



Pacific
Community
Communauté
du Pacifique

- ▣ Pohnpei-based position
- ▣ Attractive expatriate package
- ▣ Join the principal development organisation in the region

The Pacific Community (SPC) invites applications for the position of Finance & Administrative Officer in its Micronesia Regional Office (MRO). This position will be located at its regional office in Pohnpei, Micronesia.

Description

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The Micronesia Regional Office (MRO) situated in Kolonia, Pohnpei, Federated States of Micronesia (FSM), is the main hub for SPC's projects and partnerships with the Micronesian members of the Federated States of Micronesia, the Republic of the Marshall Islands (RMI), the Republic of Palau, and the territories of the Northern Mariana Islands (CNMI), and Guam. The MRO opened in January 2006.

The role – the Finance & Administrative Officer will provide efficient assistance to the Director-MRO in the overall operations of the office. To promote an environment conducive to teamwork and professionalism for the effective delivery of financial, administrative and programme support services.

The key responsibilities of the role include the following:

1. Advice to the Director MRO on the financial management of the MRO including the office budget, managing any audit or other financial risks.
2. MRO financial records are up to date and accurate, spending is monitored in accordance with SPC policies and requirements, and payment are made on time.
3. Advice to Director MRO to ensure effective and efficient office administration and program support.
4. Work with HQ to align MRO systems with SPC systems to improve efficiency and effectiveness of financial administrative service delivery.
5. Work as part of a small team, including supervision of a staff member.
6. Other duties as required.

For a more detailed account of the key responsibilities, please refer to the online job description.

1. Qualifications

- Bachelor's Degree in public administration, accounting, business, commerce or public finance.

2. Essential experience and skills

- At least 5 years of experience in public and/or private sector administrative and financial management.
- Demonstrated knowledge of accounting systems in a large organization.
- A proven track record in and commitment to mentoring, capacity development and transferring skills to local staff.
- Strong planning and organisational skills including the ability to manage a number of competing priorities.
- Experience with use of computerised accounting systems and Windows.

Closing date: 24th June 2020 – 11:00 pm Pohnpei time

Job Reference: AL000291

Applicants can apply online at: <http://careers.spc.int/>.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Please answer all of the screening questions, if you do not answer these questions your application will be considered incomplete and will not be reviewed at shortlisting stage.

Screening questions:

1. How do you go about prioritising your workload and managing competing demands? Please provide an example of a method or tool that you use to support this process and how you would apply the tool.
2. What do you see as the most challenging work in the role of FAO? What skills do you bring to the role to make you a strong candidate?
3. Please describe a situation where you've had to address a complex administrative or financial problem with work colleagues. In detail, clarify the steps involved including process you took to identify, address and resolve the problem. Please explain how you addressed the situation with the players involved, including your supervisor, and share the end result or outcome. Looking back now on this situation, would you have approached the matter differently and why?