
Position Description

Vacancy Title: **Finance and Administration Officer - ISLANDS Pacific Child Project (For Samoan Nationals and Permanent Residents Only)**

Location: **Vailima, Apia, Samoa**

Reports To: **Project Manager - Islands Pacific Child Project**

Objective

This job exists to: • Lead the financial and administration functions of the project

Outcomes

Organisational Stakeholders

1. Budget support and management

- a) Assist the Project Manager and PMU staff to develop annual project budgets based on annual work plan
- b) Support the development and maintenance of the annual consolidated project budget in SPREPs financial management system
- c) Monitor project spending and provide regular advice to the Project Manager and PMU staff on the financial status of the project and availability of funds.
- d) Monitor the status of project funds and support the timely request for cash advances and replenishments in accordance with the Project Cooperation Agreement (PCA) with UNEP
- e) Support budget control and ensure that total expenditure does not exceed the GEF approved budget and that expenditure remains aligned to approved budget lines and workplan priorities

2. Financial reporting and audit facilitation

- a) Prepare quarterly financial reports as required by the PCA and in close collaboration with SPREP Finance and the Project Manager
- b) Ensure expenses are authorised and processed in accordance with the SPREP finance system, procedures and relevant project requirements
- c) Provide expenditure forecasts and financial information required for project reporting, planning, cash flow monitoring and management decision-making.
- d) Maintain complete and accurate electronic and paper records of financial documents and supporting documentation for all project transactions
- e) Ensure that service providers submit required financial records and supporting documents as part of their progress and financial reporting
- f) Support the collection and tracking of co-financing reports from project countries and partners as required by the PCA
- g) Facilitate internal and external audit processes and that audited financial information and supporting documents are available and verified before submission deadlines
- h) Support project asset management by maintaining records of assets acquired under the project and preparing asset reports as required

3. Compliance with Project Cooperation (PCA) Agreement with UNEP

- a) Maintain a strong working of relevant PCA requirements especially those relating to cash advances, cost overruns, project management costs, records, unspent balances, reporting and audits
- b) Support the Project Manager, PMU team and service providers to understand and comply with relevant financial and administrative requirements of the PCA
- c) Monitor financial and administrative compliance issues and raise risks or gaps with the Project Manager in a timely manner
- d) Support the PMU and ensure that project expenditure, documentation, reporting and record keeping are in line with SPREP and donor requirements

4. Logistical administrative and secretariat support

- a) Organise and arrange project travel requirements in line with SPREP Travel and Procurement Policies
- b) Arrange and organise logistics for project meetings, missions, workshops, events and stakeholder engagements to ensure activities are ready on time and delivered efficiently
- c) Provide administrative and secretariat support to the project and project related meetings including drafting meeting notes, action points and reports as required
- d) Assist with the planning and implementation of project events, workshops and meetings as required by the Project Manager and PMU Prepare meeting notes and reports for project specific and related meetings.
- e) Support the preparation and processing of purchase orders, payment documentation, vendor documentation and other administrative requirements linked to project implementation
- f) Maintain effective project filing and record-keeping systems

5. Project Information Management System (PIMS)

- a) Compile project data and relevant information required for updating SPREP's Project Information Management System (PIMS)
- b) Support the preparation of narrative progress reports, project implementation reports and other substantive reports required by SPREP and UNEP
- c) Assist with monitoring and tracking of project progress and delivery of outputs.
- d) Review and update information on PIMS and report on gaps and issues that need to be addressed

Responsibilities - Key Competencies

Competence	Description
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
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.
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Financial Application	Apply financial principles and practices.

Qualifications

Qualification	Discipline	Notes
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Work Knowledge and Experience

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

At least three years relevant experience in project accounting/project finance and project administration support or in a similar role, preferably in the Pacific region

Excellent experience in the following: a) financial management and accounting b) financial analysis, procurement and reporting c) programme and project fund management d) Microsoft Office, spreadsheet applications and computerised accounting systems e) Performance Based Output Budgeting systems

Excellent written and verbal communication skills including high level of writing, presentation and interpersonal skills, collaboration with donors and partners with sound experience in maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment

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

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

The ISLANDS Pacific Child Project Description

Globally Small Island Developing States (SIDS) are progressing on import-dependent development pathways. The quantities and variety of products that are being imported (ranging from mercury containing thermometers to plastic packaging, from second hand electronic products to motor vehicles, from agricultural chemicals to industrial chemicals) is rapidly increasing. This is leading to the generation of a large variety of different types of hazardous and toxic wastes which SIDS do not have the installed capacity or required treatment facilities to address. There is an urgent need for SIDS to move to integrated waste management. Extensive studies conclude the costs of inaction in SIDS are significant in term of the economic costs of impacts to health, environment, tourism, and fisheries.

Pacific SIDS lack infrastructure to manage the wide variety of wastes generated by imported products. The disposal of non-biodegradable materials and industrial and agricultural chemicals pose an increasing challenge for Pacific SIDS.

The Global Environment Facility (GEF) has recognised these challenges faced by SIDS and is supporting the Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS) Programme. ISLANDS is a US\$ 450 million, 5 year global initiative to manage the growing impacts of chemicals and waste in 30 SIDS including 14 SPREP's members namely: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.

ISLANDS will have a Child Project for each of the SIDS from the Caribbean, Indian Ocean and Pacific. The Pacific Child Project will be executed in the Pacific by SPREP from 2021 to 2026 on a US \$20 million budget. The overall objective of the Pacific Child Project is to assist countries move into a safe chemical development pathway. Components of the Project include:

1. Preventing the Future Build-Up of Chemicals Entering SIDS.

Component 1 will include both regional and national activities to assist countries in putting in place robust legislative frameworks, by aiding in areas where legislative gaps have been identified, and in the institution of economic instruments, to sustainably finance waste management. It will also provide assistance in the articulation of national strategies to reduce hazardous imports, as well as model legislation to the control of mercury containing products. The outcome of this component is that Pacific SIDS have in place effective mechanisms to control the import of chemicals, and products that lead to the generation of hazardous waste

2. Safe Management and Disposal of existing chemicals, products and materials.

Limited adequate storage, disposal and treatment capacity for hazardous waste streams represent key barriers to the sound management of chemicals and wastes. Under Component 2 the project will undertake both regional and national interventions. Regionally, the project will also establish a long-term partnership with private sector partners to export and dispose of end of life vehicles in an environmentally sound manner. Nationally the project will collect, repack, ship and dispose of 12 tonnes of DDT and 532 metric tons of PCBs and mercury waste from the Pacific region. The outcome of Component 2 is that harmful chemicals and materials present and/or generated in SIDS are disposed of in an environmentally sound manner. Under this component support will also be provided to Pacific countries in reducing emissions through improved waste management practices

3. Safe management of products entering SIDS/closing material and product loops for product

Under Component 3 regional and national activities will be undertaken to overcome current barriers to product loops. The project will establish a regional system to provide ongoing regional support to countries on healthcare waste management. The project will also fund regional training opportunities in e-waste dismantling. Co-financing project partner PWP is convening e-waste dismantling for key Samoa stakeholders. The project will fund Cook Islands and Solomon Islands representatives to attend this training, which is highly relevant to both countries' national activities, focusing on e-waste. It will also establish national systems to close product loops on key waste streams. These include ewaste, bulky wastes, plastics, and used engine oil. ISLANDS support for national activities hinges on PIC preparedness to take a long-term approach to management of these difficult wastes (through regulatory approaches addressed in Component 1), and the identification of private sector partners.

The outcome of Component 3 is the prevention of build-up of harmful materials and chemicals through establishment of effective circular and life-cycle management systems in partnership with the private sector.

4. Knowledge Management and Communications

Under this Component of the Pacific project activities will be undertaken to generate knowledge from project activities, and to disseminate knowledge from these activities, as well as from the wider Programme. Specifically, Component 4 the project will communicate national systems on sustainable financing, to assist in improving the uptake, and ultimate success of these initiatives. It will also include activities related to changing behaviors related to waste management, through extensive community education, and specific activities targeted at youth. The project will also support activities related to a regional campaign to work towards a Mercury Free Pacific. All these activities will involve the generation of specific knowledge assets to be shared with the Communication, Coordination and Knowledge Management Project and disseminated to other SIDS regions, through other regional child projects. The outcome of Component 4 is that knowledge generated is disseminated to and applied by SIDS

WORK COMPLEXITY

Most challenging duties typically undertaken:

- Development of realistic annual budgets that are within overall allocated budget and monitoring of spending in collaboration with the Project Manager and Service Providers.
- Ensuring costs charged to the project are eligible costs under the PCA

LEVEL OF DELEGATION

The position holder:

- Has no delegation

KEY BEHAVIOURS

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

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

REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa

Duration: Appointment is for a term up to 30 June 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 SAT\$46,509 per annum. This will be adjusted to SAT\$52,322 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, a clean police report, certified official documents including qualifications, as well as a 6-month 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 maybe 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 Samoan Tala \$1,000.

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 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 Apia 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 Samoa legal requirement of basic salary to the Samoa National Provident Fund.

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 two consecutive 3-year contracts, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

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.

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

Interactions

Type	Interaction	Comments
Internal		

Type	Interaction	Comments
	WMPC Director and Project Manager.	• Access to data and information • Advice and support • Collaboration and coordination
	Finance Department	
	Other SPREP Programmes.	
	Human Resources and Administration	
	All staff	
External		
	UNEP.	• Access to financial and procurement records and information • Advice and assistance • Consultations and collaboration • Negotiations, communications, and reporting
	Beneficiary countries.	
	Partner organisations	
	Service Providers and Vendors	
	Regional / International organisations.	

Attributes

No attributes found.

How To Apply

Please submit your online application via this link: <https://jobs.hrmonise.com/details/4901/sprep/FAO-IPCP>

Contact for Enquiries

Contact Name: Shinae Sosene-Feagai

Contact Email: shinaesf@sprep.org

Further Contact Information: --

Closing Date: 07 Aug 2026