

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a Government-owned enterprise with international operations. We implement commissions for the German Federal Government and other national and international, public and private sector clients. GIZ operates in more than 130 countries worldwide and employs approximately 20,000 staff members worldwide.

The Regional Pacific Nationally Determined Contributions Hub (NDC Hub) II is a regional platform supporting Pacific Island Countries in implementing, enhancing and financing their Nationally Determined Contributions (NDCs). GIZ's Regional Pacific Nationally Determined Contributions Hub (NDC Hub) II is looking for a highly motivated candidate for the following position.

Finance and Administrative Specialist- NDC Hub II (Fijian nationals only)

The incumbent contributes to smoothly running operations for the NDC Hub Programme through an effective and efficient execution of all finance and administrative functions including bookkeeping, accounting, and contract preparation. In addition, the Finance and Administrative Specialist ensures the smooth administrative daily needs of the office independently and manages the project procurements. The Incumbent provide support to the programme team in implementing other project activities and support the operational execution of organizational, administrative, and financial activities.

Major Functions/Duties: Efficient execution of all administrative and financial operational processes in the Programme according to the rules and regulations of GIZ Keeping abreast on P & R of GIZ and new developments and ensure compliance of policies with local legislations

Accounting (excerpt)

- Performs all accounting and administrative functions of the NDC Hub Programme, including preparation of payment vouchers, invoices and receipts and DSA
- Uses WINPACCS bankbook software in accounting for all expenditure incurred in the NDC Hub Suva Programme and ensures monthly submission of journals to PAU
- Monitors regularly outstanding third-party receivables to ensure all liquidations are duly followed up submitted on time.
- Documents findings from monthly acquittals from all NDC Hub Programme components on error sheet before forwarding to Finance Officer, PAU-Suva.
- Ensures queries raised in Internal Control and Audit reports are duly responded to and recommendations/findings are followed up
- Checks reconciliation of project petty cash account in compliance with GIZ rules and regulations
- Assist the DV in the preparation of budgets, amendments and forecasts for the Programme. Monitors Letter of Credit for the Programme and makes timely submissions to PAU.
- Provides support, training and advice to management and staffs as required.

Procurement and Contract Management

- Requests quotations of goods from suppliers and recommend best fit supplier for approval.
- Prepares purchase orders for goods and materials up to Euro 5.000 and monitors the delivery;
- Compiles, prepares and checks all local administrative consultancies, incl. related documents;
- Prepares supporting documents such as consultant check lists, remuneration agreement, etc.;
- Facilitates bidding/tendering and evaluation process of consultants/consulting firm and service contracts with hotels, etc.;
- Checks invoices for compliance with the contract and assists consultants in invoice preparation before approval
- Prepares consultant and work contracts up to the equivalent of Euro 8.000.
- Liaises with local administrative consultants to assure complete and correct submission of documents required to enter into consultant contract (offer letter, budget offer, CV etc.);
- Processes the purchase order and coordinates and/or monitors the delivery of goods.

Administration

- Assumes functions of Record manager for the NDC Hub and any subsequent project assigned
- Responsible for organising administrative and logistical aspects of project activities (meetings, duty travel, visa requests, workshops etc.) and coordinates the preparation, execution and follow-up of events
- Ensures that the programme facility, as well as its infrastructure and computers and software function properly
- Monitors the availability and functionality of accessories and stocks
- Manages inventory and keeps onsite asset software updated
- Prepares and organises internal and external meetings and manage the project calendar planning
- Provides support with any other tasks as requested by the supervisor

Experiences & Qualification:

- Minimum qualification of a Master's degree or Bachelor's in Accounting and Financial Management, Business Management and Administration or similar subjects, a CPA accreditation considered an asset
- At least 5 -6 years of professional working experience in a similar position
- Experience with an international working environment, preferably a donor-funded institution or project
- Capable of working in an inter-cultural environment
- Excellent office administration and organizational skills and ability to work under minimal supervision
- Excellent command of MS-Office and accounting software and ease and readiness to learn a new one

The following attributes will be desirable:

- Excellent communication skills, verbally and in writing
- Analytical and structured thinking
- High attention to detail and timeliness
- Interest to learn and apply financial processes and rules
- High level of integrity, confidentiality and loyalty.
- Service Orientation

Our offer:

Remuneration package to commensurate with qualifications and experience. To source full Terms of Reference of the role, please email: Ms. Salote Dau

All applications including achievement-oriented CV with the details of 3 referees and accompanying documents should be sent by email to Ms. Salote Dau, Senior HR Officer to Salote.Dau@giz.de or by post/ hand delivered **no later than 4.00pm Thursday 02 January 2025** addressed to:

VACANCY – Finance & Administrative Specialist – NDC Hub II
67 GIZ Haus, Knolly Street,
P.O. Box 14041,
Suva.

GIZ is an equal opportunity employer