Position Description

Vacancy Title: **Senior Finance and Administration Officer - Pacific Ocean Initiative (SFAO-POI)**
Location: **Suva, Fiji**
Reports To: **Project Manager - Pacific Ocean Initiative**

Objective

This job exists to - Lead the financial and administration functions of the project.

Outcomes

Organisational Stakeholders

1. Budget development and management

- Develop annual consolidated budget and monitor the overall spending in consultation with the Project Manager, SPREP Departments (Finance, HR and Admnitration, Communications and Outreach) and SPC.
- Develop, maintain and monitor the project's budget in consultation with the Project Manager and relevant SPREP Departments (Finance, HR and Administration, Communications and Outreach).
- Ensure spending does not exceed allocated budgets
- Monitor the status of the project funds and ensure replenishment is timely and meets the General and Special Conditions under the project's Financing Agreement.

2. Procurement Management

- Develop, monitor and update the overall procurement plan for the project in line with the General Conditions and the Financing Agreement and in consultation with the Project Manager, relevant SPREP Departments (Finance and Administration) and SPC.
- Ensure that procurement of required goods and services comply with the General Conditions and the Special Conditions of the Financing Agreement, SPREP Financial Procedures Manual and SPREP's procurement policies for SPREP activities.
- Prepare all relevant documentation to enable procurement and supply of goods and services required to enable delivery of SPREP activities in consultation with the Finance and Administration Department.
- Monitor the contracts and agreements for the supply of goods and engagement of consultants to deliver specific aspects of the project in consultation with the Project Manager and SPREP Finance Department.

3. Financial reporting, financial documentation and audit facilitation

- Prepare consolidated semi-annual and annual financial reports as required by the Financing Agreement and financial component of the annual and semi-annual narrative report.
- Prepare annual and semi-annual financial reports on SPREP activities.
- Facilitate audits and ensure that audited financial reports are readily available before the submission deadlines.
- Keep good records and files of all financial documents including supporting documents for all transactions related to the project.
- Oversee project asset management and records.
- Ensure all required financial records and supporting documents are submitted by SPC, delivery partners and service providers as part of their progress and financial reporting.

4. Compliance with the general and special conditions of the Financing Agreement

- Ensure in-depth understanding by Project Manager, SPC and service providers of the General and Special Conditions of the Financing Agreement relevant to the financial management, narrative progress reports, audits, and direct and indirect costs criteria.
- Monitor compliance with the Financing Agreement relevant to the financial management, narrative progress reports, audits and direct and indirect costs criteria.

5. Logistical, administrative and secretariat support

- Organise and arrange all travel requirements of the project in line with SPREP's Travel and Procurement Policies.
- Arrange and organise logistics for project meetings, visits, workshops and events to ensure all are completed and ready on time.
- Provide administrative and secretariat support to the project and all meetings.
- Set-up, maintain and update project e-filing and record keeping on a regular basis.
- Prepare meeting notes and reports for project specific and related meetings.
- Assist with the planning and implementation of Pacific Ocean Initiative events as required.

6. Project information management system (PIMS)

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- Compile project data and relevant information required for updating PIMS and for preparation of narrative progress reports, project implementation reports and other substantive reports as required by the donor and partners.
- Ensure information is correct and accurate before uploading on PIMS and assist with monitoring and tracking of project progress and delivery of outputs.
- Review information on PIMS and report on gaps and issues that need to be addressed.

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
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.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Customer	
Organisational Values	Display the organisation's image and value standards.
People	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
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.
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.

Qualifications

Qualification	Discipline	Notes
Preferred		
Bachelor Degree	Accounting/Finance	Or relevant discipline (a certified qualification and membership from a recognised professional accounting institute would be an advantage).

Work Knowledge and Experience

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

2. At least 5 years relevant experience in project accounting/ project finance or in a similar accounting role with demonstrated experience in project fund management, preferably in the Pacific region

3. Proven experience in the following: a) financial management and accounting 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 systems e) Performance Based Output Budgeting systems

4. Proven experience in management and operations of procurement processes including tender work and assessment as well as appreciation of policies, systems, processes and databases

5. Excellent written and verbal communication skills including high level of 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

6. Demonstrated 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

7. 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 Requirements

PROJECT BACKGROUND:

Pacific Ocean Initiative Project

The overall objective of the "Pacific Ocean Initiative - Sustainable protection and management of coastal and marine ecosystems for community resilience" (hereafter Pacific Ocean Initiative) is to strengthen the resilience of marine and coastal biodiversity and ecosystems, on which the communities of the Pacific Island Countries and Territories directly depend, in the face of environmental and climate challenges. The project aims to ensure the food and economic security of local communities, protect biodiversity, and promote sustainable and climate-resilient development.

The specific objective of the project is to enhance regional and local capacities for sustainable management of marine and coastal resources and ecosystems through the building and sharing of expertise and knowledge for the benefit of the States and communities of the South Pacific.

The project consists of the following components:

- Component 1, implemented by SPREP: Strengthening regional collaboration and national capacities for the conservation of biodiversity and critical marine and coastal ecosystems
- Component 2, implemented by Secretariat of the Pacific Community (SPC): Enhancing regional and community capacities to support the sustainable co-management of coastal and marine resources and ecosystems at the local and community level (ecosystem-based management of coastal fisheries)
- Component 3, implemented by SREP: Project management, monitoring, and evaluation.

A Project Management Unit (PMU) will be housed within SPREP, which is in charge of the overall management and coordination of the project.

As a regional initiative, eligible countries under the Pacific Ocean Initiative are the following: Fiji, Kiribati, Federated States of Micronesia, Marshall Islands, Solomon Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Tonga, Tuvalu, Vanuatu, Tokelau, Timor-Leste, New Caledonia, French Polynesia, and Wallis and Futuna. The project is funded by the Agence Française de Développement (AFD) for a total amount of €8 million and will be implemented over a period of five years from 11 December 2025 to 31 December 2030.

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 SPC.
- Ensuring costs charged to the project are eligible costs under the General and Special Conditions of the Financing Agreement.
- Coordinating and meeting deadlines for financial reporting and audits.
- Ensuring that procurement is undertaken in line with the relevant policies and financial records and supporting documents are provided.
- Working in collaboration with the Project Manager and SPC to monitor compliance with organisations' internal controls and any remedial actions by auditors and evaluators of the project to address financial management and procurement issues.

Level of delegation:

The position holder:

- Has oversight of the project budget and finances in line with Financing Agreement
- Carries out procurement procedures in line with SPREP's procurement policies and liaises with SPC's finance team to consolidate financial reporting and audits
- Can present financial reports to AFD subject to approval by the Director, Finance & Administration

Key Behaviours:

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours 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 and 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 31 December 2030. There is no expectation of renewal at the end of contract as this is a project specific position.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 9 of SPREP's salary scale. Starting salary will be SDR26,802. This is equivalent to Samoan Tala is SAT102,286 per annum. Upon confirmation of probation, salary will be adjusted to SDR30,153 which is equivalent to SAT115,072 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Location Allowance: A Location Allowance of SDR3,967 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT15,139 per annum. This allowance is reviewed periodically based on data determined by an independent reviewer.

Adjustments: Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent.

Term: For staff recruited from outside Fiji, the term begins from the day the appointee leaves their home to take up the appointment. The offer for appointment is confirmed only upon receipt of satisfactory medical examination including full vaccination against COVID-19, a clean police report and certified official documents including qualifications. The confirmation of appointment is subject to 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.

FOR STAFF RECRUITED FROM OUTSIDE FIJI, THE FOLLOWING APPLIES *:*

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Fiji, including transport and accommodation en-route for the appointee and accompanying dependent(s) between point of recruitment and Suva, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum of SDR2,500 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT9,541.

Temporary Accommodation and Assistance: On arrival in Suva, the appointee and dependent(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Suva. This will include help in finding suitable rental accommodation.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Fiji, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two weeks' salary, upon successful completion of contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of SAT15,600 per annum per dependent child, with an overall maximum of SAT46,800 per annum per family of 3 or more eligible children.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Suva by (i) each dependent child being educated outside Fiji or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

Family Leave Travel: Return economy class airfares between Suva and the recognised home for the staff member and dependents after completing 18 months of service providing no travel is undertaken within the final 12 months of the contract.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Fiji for expatriate executive furnished housing. The current rate is SAT3,343 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses may be reimbursed against actual receipts up to SAT2,400 per annum as stipulated under SPREP's Security Assistance policy.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two weeks' salary, upon successful completion of contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

Annual Leave: 25 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 recognized Superannuation Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Fiji National Provident Fund or another approved nominated Fund. For Fiji, this is currently 10%.

Gratuity Payment: Nationals of Fiji are entitled to a gratuity payment equivalent to two week's salary, upon successful completion of the contract, 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.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Fiji, and who resides in Fiji only by virtue of employment with SPREP.

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.

More Information on SPREP and its work in the region can be found on the SPREP website www.sprep.org

Interactions

Type	Interaction	Comments
Internal		
	Director Biodiversity & Conservation	Oversight, support and management
	Project Manager - POI	Oversight, support and management
	Finance and Procurement	Advice, support, and access to data and information
	Human Resources and Administration	Collaboration and coordination
	All staff	
External		
	AFD.	Submitting financial documentation and reporting
	SPC.	Accessing and consolidating financial reporting and facilitating audits

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Type	Interaction	Comments
	Beneficiary countries.	Advice and assistance
	Delivery partners and service providers	Negotiations, communications and reporting
	Regional / International organisations.	Consultations and collaboration

Attributes

No attributes found.

How To Apply

Please submit your application online via this link: https://jobs.hrmonise.com/details/4774/sprep/SFAO-POI

Contact for Enquiries

Contact Name: Shinae Sosene-Feagai

Contact Email: shinaesf@sprep.org

Further Contact Information: (685) 21929 ext 233

Closing Date: 26 Jun 2026

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