**Terms of Reference**

**Tuvalu MCAP Administrative & Finance Support Officer**

**Project title:** Managing Coastal Aquifers in selected Pacific SIDS Project (MCAP)

**Position:** Administrative & Finance Support Officer

**Duty Station:** Climate Change Department, Ministry of Finance, Partnership House,  
Vaiaku, Funafuti.

**Duration**: 15 months (July 2023 – October 2024)

**PROJECT BACKGROUND**

The overall objective of the MCAP project is to improve the understanding, use, management and

protection of coastal aquifers towards enhanced water security in the context of a changing climate.

The key outputs of the MCAP project are:

* Enhanced knowledge of coastal aquifers and enhanced understanding of aquifer vulnerability.
* Improved access to groundwater for enhanced water security.
* Strengthened capacity and monitoring of water resources at the local and national level.
* Coordinated and inclusive approaches at the island-level for coastal aquifer management and
* protection in place.
* Improved and accessible knowledge systems for decision support in place.
* Knowledge Management and M&E

The project will be delivered by a team of skilled professional specialists from SPC, in collaboration

with national stakeholders and CROP partners, International Organization for Migration, UNDP, IFRC,

and other UN agencies and other development partners. National stakeholders will include persons

from agencies responsible for climate change, disaster risk management, finance and planning agencies, and sector ministries.

**JOB OBJECTIVE**

The primary purpose of the Administrative & Finance Support Officer (AFSO) is to support the Project Coordinator and Water Engineer in the implementation of all project activities, and undertaking of all reporting on MCAP project activities in Tuvalu.

**Institutional arrangements & Duty Station**

The AFSO will be locally recruited based on the government selection process. He/she will be responsible for the overall administration, financial management and/or additional support of the project (organisational and logistical). The AFSO will report to the Director of Climate Change and will work in support of the MCAP Project Coordinator and the MCAP/Water Scarcity Water Engineer.

Generally, the AFSO will be stationed at the Climate Change Department at the Partnership House, Vaiaku, Funafuti. There may be a need for the incumbent to travel to outer island project sites from time to time to assist with project implementation.

**DUTIES & RESPONSIBILITIES**

The Administrative & Finance Support Officer (AFSO) will work in close collaboration with the MCAP Project Coordinator and Water Engineer, under the direction of the Director of Climate Change. The AFSO will contribute to the effective achievement of project results, anticipating and contributing to resolving project implementation issues and information delivery. The incumbent is expected to exercise full compliance with SPC financial requirements for financial acquittal reporting and progressive reports. Specific duties and responsibilities of the position are outlined below.

**Financial management**

* Process and prepare financial documents for the purpose of checking account balance, facilitating purchases, and fund acquittals for the project;
* Perform monthly updates of the quarterly project financial acquittal reports;
* Prepare procurement documents for project orders;
* Collect and record project related financial information;
* Help oversee and manage individual accounts under the management of the CCD.

**Administrative and Project management**

* Maintain project correspondences and communication with the CCD and the Project Team at SPC;
* Contribute to the preparation of progress reports, both financial and narrative;
* Prepare agendas for meetings and workshops, and arrange logistics for such events;
* Support timely and correct preparation of supporting documentation for project planning and overall project management;
* Maintain records (filing system) on all project matters, including financial and narrative acquittals for the project;
* Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results;
* May, from time to time, be required to perform urgent duties of the Project Coordinator, in the absence of and in cases of communication difficulties with the said officer (e.g., if on duty travel to the outer islands);
* Support travel arrangements both domestic and international;
* Support logistics for operation and implementation in project sites in outer islands;
* Any other duties that may be assigned by the Director of the Climate Change Department.

**PERSON SPECIFICATIONS**

**Knowledge management and learning**

* Open to sharing knowledge and experiences
* Actively work towards continuing personal learnings and apply new acquired skills

**Development and Operational Effectiveness**

* Proven ability to problem-solve, and able to apply critical thinking to develop and implement project related activities;
* Ability to establish networks of key relevant stakeholders within government, private sectors and civil societies;
* Good interpersonal skills are essential;
* Ability to communicate effectively, both oral and in writing.

**Self-Management**

* Consistently approaches work with a positive and constructive attitude;
* Remains calm, in control and good humoured even when under pressure;
* Demonstrate openness to change and ability to manage complexities

**Recruitment Qualification**

* At least a Bachelor degree in environmental science, resource management, economics, commerce and/or another relevant field;
* At least 2 years of administrative experience
* Excellent computer skills, with good written communication skills
* Fluent in English and Tuvaluan.

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| Title | Tuvalu MCAP Administrative & Finance Support Officer |
| Annual Salary | AUD 23,800 |
| Employer | Climate Change Department |
| Duration | 15 months (July 2023 – October 2024) |
| Location | Climate Change Department, Ministry of Finance. Tuvalu |
| Reports to | Director of Climate Change Department |