



**FFA**

**APPLICANT INFORMATION PACKAGE**

**OFMPIII – FINANCE AND ADMINISTRATION**

**OFFICER**

**This position is a “Position advertised Locally” and is open to residents of Solomon Islands only.**

**CLOSING DATE – 16 MAY 2022**

**HOW TO APPLY -**

Please read the instructions contained in this package

To apply please submit the following:

- (a) An introductory letter
- (b) A completed HR1 Application form for the Position (available on website)
- (c) A current Curriculum Vitae

All applications are to be addressed to; *Manager Human Resources, Forum Fisheries Agency, 1 FFA Road, Honiara, Solomon Islands*

All applications to be submitted by email to [recruitment@ffa.int](mailto:recruitment@ffa.int)

For any enquiries: please contact [recruitment@ffa.int](mailto:recruitment@ffa.int)

## **Contents**

<b>1. HOW TO APPLY .....</b>	<b>1</b>
<b>2. INFORMATION ABOUT THE FORUM FISHERIES AGENCY .....</b>	<b>3</b>
<b>2. TERMS OF REFERENCE .....</b>	<b>4-10</b>
<b>4. REMUNERATION PACKAGE – TERMS and CONDITIONS .....</b>	<b>11-12</b>

## **2. INFORMATION ABOUT THE FORUM FISHERIES AGENCY**

The information offered in this package is for information only and does not form part of the employment contract.

The Pacific Islands Forum Fisheries Agency (FFA) traces its origins to the South Pacific Forum meeting in Port Moresby in 1977 which adopted a Declaration on the Law of the Sea and the establishment of a regional fisheries agency and outlined its functions. In recent years FFA has been mandated to concentrate on the management and development of the tuna fishery in the Central and Western Pacific Ocean. The Agency is responsible for assisting its 17 members to coordinate sustainable tuna fishery management policies in their exclusive economic zone waters, and for promoting the development of their tuna fishery resources.

The 16 country members and 1 territory member of the FFA are Australia, Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu.

Under the 1979 FFA Convention, the FFA consists of the Forum Fisheries Committee (FFC) which is the governing body, and a Secretariat. The Secretariat, with a current establishment of approximately eighty-five positions, is organised into four divisions: Fisheries Management, Fisheries Development, Fisheries Operations, and Corporate Services. FFA is led by an executive management unit headed by the Director-General. In order to provide greater ministerial oversight of the fisheries sector the FFC Ministerial Meeting was established and was elevated to the highest policy making organ of the FFA.

The Vision of the Members of the Pacific Islands Forum Fisheries Agency is: “Our people will enjoy the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources.”

The Mission of the Forum Fisheries Agency is: “Empowering FFA Members to take collective and national action for the sustainable use of offshore fisheries resources.”

The work of the Agency is delivered through two programs: Fisheries Management and Fisheries Development.

The Fisheries Management program assists FFA members to refine and maintain effective policy and legal frameworks to support the sustainable management of their tuna fisheries resources. Appropriate technical services are also provided under this program to support regional and sub-regional fishery management.

The Fisheries Development program assists FFA members with long term social, economic and development planning for the fisheries sector, in response to the Forum Leaders’ call to identify ways to ensure greater returns from the sustainable use of fisheries resources.

The core operations of the Agency are funded by member and donor contributions from Member Governments. The Agency also receives funding from a variety of non-member donors and from cost recovery for services.

FFA is an equal opportunity employer with professional staff currently employed from Australia, Fiji, Kiribati, Federated States of Micronesia, New Zealand, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu and the USA, with staff attachments from Japan and Australia.

## Job Description

Job Reference:	<b>OFMPIII-FAO</b>
Job Title:	OFMP III Finance and Administration Officer
Work Unit:	Fisheries Management Division
Responsible To:	Chief Technical Adviser (CTA)/Project Coordinator OFMP III
Job Purpose:	This job exists to: Ensure systems, practices and documentation procedures are in place for the effective and operationally compliant expenditure and reporting of all funds to be paid out for all purposes in the delivery and funding of the GEF Oceanic Fisheries Management Project (OFMP III).
Date:	April 2022

### The FFA Mission and Vision

#### Vision

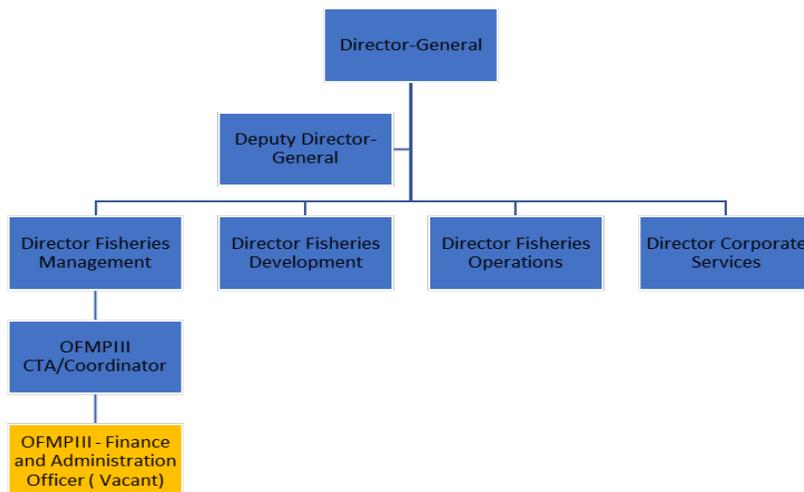
Our people enjoying the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources

#### Mission

Empowering FFA Members to take collective and national action for the sustainable use of offshore fisheries resources

FFA Strategic Plan 2020

### Organisational Context



## Key Result Areas

This role encompasses the following major functions or Key Result Areas:

1. Financial Reporting to United Nations Development Programme - Bangkok Regional Hub and Global Environment Facility
2. Effective Internal Project Financial Management
3. Project Partnerships
4. Audit and Accountability
5. Provision of effective administrative support to the Unit

The performance requirements of the Key Result Areas are broadly described below:

Jobholder is accountable for	and is successful when
<p><b>1. Financial Reporting to UNDP and GEF</b></p> <ul style="list-style-type: none"> <li>● All quarterly claims and reconciliations to UNDP are undertaken accurately and on a timely basis in accordance with agreed procedures.</li> <li>● All necessary documentation is prepared and reported to UNDP on a timely basis.</li> <li>● Financial reporting for GEF Project Implementation Review (PIR) reports is undertaken in accordance with agreed procedure and on a timely basis.</li> </ul>	<ul style="list-style-type: none"> <li>● UNDP reporting requirements are met and claims are paid out without delay</li> <li>● PIR reports are submitted on a timely basis and endorsed without query</li> </ul>
<p><b>2. Effective Internal Project Finance Management</b></p> <ul style="list-style-type: none"> <li>● Project expenses are paid on a timely basis and documented in accordance with established FFA financial reporting systems.</li> <li>● Project related procurement carried out in a timely manner and in accordance with FFA procedures.</li> <li>● The project bank account is effectively monitored and reconciled on a quarterly basis in accordance with agreed procedure.</li> <li>● Effective liaison, communication and consultation is maintained with the FFA Finance Section and the OFMP</li> </ul>	<ul style="list-style-type: none"> <li>● Review/Evaluation reports completed and recommendations documented and accepted;</li> <li>● Compliance with procurement policies and procedures</li> </ul>

Jobholder is accountable for	and is successful when
<p>III CTA.</p> <ul style="list-style-type: none"> <li>● Project claims and reports are prepared and processed quarterly in accordance with agreed processes</li> <li>● Checking and verifying requests for payment and purchase orders, and ascertaining whether sufficient funding is available, that regulations and procedures.</li> <li>● Check and verify accountable advances and incidental travel claim requests.</li> <li>● Preparing and verifying disbursements of PIOFM project funds to collaborating national and regional organisations.</li> <li>● Working closely with the FFA Finance team to ensure OFMP III accounts are regularly updated and maintained.</li> <li>● Working closely with FAO and UNDP on budget revisions and the provision of project funds on a quarterly basis</li> <li>● Provide advice and assistance in relation to the management and administration of Project funds to OFMP III Project staff and to the staff of FFA, SPC and other partners involved in OFMP III funded activities.</li> <li>● Implement the financial management of the project in accordance with UNDP and FFA administrative and financial regulations/procedures as required for the proper and secure implementation of the PIOFM Project.</li> <li>● Input records and transactions that form part of the Agency's computerized general ledger accounts systems in respect of the PIOFM Project, in conformity with the financial regulations and procedures of UNDP and FFA.</li> </ul>	<ul style="list-style-type: none"> <li>● Timely submission of reports</li> <li>● Requests are charged to correct budget lines, and that disbursements are in accordance with UNDP and FFA financial</li> <li>● Timely disbursement of funds to collaborating national and regional organisations</li> <li>● Updated OFMP III accounts</li> <li>● Available funds for activities of the projects</li> <li>● Compliance with UNDP and FFA administrative and financial regulation and procedures</li> <li>● Proper documentation kept and maintained</li> </ul>
<p><b>3. Project Partnerships</b></p> <ul style="list-style-type: none"> <li>● Liaison with project partners in regard</li> </ul>	<ul style="list-style-type: none"> <li>● Project partner reporting is accurately</li> </ul>

Jobholder is accountable for	and is successful when
<p>to project expense payments, claims and reconciliations .</p> <ul style="list-style-type: none"> <li>● Undertake to facilitate timely project partner quarterly reporting</li> </ul>	<p>documented and evidenced and provided on a timely basis</p> <ul style="list-style-type: none"> <li>● Project partner claims are processed in a timely manner and accurately documented</li> </ul>
<p><b>4. Audit and Accountability</b></p> <ul style="list-style-type: none"> <li>● All project financial transactions, documentation, reporting and management is undertaken in accordance with established and approved FFA Financial Management Procedures.</li> <li>● Preparing monthly Bank reconciliation and monthly Accounts Payable reconciliation.</li> <li>● Prepare Project financial reports at required intervals and assist the Chief Technical Advisor/Project Coordinator with ad hoc reports, as and when needed by UNDP, FFA, and the Project Management Unit (PMU).</li> <li>● Assist the Chief Technical Advisor/Project Coordinator in preparing budgets, workplans, and financial and progress reports.</li> <li>● Prepare relevant annual financial reports required for the auditing process.</li> <li>● Liaise with auditors and provide assistance to ensure the timely completion of the annual audit.</li> </ul>	<ul style="list-style-type: none"> <li>● Annual audits are successfully transacted without condition or qualification</li> <li>● The project financial management is positively appraised in internal audit processes</li> <li>● Financial reports are completed</li> <li>● Unit budget is developed and approved</li> <li>● Timely submission of the requirement documents and reports to the auditors</li> <li>● Timely completion of the audit</li> </ul>
<p><b>5. Provision of effective Administration Support</b></p> <ul style="list-style-type: none"> <li>● Assist the Chief Technical Advisor/Project Coordinator with the establishment and operation of the PMU Office with specific responsibilities for-: <ul style="list-style-type: none"> <li>○ Procurement and maintenance of office equipment and supplies</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Administrative requirements for the Unit are met</li> <li>● Staff of the unit are well supported</li> </ul>

<b>Jobholder is accountable for</b>	<b>and is successful when</b>
<ul style="list-style-type: none"> <li>○ Efficient functioning of the PMU office services</li> <li>○ Coordinate travel arrangements and the organization of PMU meetings</li> </ul>	

**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.

**Work Complexity**

<p>The most challenging duties typically undertaken are:</p> <ol style="list-style-type: none"> <li>1. Accurate and well documented financial reporting to UNDP and GEF</li> <li>2. Timely payment and documentation of all project expenses</li> <li>3. Monthly management and reconciliation of Project Bank Account</li> <li>4. Liaison with FFA Finance Section and project partners in regard to project expense payments, claims and reconciliations</li> <li>5. Management of all aspects of project finances and reporting in accordance with established FFA processes and procedures</li> <li>6. Close liaison with the OFMP III CTA and designated Finance team.</li> </ol>
--

**Functional Relationships & Relationship Skills:**

<b>Key internal and/or external contacts</b>	<b>Nature of contact most typical</b>
<p><b>External</b></p> <ul style="list-style-type: none"> <li>● Finance officers in project partner organisations</li> <li>● Finance officers in national fisheries administrations</li> <li>● UNDP finance and reporting personnel</li> </ul>	<ul style="list-style-type: none"> <li>● Consultation regarding project claims, documentation, reconciliation and payments</li> <li>● Consultation regarding project claims, documentation, reconciliation and payments</li> <li>● Provide relevant reports</li> <li>● Seek information where relevant</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>● Executive</li> <li>● Director of Fisheries Management</li> <li>● OFMP III CTA</li> </ul>	<ul style="list-style-type: none"> <li>● Provide information</li> <li>● Provide and receive technical advice</li> <li>● Receive information and directions</li> </ul>

<ul style="list-style-type: none"> <li>● Management and other FMD staff</li> <li>● Advisers from Operations and Development divisions</li> <li>● Corporate Services Division staff</li> </ul>	<p>and act on the directions provided.</p> <ul style="list-style-type: none"> <li>● Provide reports and updates on the financial aspect of the project.</li> <li>● Seek approvals relating to expenditure and reconciliations.</li> <li>● Assistance received in financial matters for the project</li> <li>● Support for HR matters</li> </ul>
---	---

### Level of Delegation

The jobholder:

<ul style="list-style-type: none"> <li>● The role does not involve any delegation but is responsible for organising his/her work to meet strict timelines for reporting</li> </ul>
--

### Person Specification

Essential	Desirable
<ol style="list-style-type: none"> <li>1. A minimum diploma level qualification in the areas of commerce, accounting, or business administration or similar (or equivalent professional accounting or finance qualifications and experience)</li> <li>2. Minimum of at least 3 years' experience in the areas of responsibilities of the position.</li> <li>3. Extensive experience in accounting or finance with practical experience in the use of computer based financial management systems, preferably with Finance 1</li> <li>4. Demonstrated ability to effectively communicate and express information fluently in English both oral and written.</li> <li>5. Experience in preparing financial reports and submissions and briefings for senior managers on relevant financial and administrative issues</li> <li>6. Experience with computerized general ledger accounts systems including accounts payable and accounts receivable processing and the preparation of bank reconciliations</li> <li>7. Excellent organizational skills including experience in procurement, planning for and organising travels and meetings.</li> <li>8. Understanding of independent audit processes</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience in establishing and implementing new systems and procedures relating to the provision of financial, managerial and administrative information</li> </ol>

Essential	Desirable
9. Capacity to work as part of a multidisciplinary team	

This section is designed to capture the expertise required for the role at a 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 specific competencies.

### Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert Level	<ul style="list-style-type: none"> <li>● Expert numeracy skills</li> </ul>
Advanced Level	<ul style="list-style-type: none"> <li>● Extensive experience in accounting or finance with practical experience in the use of computer based financial management systems</li> <li>● Experience with computerized general ledger accounts systems including accounts payable and accounts receivable processing and the preparation of bank reconciliations</li> <li>● Excellent organizational skills including experience in procurement of office equipment and the preparation of travel plans/arrangements</li> </ul>
Working Knowledge Level	<ul style="list-style-type: none"> <li>● Sound English written and verbal communication skills and experience in preparing submissions and briefings for senior managers on relevant financial and administrative issues</li> <li>● Understanding of independent audit processes; and</li> <li>● Capacity to work as part of a multidisciplinary team</li> <li>● Experience in working as a part of a wider organisational financial system</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>● Awareness of the FFA Strategic Plan and the wider provision of FFA services to FFA Members</li> </ul>

### Key Behaviours

*All employees are measured against the following Key Behaviours as part of Performance Development*

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships

**Personal Attributes**

- Relevant Qualifications
- Excellent Communication Skills
- Results orientation
- Ability to coordinate and work independently
- Ability to work in an organized and systematic manner

**Changes to Job Description:**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment, including technological requirements or statutory changes. Such changes may be initiated as necessary by your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

#### 4. REMUNERATION PACKAGE – TERMS AND CONDITIONS

<b>Duration:</b>	Appointment is for a term of <b>three</b> years and may be renewable for a further term(s) based on the needs of FFA at the time, its funding situation and proven merit and work performance.
<b>Grade:</b>	Appointment will be at Band 7 of FFA's authorised salary scale for Positions Advertised Locally
<b>Salary:</b>	The basic salary range for this position is; <i>Band 7</i> <i>Min. SBD\$79,697.00 Midpt. SBD\$99,621.00 Max. SBD\$119,545.00</i>
	Commencing salary is normally at 85% of the midpoint of the Band. The Director General may appoint at a higher level of the bottom half of the salary range if circumstances justify.
<b>Term:</b>	Appointment is subject to a satisfactory medical examination, as well as a 6 months' probationary period. The probationary period may be varied by the Director General. 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.
<b>Superannuation</b>	FFA will make superannuation payment as required by the laws of Solomon Islands.
<b>Insurance:</b>	Limited cover for Personal Accident, Life, and Medical & Repatriation Insurance are provided. Reasonable family medical (including medical repatriation), dental and optical expenses are met.
<b>Annual Leave:</b>	22 working days per annum
<b>Sick Leave</b>	36 working days per annum.
<b>Other</b>	Provisions also exist for family, compassionate, maternity, and special (without pay) leave
<b>Public Holidays:</b>	In accordance with Solomon Islands public holidays.
<b>Leave</b>	Entitled to one return fare a year to their home island for themselves, spouse and dependent children providing they do not already enjoy such an entitlement from another source.
<b>Medical Benefits:</b>	<b>All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses reimbursed, as stipulated under the terms and conditions of the FFA in-</b>

	<b>house Medical Scheme. FFA medical scheme is covered by insurance against exceeding limits.</b>
<b>Definition of Dependent child”</b>	Means a staff member’s unmarried, legally and financially dependent, naturally or legally adopted child who is – (a) under the age of 16 years of age; (b) under the age of 19 years of age if enrolled in, and undertaking full-time studies at a secondary school; (c) under 25 years of age and enrolled in and undertaking full-time study at a university or a tertiary institution; or (d) certified by a Medical Practitioner to be mentally or physically incapacitated
<b>Other Allowances:</b>	Housing Allowance of SB\$72,000 pa. paid at SB\$6,000 per month

\* Not applicable to permanent resident or citizen of Solomon Islands.

Solomon Islands nationals should be aware that all allowances and benefits are subject to PAYE tax deductions.

**Both men and women are invited to apply.**