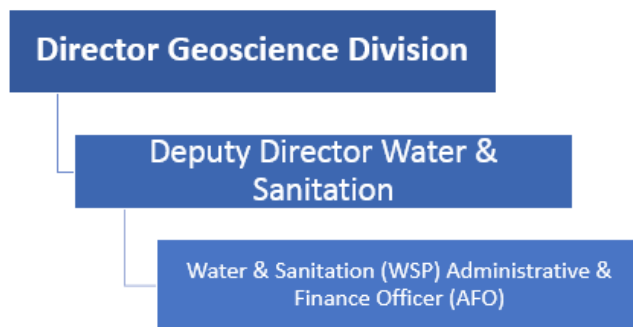


JOB DESCRIPTION

Job Reference:	
Job Title:	Water and Sanitation Programme (WSP) Administrative and Finance Officer (AFO)– Geoscience Division (GSD)
Work Unit:	Water and Sanitation Programme (WSP)
Responsible To:	Deputy Director, Water and Sanitation Programme
Responsible For:	The WSP AFO is an important administrative and finance position with the WSP and has a key role to play in the delivery of the WSP work programme which includes a combination of projects and programme related work for the Pacific Communities (SPC) membership.
Job Purpose:	The WSP AFO is responsible for providing administrative and financial support to range of programme and projects as well as key office management functions for the WSP in order to assist with the achievement of the intended deliverables in a timely, efficient and effective manner.
Date:	February 2017

Organisation Context:



The **Geosciences Division (GSD)** has three work programmes: Geoscience for Development, Water and Sanitation, and Disaster Reduction. Its services to SPC's members include assessments of the potential of ocean and onshore mineral resources, maritime boundary data collection, coastal protection and management, geo-hazard assessment, and technical advice and assistance in the areas of water and sanitation, disaster risk management, mapping and surveying (including GIS and remote sensing).

SPC's **Water and Sanitation Programme (WSP)** has been supporting Pacific Island Countries and Territories (PICT's) achieve water and sanitation outcomes for many years through its experience, expertise, long-term understanding, and working relationships with our membership and partners. This support is provided through a range of functions including water resources survey, monitoring and assessment, community Water, Sanitation and Hygiene (WASH) infrastructure and capacity, water governance and water security, water and sanitation knowledge management, advocacy and awareness and preparedness, response and recovery. All of this work is delivered recognising that access to clean water and sanitation is a fundamental human right and fundamentally linked to all of the Sustainable Development goals in PICT's.

The **Pacific Community (SPC)** is the Pacific Island region's principal technical and scientific organisation. It delivers technical, scientific, research, policy and training support to Pacific Island

countries and territories in fisheries, agriculture, forestry, water and sanitation, geoscience, transport, energy, disaster risk management, public health, statistics, education, human rights, gender, youth and culture. For more information, visit www.spc.int.

Key Result Areas:

The position of WSP AFO encompasses the following major functions or Key Result Areas:

1. Provide efficient and effective administrative assistance to the WSP
2. Provide efficient financial support to ensure the delivery of activities and intended outcomes of the WSP.
3. Financial and Administrative support to the EU supported KIRIWATSAN 2 and KIRITIMATI Island Projects
4. Provide administrative, financial and logistical support to ensure the successful delivery of project meetings, conferences, training, procurement and learning events.

The requirements in the above Key Result Areas are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
<p>1. Provide efficient and effective administrative support to ensure delivery of intended outcomes for the WSP¹</p> <p><i>Administration</i></p> <ul style="list-style-type: none"> • Assist WSP staff and contracted services under the auspices of the WSP portfolio where required with their administrative needs • Support asset management needs of WSP e.g. up to date asset management register • Facilitate and process travel arrangements across the following areas, visa applications, securing itineraries and finalisation of bookings, accommodation, per diems, partner contracted support as well as membership support • Undertake administrative aspects of procurement in alignment with SPC procurement policies • Support the DD WSP in the management of the office in terms of supplies (stationary, office equipment and furniture, tea and coffee, crockery etc.) cleanliness including meeting rooms, security requirements (security system, keys, accessibility etc.), other operational and maintenance requirements <p><i>Information and Communication Management</i></p> <ul style="list-style-type: none"> • Support the drafting of correspondence (official/unofficial) for both internal and external communication and send once finalised. • Support the management of information (hard and e-copy) for all WSP administrative and financial related information • Represent and promote WSP related matters in administrative, financial and travel related forums when required. • Support the replication, publication and dissemination 	<ul style="list-style-type: none"> • Programme administrative processes and activities operating successfully • Membership and contracted partners administrative needs supported • Travel and associated requirements supported • Assets procured and managed well in liaison with relevant internal and external stakeholders • Administrative aspects of procurement supported in alignment with donor and SPC policies • Project recruitment supported both regionally and nationally. • Logistical support in organising freight of items to countries. <ul style="list-style-type: none"> • Official and unofficial communication drafted and disseminated • Information in hard and e-copy managed • Reporting for programme provided effectively and efficiently to various stakeholder groups • Project administrative needs represented to various project, programme and organisational forums when required. • Technical Reports and Information

¹ NOTE this Suva based position is an essential support service to 2 major projects in the WSP portfolio funded by the EU namely the KIRIWATSAN Phase 2 and KIRITIMATI Island Water Project being implemented in Kiribati

<p>of water and sanitation information to our membership, partner organisations including SPC Mission Reports, Miscellaneous Reports, Preliminary Reports and Technical Reports and relevant resources from partner organisations</p> <ul style="list-style-type: none"> • Support the DD WSP, Project Managers and Team leaders on inputs to required programme and project reporting both internal and external. • Maintain and manage WSP related databases for staff, membership sectoral and central contacts, partners and other WSP related information and data as required. • Efficient and consistent communication and information flows between incumbent and project teams under their charge. 	<p>managed and disseminated to various stakeholder groups</p> <ul style="list-style-type: none"> • DD WSP, project managers and team leaders supported in report writing • Databases maintained for all administrative and finance related aspects. • Effective and efficient communication provided to projects as required.
<p>2. Provide efficient financial support to ensure the delivery of activities and intended outcomes of the WSP through the following:</p> <ul style="list-style-type: none"> • Assist the WSP with financial needs guided by the SPC Procurement and Financial policies • Seek quotations and process purchase requisitions, invoicing, receipting and payments for WSP related activities (clerical) • Support the financial aspects of procurement • Assist programme and project staff with budget developments, monitoring of income and expenditure and other finance related aspects as required. • Support financial information management requirements (clerical) of the programme e.g. filing of source documents, approvals and audit related information when required. 	<ul style="list-style-type: none"> • Finance processes and activities operating successfully • Country beneficiaries and contracted services financial needs supported when required • Programme purchasing and payments supported. • Procurement carried out in accordance with donor and SPC procurement policies • Budget revisions, reallocations, monitoring and management supported • Financial information management needs supported. • Project audits supported
<p>3. Financial and Administrative support to the EU supported KIRIWATSAN 2 and KIRITIMATI Island Projects provided efficiently and effectively</p> <p>(Note: the KW2 project and KIRITIMATI Island Project form a significant part of the WSP portfolio for the period 2017 – 2019. This incumbent will be required to support the Suva based administrative and financial support services required and work closely with the Tarawa and Kiritimati based project teams on their requirements. This function carries a high volume of work and therefore has a KRA on its own to reflect this. Scope of services required are articulated in KRA1 and 2 and therefore not repeated here).</p>	<p>As above</p>

<p>4. Provide administrative, financial and logistical support to ensure the successful delivery of project meetings, conferences, training and learning events.</p> <ul style="list-style-type: none"> • Assist with meeting budget development and clearance. • Organise meeting logistics including venue, meeting arrangements, local transfers, catering, field trip and any other meetings related items. • Assist in arranging meeting close down processes including payments, reconciliations, acquittals and other close down processes. • Support the collation and distribution of meeting documentation 	<ul style="list-style-type: none"> • Meeting budget developed and cleared • Participant travel, accommodation and per diems organised • Meeting logistics supported • Meeting close down process supported • Meeting documents finalised and distributed • Project travel matters represented in internal organisational travel forums where required
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Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity:

Most challenging duties typically undertaken:

- Multi-tasking in a complex multi stakeholder environment
- High workloads requiring prioritization in an often intense and competitive environment for time and attention
- Managing financial and administrative needs of donor, SPC and country requirements
- Meeting project timelines

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • Regional, sub regional and national country network (• SPC Membership • Water and Sanitation Networks • Regional partners and donors • Contractors and consultants • DD WSP and other Team members, • Key development partners • Internal and External contractors and suppliers 	<ul style="list-style-type: none"> • Direct in country liaison • Direct on island interaction for consultation, planning and project implementation in terms of finance and administration and meeting management

<p>Internal</p> <ul style="list-style-type: none"> • SPC Administration and Procurement unit • Director Division • Deputy Director WSP • Team leaders • WSP Staff • R2R Staff • Other divisional representatives 	<p>Liaising, facilitating and arranging administration, financial and travel items</p>
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Level of Delegation:

The position holder:

- Supports the management of the programme and project budgets
- Does not authorise costs in own budget; and
- Does not sign standard letters.

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • Diploma in Business Administration/Accounting or equivalent work experience that is both relevant and current • Strong PC based computer skills, preferably with Microsoft Programmes (Word, Excel, Access, Outlook, Powerpoint) 	<ul style="list-style-type: none"> • Preferably 8 years of relevant work experience in academic/scientific/technical organisations. • Good awareness of work in the Water, Sanitation and Hygiene sector.

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 5 years-experience in a related field of work • Relevant practical experience in procurement, administration, travel support and financial aspects of large and complex projects, • Understanding of planning and budget processes • Understanding of spreadsheet and database principles • Ability to take initiative and work under limited supervision • Ability to multitask, prioritise workload and complete work under deadlines • Demonstrated experience of country level engagement with a variety of multi-level stakeholders; • Excellent communication skills, including good written English and the ability to write for and to a variety of stakeholder groups • Demonstrated ability to work effectively within diverse cultural and multi-disciplinary background. • Ability to work as part of a team • A flexible approach and a willingness to assist with a variety of other tasks with the programme and a willingness to work outside of normal hours • Demonstrated capacity to work in a team of people from different technical skills and cultural backgrounds • Demonstrated organizational skills • Demonstrated capacity to efficiently and effectively organise national, subregional and regional meetings 	<ul style="list-style-type: none"> ▪ Strong analytical and problem solving skills

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"> • Microsoft Office suite, organisational skills, arranging of travel in the Pacific Region. • SPC procurement procedures. • Development Partner Reporting requirements, especially EU
Advanced level	<ul style="list-style-type: none"> • SPC Policies and procedures
Working Knowledge	<ul style="list-style-type: none"> • Visa application processes for various Embassies, Consulates in Fiji. • Familiarity with technical terms and methods IN WASH or development issues

	<ul style="list-style-type: none"> • Familiarity with National Agency structures and national counterpart Programme
Awareness	<ul style="list-style-type: none"> • WASH Sector and/or development structures

Key Behaviours

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

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

Demonstrates cultural and gender sensitivity

- Ability to think and act on initiative
- Strong client orientation and continuous improvement mindset
- Highly motivated and strong affinity to teamwork
- Analytical and smart thinking – solutions oriented
- High work standards, good work ethic and positive attitude to work
- Proactive with creative ability to meet deadlines, achieve objectives and master new material quickly
- Performs well under pressure and strongly committed to work
- Positive attitude, excellent interpersonal skills, well organized, dependable and honest

Change 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 change may be initiated as necessary by the Director Corporate Services. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

Approved:

Manager/Supervisor

Date

Employee

Date