

Position Description

Vacancy Title: **Disbursement Staff B (ADB)**

Location: **Suva, Fiji**

Reports To: **None**

Objective

Maxumise is managing the recruitment process for labour hire on behalf of our client, the Asian Development Bank (ADB). The Disbursement Staff B will assist the overall administrative, reporting, and processing activities under the general guidance of an ADB supervisor in a specialized work area within ADB, ensuring that work objectives are accomplished in a timely and effective manner. The incumbent will report to the designated ADB supervisor.

Outcomes

Organisational Stakeholders

1. Key Responsibilities

- Supervise the processing of withdrawal applications under ADB's sovereign loans and grants financed from Ordinary Capital Resources (OCR), Special Funds Resources (SFR), and other sources by reviewing withdrawal applications, ascertaining eligibility of expenditures, verifying the completeness and correctness of documentation, and ensuring accuracy of computation to comply with relevant legal provisions, policies, and procedures.
- Actively participate in initiatives to enhance systems and procedures for disbursement by providing suggestions for improvements and participating in user acceptance tests and other related activities.
- Contribute to the efficient discharge of the disbursement function and facilitate project implementation by reviewing various loan/grant documents, undertaking research and analysis on specific disbursement issues, providing training as needed to Regional Departments, Executing Agencies, and Resident Missions' staff on disbursement procedures, and performing reviews of project accounts as designated.
- Perform other tasks as required, including preparing external correspondence for review and approval by the International Staff and providing information requested by various external project auditors based on established guidelines and procedures.
- Organize and provide guidance to assigned staff by allocating duties, setting target dates, and providing adequate technical and procedural guidance to other administrative staff to ensure that work objectives are met efficiently, effectively, and on time.

Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Learning	Develop the competencies of self and others to enhance performance.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Mathematical Reasoning	Apply mathematical reasoning.

Competence	Description
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting, Business Administration, Finance	Bachelor's degree in Accounting, Business Administration, Commerce, or Finance.

Work Knowledge and Experience

At least 6 years of relevant professional experience in disbursement, project administration, accounting, or auditing with at least 4 years of supervisory experience

Bachelor's degree in Accounting, Business Administration, Commerce, or Finance with a Certified Public Accountant (CPA) qualification; preferably with advanced training

Leadership and supervisory skills, with the ability to guide administrative and outsourced accounting staff to facilitate work planning, delivery, and quality review.

Experience in large enterprise systems implementation is preferred and should have good exposure to such systems.

In-depth knowledge and understanding of multilateral bank operations, administrative and disbursement policies, and procedures.

Working knowledge of international banking transactions, particularly relating to letters of credit.

Requirements

Language Proficiency

Excellent command of English

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
No interactions found.		

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Decisive	Reaches conclusions, promptly and firmly.
Initiative	Takes action and makes decisions without the help or advice of other people.
Numerate	Shows abilities in quantitative thought and expression.

How To Apply

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Contact for Enquiries

Contact Name: Elizabeth Cama

Contact Email: elizabeth@maxumise.com

Further Contact Information: --

Closing Date: 11 May 2025