objective of SPIRIT is to boost and increase intra-regional and international trade through strengthening of institutional and human capacity of Pacific ACP countries (PACP).

The Log Frame of the SPIRIT outlines the overall targets of the program, which will be updated once the project implementation starts

## About the Position

The position of Finance & Administration Assistant - SPIRIT reports to the Team Leader (TL) and will work closely with the project team to advance the responsibilities of the unit.

To facilitate the above, the incumbent will be responsible for:

- Finance and budget management;

- Human Resource and administration;
- Records management; and
- Logistics and meeting support.

## 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:

The Finance and Administration Officer is expected to have the following 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"
Applying Critical Thinking	"Gathering, organizing and analyzing information for effective decision making"
Developing and Strengthening Relationships	"Working cooperatively and establishing, developing and maintaining business relationships"
Delivering Value	"Deliver Outcomes that meet agreed quality and timeliness measures"

### SUPPLEMENTARY CAPABILITIES:

The Finance and Administrative Officer is also expected to have the following supplementary capabilities: 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 Team Leader (TL) and will work closely with the team to advance the implementation of the SPIRIT work program.

A brief description of the Finance & Administration Assistant's responsibilities includes:

1. Manage all financial and administrative responsibilities of the SPIRIT project;
2. Setting up the administrative processes and systems for the Project, including the development of internal policies. Continuously review processes/systems to improve efficiency and productivity;
3. Preparation of cost estimates and budget for the utilisation of project finance from the EU. Prepare funding proposals as and when required to access extra-budgetary resources;

4. Ensure that requisitions and procurement of goods and services are in line with authorized budgets, the priorities of the Project and PIFS/EU financial rules and regulations. Ensure timely payment for all project expenses, in particular timely transfers to the sub-regions to facilitate the implementation of project activities;
5. Monitor and track expenditure against the budget. Ensure timely reporting by sub-regional Trade Advisers on their budget implementation. Analyse and prepare monthly reports for the TL, quarterly reports for PIFS, EU, highlighting budget utilisation, trends, and recommend strategies, corrective action as appropriate to ensure effective utilisation of the budget.
6. Respond to queries and draft correspondences in relation to budgetary and financial matters from management, clients (internal and external), auditors and other stakeholders;
7. Ensure that accurate and complete accounting; reporting and internal control systems are functioning;
8. Perform administrative tasks (e.g. leave and attendance recording, appointments, etc.), and prepare and/or process administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.);
9. Maintain a proper filing system (paper and electronic) and database for the work unit. Ensure that all relevant records and audit trails are properly maintained.
10. Provide logistics and meeting support; and
11. Liaise closely with the team to advance the work of the Project

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

The most challenging duties typically undertaken by the Finance and Administration Assistant are:

- Regular liaison and coordination with TAs serving in subregions to ensure the timely submission of financial reports
- Experience in supporting skilled experts/consultants and working in a multi-disciplinary team of professionals.
- Sound analytical, organisational, numeric skills, and excel spreadsheet skills.
- Providing financial briefing papers and presentations to required standard for the relevant stakeholders.

### 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 may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies:*

- A university degree in Accounting, Financial Management, Business Management or a related field
- At least 5 years work experience in project administration, finance, budget or in a similar role
- Experience with computerized accounting system, excellent computer skills including word processing and spreadsheet applications

- Experience of report writing, and of performance management and working within defined policies and procedures
- Strong interpersonal communication skills with customer service focus

*Other Desirable Knowledge/Experience:*

- Previous experience with donor financed programs, preferably EU funded programmes
- Strong analytical skills, high level organisational skills and ability to meet deadlines
- Experience in team-based project management, cross-cultural communication and interactions
- Excellent oral and written communication skills and the ability to positively influence others.

## Functional relationships & Relationship skills

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

**External:**

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• Pacific Island Countries: all stakeholders – governmental, non-governmental, communities, and private sector</li> <li>• CROPs and sub-regional organisations,</li> <li>• EU, other Development partners and multilateral banks,</li> <li>• Consultants and technical experts</li> </ul> | } | <ul style="list-style-type: none"> <li>• Providing technical advice, assist with project implementation; ensuring that activities are well coordinated and conducted in accordance with work programme</li> </ul> |
|--|---|---|

**Internal:**

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• Director Programmes and Initiatives Division</li> <li>• SPIRIT Team</li> <li>• Staff in other reporting lines</li> </ul> | } | <ul style="list-style-type: none"> <li>• Provision of advice and briefings on SPIRIT finance and admin matters</li> <li>• Official internal communication seeking management approval of funds and resource requests</li> <li>• Emails and correspondences and/or seek inputs for admin work</li> <li>• Teamwork, collaboration, establish and support other team members</li> </ul> |
|---|---|--|

## Direct Reports

The position has no direct reports.

## Level of Delegation

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

## Additional Information

- PIFS advocates for equal opportunities, 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.

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

## 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 and Administration Assistant - SPIRIT

### 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 will start in the range of **FJD 25,674** to **FJD 28,884** 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 **24 September 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.