



Pacific Islands Regional Oceanscape Program (PROP)

Department of Fisheries
Ministry of Natural Resources
Vaiaku, Funafuti
Tuvalu



Vacancy Announcement **National Project Accountant: Tuvalu** *8th January 2016*

Background

The Tuvalu Government has received grant 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.

The PROP comprises 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 are Republic of Marshall Islands, 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 component (iii).

PROP implementation at the national level is anticipated to last approximately six 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 project in Tuvalu. To support project implementation TFD requires the services of a dynamic, experienced National Project Accountant (NPA) to be responsible for financial management and oversight of this PROP, as well as for other donor-funded fisheries projects implemented by the TFD.

The NPA will be based in Funafuti and will be responsible for undertaking the financial management, recording and reporting aspects of the Tuvalu national component of the PROP, ensuring that all financial transactions and reporting comply with the requirements of the Tuvalu Government and The World Bank. The NPA will also assist with financial management of the New Zealand funded Tuvalu Fishery Support Project (TFSP), help with procurement of goods and services under both the PROP and the TFSP, and support capacity building in financial management and reporting among staff of the TFD.

The role of the NPA will require sustained high-level attention to project financial planning and management, support to procurement exercises, and liaison with relevant Tuvalu government departments, FFA, and other participating PROP countries. The NPA will report through the PROP National Project Coordinator (NPC) to the Director of Fisheries, who has overall responsibility for the Project.

The main tasks of the PROP National Project Accountant 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 by e-mail to jobs@tuvalufisheries.tv. Applications should include a cover letter, explaining the applicant's reasons and motivation for applying for the post, as well as a curriculum vitae which details the applicant's education, qualifications and experience.

The closing date for applications is **Friday 22nd January 2016**. Applications received after that time will not be considered.

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ATTACHMENT 1: DUTIES AND RESPONSIBILITIES

Under the direction of the National Project Coordinator, the National Project Accountant will:

1. Maintain and oversee the day-to-day PROP and TFSP financial transactions, including maintaining appropriate financial records and supporting documentation of all project income, expenditures and other transactions that meet donor and audit requirements;
2. Ensure that the donor funds for the PROP and TFSP are accounted for properly in accordance with the conditions of the relevant legal agreements, with due attention to economy and efficiency;
3. Ensure that all expenditure to be financed under the PROP is recorded accurately in accordance with the Project Legal Agreements and the regulations of the Tuvalu Government, and used only for the purposes for which the financing was provided;
4. In liaison with the TFD and the Ministry of Finance and Economic Development (MFED), identify and tag eligible expenditures for the Disbursement Linked Indicators incurred both from project and government of the Tuvalu expenditure;
5. Ensure timely transfer of funds to departments, contractors and individuals involved in the implementation of project activities;
6. Ensure the PROP Designated Accounts are maintained in accordance with the provisions of the Tuvalu Government and The World Bank’s requirements;
7. Closely monitor PROP and TFSP finances, prepare Cash Flow forecasts as required, and anticipate and advise on any challenges that may arise (e.g. with project cash-flow);
8. Cooperate with the officer(s) responsible for procurement to ensure that funds are utilized correctly and that adequate funds are always available for Project operations;
9. Process payments to project contractors and service providers and ensure they are duly authorized and approved to facilitate prompt fulfillment of contract and operational requirements;
10. Maintain a register for all contracts (including consultants) to monitor contract payments and commitments (contracted amount outstanding);
11. Prepare withdrawal applications and other accompanying documentation as required for periodic replenishment of the Designated Accounts, or for Direct Payments to suppliers;
12. Prepare the PROP quarterly and annual Financial Reports in a form and substance agreed to with the World Bank.
13. Prepare the TFSP quarterly and annual Financial Reports in a form and substance agreed to with the New Zealand Ministry of Foreign Affairs and Trade;
14. Ensure that all project financial reports give a true and fair view of the financial situation of the project funds. Provide accurate financial information at such other times as requested for management and review purposes;
15. Prepare accounts and documentation for the annual external audit of project funds. In consultation with the project coordinator prepare a response to the auditor’s Management Letter;
16. Contribute to the effective operation of the project through proper filing of documentation, reports and correspondence in both paper and electronic copies;
17. Contribute to an effective team operation within TFD by assisting other staff in the execution of their duties, supporting the development of financial management capacity within the Department, attending and participating in project team meetings and identifying ways to improve the efficiency, accountability and performance of the project;
18. Assist with the preparation of annual project budgets in coordination with the work plan and procurement plan;
19. Perform any other relevant tasks deemed necessary by the PROP National Project Coordinator or the Director of Fisheries in relation to the project.

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ATTACHMENT 2: QUALIFICATIONS AND EXPERIENCE

Position Profile

The position requires high-level work of a professional, analytical and advisory nature related to project financial management. The position also requires judgment and innovation, and may involve some functions that are supervisory in nature to oversee project finances.

Essential qualifications at this level include a degree, diploma or other appropriate qualification, as well as relevant experience commensurate with the job. A post-graduate degree or membership of a relevant professional institute are desirable but not essential.

Required Qualifications and Experience

- Relevant Degree, Diploma or other recognized accountancy qualification;
- At least three (3) years of work experience in Financial Management;
- Excellent computer skills; MSWord, Excel, e-mail and other productivity applications.
- Competent in the use of financial/ accounting database software;
- Good written and verbal communication skills and a high level of proficiency in written and spoken English;
- Demonstrated ability to work effectively as part of a team to meet deadlines and project objectives with minimum supervision;
- Demonstrated preparedness and ability to learn and apply new systems and approaches;
- Willingness to travel within country and internationally if required.

Desirable Qualifications and Experience

- Qualification as a Certified Practicing Accountant;
- Experience working in Public Accounting Systems;
- Competent in using MYOB or similar financial/ accounting database package;
- Previous financial management experience within regional agencies and/or other international organisations;
- Experience in the formulation of contracts for the procurement of goods and services;
- Fluency in spoken Tuvaluan.

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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 4 of the Tuvalu Civil Service Salary Structure for 2015, plus a 20% loading to cover incidental costs (including transportation) and to account for the non-permanent nature of the position. The salary band within Level 4 will be agreed with the successful applicant based on qualifications and experience.

Payments will be made at the rate of 1/26th 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 \$6,500 per contract year, payable at \$250/ fortnight;
- 30 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;
- Maximum of 10 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, and during the working day.

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 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). Underlined documents are still being finalised and will be made available as soon as possible.

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