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| Band 3A | **Finance & Administration Officer**  CCCPIR Vanuatu |
| Reports to | Programme Director – CCCPIR |

**A. Responsibilities**

The Finance and Administrative Officer is responsible for:

1. Supporting CCCPIR Vanuatu with the proper execution of administrative and Finance duties in accordance with GIZ rules and regulations;
2. Ensuring transparency and accountability in dispensing CCCPIR funds;
3. Ensuring good communication and flow of information with CCCPIR Suva based administration team and PAU-Suva;
4. Providing administrative, logistical, and communication support for the implementation of CCCPIR activities.

*Within this context, the Finance and Administrative Officer performs the following tasks:*

**B.**

1. **Administrative Tasks**

The Finance and Administrative Officer is expected to:

1. Be responsible for day-to-day project correspondence and information sharing;
2. Assist in the organization of and logistical preparation of workshops, seminars, presentations, visiting missions, field trips, and other project-related events and activities, including those related to the SPC climate change programmes and the Adaptation Division, where required;
3. Develop and maintain an electronic cataloguing/filing system and database on all external information, data, reports, activities, processes, and projects that may be of relevance to the project;
4. Take records/minute of meetings, workshops and other project events;
5. Maintain files and documents according to GIZ’s filing rules;
6. Maintain the Project’s inventory is working order, report damage/defects in GIZ equipment to project management and organise and follow up on repair and maintenance;
7. Document any handing over process in event of hand-over of inventory and submit documents to GIZ office Suva;
8. Maintain an inventory list in Excel Format and exchange in regular intervals updates with the centralized inventory in Online-asset kept in the project office in Suva
9. Ensure regular check of vehicle log books are done and fuel consumption checks are carried out
10. Assist with required handing over formalities on staff departure at end of the contract period
11. **Financial reporting tasks**
12. Handle and process all financial transactions and payments for CCCPIR Vanuatu;
13. Prepare Vouchers, check correctness and ensure compliance with GIZ rules of all financial documentation before sending the acquittals to GIZ Project Office in Suva.
14. Ensure that all financial documents are submitted to GIZ Project Office in Suva as per specified reporting timelines (mandatory) Ensure quality and accuracy checks and the timely submission of acquittals like receipts, invoices and reports are done using WINPACCS Bankbook software;
15. Ensure timely submission of inventory listing is done to the Suva GIZ office;
16. Ensure compliance with GIZ Orientation & Rules for submission of accounting documents and provide prompt clarification to queries related to error sheets to GIZ Office Suva;
17. In close consultation with the Vanuatu-based Programme Coordinator, draw up regular budgets and funding request for activities within Vanuatu and ensure timely submission to Suva Office;
18. Reconcile the GIZ Vanuatu bank account on a regular basis and monitor bank account balance closely;
19. Conduct procurement in accordance to GIZ rules and regulations for CCCPIR Vanuatu up to the threshold of Euro 2.500 including requesting quotations of goods from suppliers, evaluating quotations, and choosing best fit supplier together with the Programme Coordinator;
20. Consult with the GIZ Project Administration Unit (PAU) Suva for transaction in excess of Eur 2.500;
21. Maintain regular communication and consultation with CCCPIR Suva based Programme Administration team.
22. **Other tasks**

In close collaboration with the CCCPIR Vanuatu Team, the Finance and Administrative Officer is expected to:

1. Support climate change awareness-raising programmes, workshops, and other events;
2. Assist with the reporting of CCCPIR activities where necessary;
3. Accompany the technical teams to the field for administrative support where necessary;
4. Support with related duties as directed by the Superiors.

**C. Required qualifications, competences and experience**

**Qualifications**

* Minimum requirement of a diploma in administration, finance, and/or business management.

**Professional experience**

* At least 4 - 6 years experience in financial management with good familiarity on procurement and acquittal procedures;
* Proven experience in carrying out office administration tasks.

**Other knowledge and competencies**

* Ability to work under minimum supervision
* Competent in MS applications (Word, Excel, PowerPoint, Access, Outlook)
* Fluent in spoken and written English and Bislama
* Excellent management and organisational skills
* Good writing and reporting skills
* Willingness to up-skill as required by the tasks to be performed

**D. Reports to:**

Superior – CCCPIR Programme Coordinator Vanuatu

Disciplinary Superior – CCCPIR Programme Director