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## Position Description

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Vacancy Title: **Finance and Administration Officer: PEUMP Phase II (For Fiji Nationals and Permanent Residents Only)**

Location: **Suva, Fiji**

Reports To: **Project Coordinator: PEUMP Phase II**

### Objective

Provide financial and administrative support to PEUMP Phase II project

### Outcomes

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#### Organisational Stakeholders

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##### 1. Budget development and management

- Develop annual consolidated budget and monitor overall spending in consultation with the Project Coordinator – PEUMP Phase II and SPREP Departments (Finance, HR)
- Develop, maintain and monitor the Project budget in consultation with the Project Coordinator and relevant SPREP Departments.
- Reconcile project account updates with the project budget and provide regular overviews of the project's financial status.
- Liaise with SPREP Finance Department in preparing project financial reports.
- Prepare requests for funds in collaboration with the Project Coordinator
- Open and manage a petty cash account in Suva.
- Maintain a filing system for all receipts related documents.

##### 2. Procurement management, support and monitoring

- Develop annual consolidated budget and monitor overall spending in consultation with the Project Coordinator – PEUMP Phase II and SPREP Departments (Finance, HR)
- Develop, maintain and monitor the Project budget in consultation with the Project Coordinator and relevant SPREP Departments.
- Reconcile project account updates with the project budget and provide regular overviews of the project's financial status.
- Liaise with SPREP Finance Department in preparing project financial reports.
- Prepare requests for funds in collaboration with the Project Coordinator
- Open and manage a petty cash account in Suva.
- Maintain a filing system for all receipts related documents.

##### 3. Financial reporting, documentation and audit facilitation

- Develop annual consolidated budget and monitor overall spending in consultation with the Project Coordinator – PEUMP Phase II and SPREP Departments (Finance, HR)
- Develop, maintain and monitor the Project budget in consultation with the Project Coordinator and relevant SPREP Departments.
- Reconcile project account updates with the project budget and provide regular overviews of the project's financial status.
- Liaise with SPREP Finance Department in preparing project financial reports.
- Prepare requests for funds in collaboration with the Project Coordinator
- Open and manage a petty cash account in Suva.
- Maintain a filing system for all receipts related documents.

##### 4. Logistical and administrative support

- Manage the day-to-day administration and provide logistical support of the project office in Suva.
- Support and arrange logistics for PEUMP Phase II project official meetings and workshops, as well as to SPREP staff visiting Fiji.
- Ensure the project staff have access to all relevant division and organisational procedures, policies and routines.
- Provide administrative support services to PEUMP Phase II project meetings and project workshops.
- Process travel requests and procedures for PEUMP Phase II project staff and stakeholders.

##### 5. Project Information Management System (PIMS)

- Compile project data and relevant information required for updating the PIMS, inform the preparation of narrative progress reports, support monitoring and evaluation of project, and other substantive reports as required by the donor and SPREP.
- Ensure information is correct and accurate before uploading on the PIMS and assist with the monitoring and tracking of project progress and delivery of project outputs.
- Review project information on PIMS and report on gaps and issues that need to be addressed and ensure project information are updated regularly.
- Ensure follow up on project information gaps so that data on PIMS is relevant and up-to-date.

### Responsibilities - Key Competencies

| Competence             | Description                                                                    |
|------------------------|--------------------------------------------------------------------------------|
| <b>Business</b>        |                                                                                |
| Systems and Procedures | Develop and/or apply procedures to assist the organisation achieve its goals.  |
| Documentation          | Communicate using formal business writing.                                     |
| <b>Customer</b>        |                                                                                |
| Quality Focus          | Deliver quality.                                                               |
| <b>People</b>          |                                                                                |
| Self-Management        | Manage your priorities and objectives efficiently and effectively              |
| <b>Professional</b>    |                                                                                |
| 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.                                      |

## Qualifications

| Qualification    | Discipline          | Notes |
|------------------|---------------------|-------|
| <b>Preferred</b> |                     |       |
| Bachelor Degree  | Accounting, Finance |       |

## Work Knowledge and Experience

Bachelor's degree in Accounting/Finance or relevant discipline (certified qualification and membership from a recognised professional accounting institute would be an advantage)

At least 3 years extensive experience in international donor funded project accounting / project financial and administrative work, preferably in the Pacific region.

Excellent experience in the following: a) Financial management and accounting with appreciation of policies, systems, processes and databases. b) Financial analysis, advisory and reporting c) Programme and project fund management including monitoring and evaluation, proposal and report writing. d) Microsoft Office, spreadsheet applications and computerised accounting and finance systems e) Performance Based Output Budgeting systems

Excellent experience in office management and providing administrative and logistical support to programmes/projects including management of events and meetings.

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Excellent knowledge of current and emerging issues and challenges in administration and financial reporting and demands of a regional project in the Pacific islands' region, as well as good understanding and appreciation of environmental ethics, values and priorities.

Shows initiative to think outside the box particularly in problem-solving, setting priorities and meeting work-plan deadlines as well as meeting challenges and demands of a regional project.

## Requirements

### Other Required Statements

## **Project Background**

### **PEUMP - Phase II : Mitigating Threats to Key Marine Species**

Following the successful completion of SPREPs component of PEUMP Phase I – By-catch and Integrated Ecosystem Management (BIEM) Initiative, SPREP is implementing a Phase II of PEUMP which continues to focus on mitigating threats to key marine species. This is based on insights into the nature and scale of threats to species and ecosystems.

The overall objective of PEUMP - Phase II is to “ Advance the environmental, climate-resilient, economic and social development of Pacific communities while ensuring the sustainability of the marine resources and ecosystems”

The overall PEUMP – Phase II programme is structured around five Specific Objectives (SO1-5)

SO1: Strengthened ocean governance.

SO2: Enhances capacities in oceanic fisheries

SO3: Community-based, inclusive, sustainable, and climate-smart co-management of the coastal blue economy is strengthened

SO4: Enhanced knowledge and expertise in the context of climate change.

SO5: Improved knowledge and expertise in the ocean-fisheries-climate nexus

PEUMP - Phase II will be closely linked to related programmes and project activities of SPREP to ensure that activities contribute to cohesive actions for Member countries.

Priority areas under PEUMP-II will focus mainly on three key areas: addressing extinction risks of turtles, mitigating by-catch of threatened species and strengthening CITES capacity needs in the Pacific.

PEUMP - Phase II will continue to focus on the focal countries of Fiji, Papua New Guinea, Solomon Islands, Tonga and Vanuatu and will also include all 14 PEUMP targeted Pacific island countries in virtual training, communications, knowledge sharing and regional activities.

SPREP will work with several nationally and regionally based NGO and civil society partners to facilitate effective in-country and sub-regional delivery of activities. Implementation and coordination will be undertaken within the SPREP Biodiversity and Conservation Programme, under the Threatened and Migratory Species Adviser/sub-programme.

## **Work Complexity**

### **Most challenging duties typically undertaken:**

- Maintaining effective administration of project budget and expenditure
- Development of realistic annual budgets that are within overall allocated budget and monitoring of spending in collaboration with the Project Coordinator and Service Providers.
- Ensuring costs charged to the project are eligible costs under the Grant Agreement.
- Ensuring acquittal of expenditures are accurately prepared in a timely manner.

### **Level of Delegation:**

This position has no delegation

### **Key Behaviours:**

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviors forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

All managers and supervisors are expected to uphold SPREP's established Leadership Management Behaviours forming part of the Performance Development Plan.

## **REMUNERATION PACKAGE – TERMS & CONDITIONS**

**Duty Station:** The position will be based in Suva, Fiji.

**Duration:** Appointment is for a term up to October 2028. There is no expectation of renewal at the end of contract as this is a project specific position.

**Salary:** Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be FJD34,318 per annum. This will be adjusted to FJD38,607 upon confirmation of probation. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

**Term:** Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19 and clean police report, as well as a 6 months probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

**Performance Reviews:** Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

**Retirement Age:** SPREP's retirement age is set at 65 years.

**Education Allowance:** Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of SAT1,000.

**Annual Leave:** 15 working days a year (up to a maximum accumulation of 50 days).

**Sick Leave:** 30 working days a year (up to a maximum accumulation of 90 days).

**Other Leave:** Provisions also exist for maternity, compassionate, paternity, examination and special leave (without pay).

**Duty Travel:** SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Suva on official business.

**Life and Accidental Death and Disability Insurance:** All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

**Medical Benefits:** All employees and their dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

**Superannuation:** All employees are required to contribute to a recognised Superannuation Fund. SPREP will pay the local minimum legal requirement of basic salary to the Fiji National Provident Fund. For Fiji, this is currently 10%.

**Overtime:** Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

**Gratuity Payment:** The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, provided the contract is not extended or renewed.

**Learning and Development:** Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

#### Definitions:

'Dependent' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

**Equal Opportunities:** SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

## Interactions

| Type            | Interaction                          | Comments                       |
|-----------------|--------------------------------------|--------------------------------|
| <b>Internal</b> |                                      |                                |
|                 | Project Coordinator - PEUMP Phase II | Access to data and information |
|                 | Director Biodiversity & Conservation | Advice and support             |

| Type            | Interaction                                                                                  | Comments                                                    |
|-----------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------|
|                 | SPREP Project Staff                                                                          | Collaboration and coordination                              |
|                 | Biodiversity and Conservation Programme Assistant                                            |                                                             |
|                 | SPREP Departments (Human Resources and Administration, Finance, Communications and Outreach) |                                                             |
|                 | Other SPREP Programmes..                                                                     |                                                             |
| <b>External</b> |                                                                                              |                                                             |
|                 | Member countries.                                                                            | Access to financial and procurement records and information |
|                 | European Union.                                                                              | Consultations and collaboration                             |
|                 | Partner Organisations / Service Providers                                                    | Consultations and collaboration                             |
|                 | Suppliers and Vendors..                                                                      | Negotiations, communications and reporting                  |

## Attributes

No attributes found.

## How To Apply

Please apply online via this link: <https://jobs.hrmonise.com/details/4834/sprep/finance-and-administration-officer-peump-phase-ii>

## Contact for Enquiries

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**Closing Date:** 17 Jul 2026