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## Pacific Islands Regional Oceanscape Program (PROP)

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Vacancy Announcement

### **Project Officer**

*7<sup>th</sup> October 2016*

#### **Background**

The Government of Tuvalu has received financing from the World Bank and the Global Environment Facility to participate in the Pacific Islands Regional Oceanscape Program (PROP). The objective of the PROP is to strengthen the management of selected Pacific Island oceanic and coastal fisheries, and the critical habitats upon which they depend. This will provide the basis for sustainable and increased economic benefits from this resource. PROP comprises of four components: (i) Sustainable management of oceanic fisheries; (ii) Sustainable management of coastal fisheries; (iii) Sustainable financing of the conservation of critical fishery habitats; and (iv) Regional Coordination, Implementation Support and Program Management.

The first four countries to be part of the program include; the Republic of the Marshall Islands, the Federated States of Micronesia, Tuvalu and Solomon Islands. The Pacific Islands Forum Fisheries Agency (FFA) has also received grant financing to provide a regional coordination role for program implementation; support to participating countries with financial management and procurement as needed; and implementation of regional activities under component three of the program. Implementation at the country level is anticipated to last approximately five further years. Other Pacific Island World Bank member countries are eligible to participate, as all share the transboundary fisheries and fish resources.

The Tuvalu Fisheries Department (TFD) is the implementing agency for the PROP in Tuvalu. To support project implementation, TFD requires the services of a Project Officer (PO) to be established within the national project management team and be responsible for procurement processes, general administration, and logistical requirements of the project. The PO will be based in Funafuti and will be responsible for supporting the procurement processes undertaken by TFD in collaboration with the Procurement Specialist in FFA, providing support for general administration including ensuring documentation is retained and filed and other relevant logistical tasks as required including arranging travel, workshops etc. The PO will report to the PROP National Project Coordinator.

The main tasks of the PO are shown in attachment 1. Required qualifications and attributes are in attachment 2. Additional information is shown in attachment 3.

Applications for this position should be sent to the Director, Department of Fisheries, Ministry of Natural Resources, Private Mail Bag, Vaiaku, Funafuti, or email to [jobs@tuvalufisheries.tv](mailto:jobs@tuvalufisheries.tv). Applications should include a cover letter, explaining the applicant's reasons and motivation for applying for the post, as well as curriculum vitae which details the applicant's education, qualifications and experience.

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The closing date for applications is the close of business **21<sup>st</sup> October 2016**. Applications after this time will not be considered. Please note that this position will be recruited locally. Applicants from overseas will be required to cover the cost of their own travel to Funafuti in order to take up the position.

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### **ATTACHMENT 1: DUTIES AND RESPONSIBILITIES**

The Project Officer will report to the PROP National Project Coordinator and under the following duties:

#### **Procurement Related Duties**

With support and guidance from the Procurement Specialist based in the PROP Program Support Unit (PSU) in FFA, the PO will work with the PROP National Project Coordinator and Tuvalu Fisheries Department staff on procurement requirements of the project. The PO will ensure that all procurement is conducted in accordance with the provisions in the legal agreements between the World Bank and the Government of Tuvalu.

##### a. Procurement Management

- Monitor the implementation of and keep up to date the project procurement plan.
- Assist in the preparation of procurement activities for goods, works and services as appropriate including: drafting technical specifications, Invitations to Quote, bidding documents, terms of reference and draft contracts.
- Assist with any clearances processes from relevant government agencies and/or the World Bank task team.
- Assist with the procurement process including advertising, receiving bids/proposals, drafting no objection requests for the Project Coordinator; organizing evaluation committees and publishing results of tender processes as relevant.
- Coordinate with the Project Accountant on procurement activities to ensure alignment and availability of budget.
- Stay informed about any new regulations affecting procurement under the project. Periodically consulting as needed the Program Operations Manual and proposing modification or updates of this document as needed.
- Stay informed about relevant government regulations including, tax regulations, customs regulations and any procurement regulations that may apply to the project.

##### b. Vendor/Contract Management

- Maintain a list of vendors supplying general items for project implementation.
- Check invoices to ensure correct price, follow through to ensure that materials ordered have been received and comply with specifications, examine the conditions of material received, and approve invoices for payment.

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- Interact with the Project Accountant in the monitoring of the correct and timely payment to contractors and consultants, according to the contract provisions.
  - Assist the PROP National Project Coordinator or other designated persons in the administration of the contract according to the provisions of the contract and procurement regulations.
- c. Procurement Reporting and Outputs
- Monitor and report the procurement implementation status and progress to the National Project Coordinator, TFD and the World Bank as required.
  - Assist with the preparation of a quarterly procurement status report.
  - Assist the PROP National Project Coordinator in the preparation of any procurement related reports required by the Project.
  - Maintaining safe, complete, updated, organized and easily retrievable filing system for the procurement records and retains those records during the time established by the donors and local regulations.
  - Maintain an asset register for items procured under the project.

### **General Administration and Logistics Duties**

Under the direction of the PROP National Project Coordinator provide administrative and logistical support to the program as needed, activities include:

- Filing of all project related documents.
- Assist the PROP National Project Coordinator with project reporting requirements;
- Assist the PROP National Project Accountant with the preparation of project payments, including delivery of project documents to stakeholders in Funafuti, arranging for signatures by authorised officers, and other errands as required.
- Arrange project related travel.
- Logistical and administrative support to consultants and technical advisors engaged under the PROP.
- Undertake shopping for goods and services associated with incremental operating costs.
- Scheduling meetings/programs for incoming visits or outgoing trips.
- Arrange workshops, conferences, meetings.
- Contribute to project communications activities and outreach, including drafting short briefs and summaries of results achieved under the project.
- Other duties as required under the direction of the PROP National Project Coordinator.

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### **ATTACHEMENT 2: QUALIFICATIONS AND EXPERIENCE**

#### **Position Profile**

The position requires high quality professional work for management of project administration and procurement. The position also requires good judgement, integrity and ability to come up with innovative solutions to project procurement issues. Essential qualifications at this level include a degree, diploma or other appropriate tertiary qualification as well as relevant experienced commensurate with the job.

#### **Required Qualification and Experience**

- Tertiary education from a recognized institution in Business Administration, Commerce or other relevant degree.
- Minimum of two (2) years relevant experience.
- Experience working in a team environment. Fluency in written and spoken English, and ability to communicate clearly through e-mail and formal correspondence.
- Competency in the use of computer applications, especially MS Office and Excel.

#### **Additional Desirable Requirements:**

- Ability to learn quickly.
- Organized and detail oriented person.
- Demonstrated ability to work under pressure.
- Experience in procurement (desirable, but not mandatory as the selected candidate will receive immediate intensive training in procurement).
- Familiarity with the use of internet services to seek product specifications and obtain quotations or cost estimates.
- Possess a valid driving licence for a motor bike and car.

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### **ATTACHMENT 3: ADDITIONAL INFORMATION**

#### **Terms and Conditions of Employment**

##### **Duration**

This is a full time ‘Contract Officer’ position. The appointment will be for an initial two-year period.

There will be a 6-month probationary period prior to contract confirmation. The contractor will be subject to an annual performance review.

The contract may be extended beyond the initial 2-year appointment period, subject to satisfactory performance.

##### **Remuneration**

Remuneration for this position will be at Level 5 of the Tuvalu Civil Service Salary Structure for 2016, plus a 20% loading to cover incidental costs (including personal transportation) and to account for the nonpermanent nature of the position. The salary band within Level 5 will be agreed with the successful applicant based on qualifications and experience.

Payments will be made at the rate of 1/26<sup>th</sup> of the agreed remuneration rate per fortnight.

The amount of remuneration will be fixed for the 2-year duration of the contract. This appointment is not subject to annual increments, or to other Civil Service allowances.

The level of remuneration may be renegotiated after 2 years in the event of contract renewal.

##### **Other benefits**

- Employer’s National Provident Fund contribution (10% of salary);
- A housing allowance of \$5,200 per contract year, payable at \$200/ fortnight;
- 20 working days annual leave per year. Annual leave may not be accumulated between years, and if not taken will be lost;
- Annual first class leave fares within Tuvalu to the contractor’s home island, for the contractor, spouse and children under the age of 18, reimbursable on submission of receipts; and
- Maximum of 10 working days sick leave per year.

##### **Office facilities**

The Department of Fisheries will provide office space, office furniture, computer equipment, stationery, internet access and other facilities required for the effective performance of the contractor’s duties.

##### **Transportation**

The contractor will responsible for his/ her own transportation as required to attend the office.

##### **Travel**

When the contractor is required to travel for professional purposes within Tuvalu or internationally, boat or air tickets and other travel costs will be paid directly by the PROP. The contractor’s

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accommodation costs and other expenses will be covered by the PROP using Tuvalu Government per diem rates.

### **Key PROP Reference Documents**

- **Project Documents:** PROP Project Appraisal Document (PAD) and Program Operational Manual (POM)
- **Annual Planning:** PROP national project budget and procurement plan; and annual work plan
- **Legal Agreements:** PROP Financing and Grant Agreements between the World Bank and Tuvalu, including the Disbursement Letter and the Service Agreement between Tuvalu and FFA.
- **Environmental and Social Safeguards:** PROP Environmental and Social Management Framework (ESMF).

These and other relevant documents can be downloaded from the Tuvalu Fisheries Department web site ([www.tuvalufisheries.tv](http://www.tuvalufisheries.tv)). Underlined documents are still being finalized and will be made available as soon as possible.

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