JOB DESCRIPTION

Job Title:	**Senior Programme Assistant**
Division/Programme/Project:	Land Resources Division Natural Resources Management Programme
Location:	Suva, Fiji
Reporting to:	Senior Finance Officer (LRD) with matrix reporting to "EU-ACP Business-Friendly: Supporting value chains through inclusive policies, investment promotion, alliances and access to finance" Project Implementation Officer.
Number of Direct Reports:	Nil
Purpose of Role:	The role will provide support to the "EU-ACP Business-Friendly: Supporting value chains through inclusive policies, investment promotion, alliances and access to finance" Project with the administrative and financial delivery of the project in accordance with SPC and Donor requirements. Responsibilities include support for program accounting, audit, financial monitoring, procurement and grants services, workshop and travel support, financial acquittals and general administration. The role will also support other work under the Natural Resource Management Programme of LRD when required.
Date:	October 2026

Organisational Context

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture www.spc.int

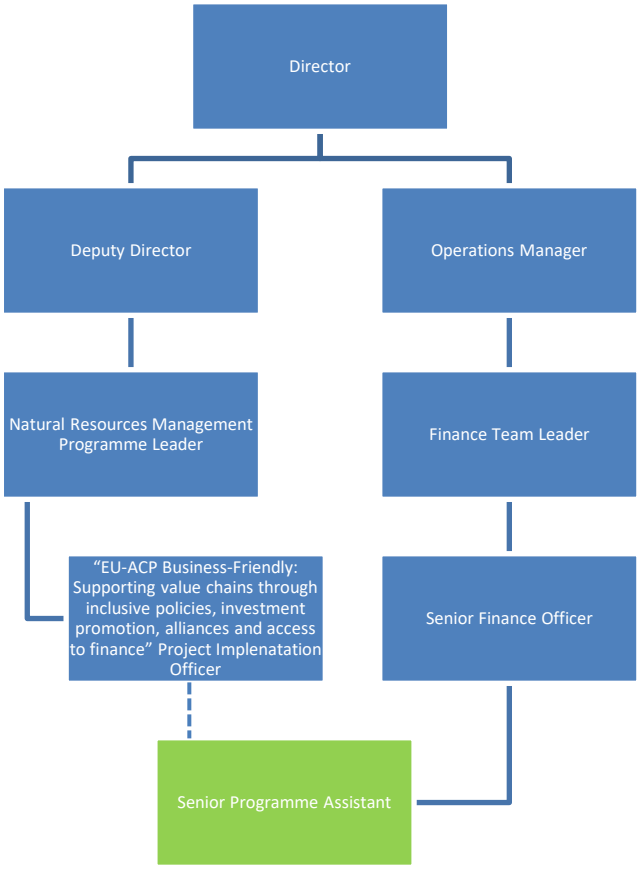
The core purpose of the **Land Resources Division (LRD)** is to support member countries with science, innovation and advisory services in agriculture and forestry. The Division drives innovation and evidence-based approaches in PICTs. By leveraging scientific and technical expertise, public goods (such as genetic resources) and regional technical networks, LRD aims to build a more sustainable and resilient future for agriculture and forestry. The Division's work covers five thematic areas directly linked to SPC's key focus areas. They are climate change and resilience, regenerative agriculture and forestry, food and nutrition security, healthy ecosystems and institutional effectiveness. All thematic areas are interconnected and aim to deliver science and innovation in a comprehensive manner, as well as advisory services that contribute to the attainment of the objectives laid out in the Division's business plan 2025 - 2031. The Division is structured into three technical programs: Genetic Resources, Agriculture Systems and Natural Resources Management with strategic oversight by its Directorate https://lrd.spc.int/

The International Trade Centre (ITC) funded project" EU-ACP Business Friendly: Supporting value chains through inclusive policies, investment promotion, alliances and access to finance (Phase 2)" seeks to strengthen inclusive productive and commercial alliances, support investment mobilisation, improve market access and increase productivity and value addition among smallholder farmers and agri-MSMEs operating within the cocoa, coconut and kava value chains in Fiji, Papua New Guinea and Vanuatu. The project applies ITC's Alliances for Action (A4A) approach and works closely with governments, private sector actors, farmer organisations, investors, financial institutions and regional agencies.

The position is responsible for supporting the Project Implementation Officer with the day-to-day implementation and delivery of a complex, multi-country, donor-funded project spanning Fiji, Papua New Guinea and Vanuatu, involving multiple value chains (cocoa, coconut and kava) and a broad range of stakeholders including governments, farmer organisations, private sector actors, financial institutions, investors, development partners and regional organisations. The role requires balancing project implementation priorities, competing stakeholder interests, donor requirements and operational realities to achieve project outcomes.

The project falls under the Natural Resources Management Programme (NRMP) of LRD. This position is key to the implementation of activities under the overall project workplan. The position of Senior Program Assistant will provide administrative support to the program and team members in the areas of procurement, financial administration, workshop and travel logistics, secretarial services where needed, documentation management and other duties as assigned. The position will work within the auspices of the division's Finance shared services.

Organisation Chart



Key Result Areas (KRAs):

The position of **Senior Programme Assistant** encompasses the following major functions or Key Result Areas:

1. Finance support services (20%)
2. Procurement support services (40%)
3. Travel and workshops support services (30%)
4. Administration support (10%)

The performance requirements of the Key Result Areas are broadly described below

Jobholder is accountable for	*Jobholder is successful when*
KRA 1: Finance Support Services (20%) • Support the preparation of donor financial reports and subsequent invoices for funding tranche requests as per signed agreements. • Monitoring project expenditure against approved budget monthly. • Ensuring financial transactions comply with SPC's Financial guidelines. • Preparation of all project cash advances and ensure acquittals are fully compliant and submitted in timely manner. • Timely preparation of all project payments. • Support grant monitoring and liaison with beneficiaries on financial tranches and acquittals. • Ensure all project documents are collated and accessible for internal and external audits. • Support project beneficiaries (including national project personnel) to understand and deliver on SPC financial requirements. • Ensure proper records and documents are maintained for all financial transactions.	• Donor reports are accurate and submitted on time with reconciled figures from SPC systems. • Internal reports are accurate and in line with donor agreements, work plans and SPC rules and regulations. • Expenditures are charged correctly and in accordance with approved budget codes. • Payments are executed in a timely manner. • Sub Recipient advances are sent, and acquittals are received in accordance with agreements. • Project audit queries are well supported and cleared. • Project beneficiaries are well informed of SPC financial processes where required. • All project financial information is updated and accessible.
KRA 2: Procurement Support Services (40%) • Support the project team with the development and regular updating of the annual procurement plan. • Ensure all project procurements comply with SPC's Procurement guidelines. • Provide support to the project team in drafting RFQ's and high value procurement. • Assist with vendor identification, liaison including negotiation of payment terms in line with SPC procurement guidelines. • Source valid quotations from reliable service providers. • Prepare requests for purchase orders with all necessary supporting documents. • Monitor project commitments and work with	• Project procurement is undertaken in an effective and efficient manner and managed in accordance with the SPC Procurement Policy. • All contracts are maintained in a database and managed including procurement documents. • Commitment listings are up to date and cleared in a timely manner. • Project beneficiaries and vendors are well informed of SPC procurement processes. • Assets and materials procured and managed well in liaison with relevant internal and external stakeholders.

project team to clear in a timely manner • Support project beneficiaries (including national project personnel) to understand and deliver on SPC procurement requirements. • Assist with evaluations, drafting of contracts and contract monitoring. • Ensure all goods and services are delivered in line with purchase orders.	
KRA 3: Travel and Workshops Support Services (30%) • Manage travel requirements for staff and external participants, including liaising with SPC travel team, travel agents on itinerary and tickets, and updating the SPC travel system. • Inform and guide staff/consultants/partners/ donors on SPC travel compliance procedures as well specific travel compliance procedures for their nominated country/territory of travel. • Ensure travel is budgeted for and in line with work plan. • Supporting the development of budgets for regional workshops and field travel needs. • Providing facilitation and logistical support to Regional and National Workshops, including securing workshop venues, accommodation and other services. • Preparing Meeting Circulars to SPC focal points to advise on workshops details and arrangements. • Ensure workshop/meeting papers, documentation, and presentations are coordinated, logically organized, and circulated in a timely manner to relevant parties via the most efficient means. • Ensure that all staff trip reports and workshop reports are filed in the Division's central repository.	• Project travel and workshop logistics are effectively managed. • Workshops and meetings are successfully completed. • Travel arrangements and workshop logistics are in accordance with SPC policies. • Working knowledge of internal travel policy is maintained and staff/consultants/donors are advised appropriately. • All travel/workshop documentation filed in a timely manner.
KRA 4: Administration Support (10%) • Managing day-to-day administration and operations work for the project. • Managing and monitoring project filing systems, including the archiving and backup of project documents, information, and data in a format suitable for audits and evaluations. • Manage project assets records, including facilitating asset transfers/disposals. • Provide secretarial services to the team when required. • Providing backstopping support to other project teams within LRD when required.	• Administration functions successfully managed. • Project documents, data and information properly filed and managed. • All information relating to the project are readily available. • Official and unofficial communications are drafted and disseminated. • All duties assigned are completed in a timely and satisfactory manner.

• Contribute towards improvements and enhancements to LRD administration processes. • Other duties as assigned by supervisors.	

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

- Multitasking in a complex multi stakeholder environment.
- High workloads requiring prioritization in and an often-intense environment for time and attention.
- Managing administrative needs of donor, SPC and country requirements.
- Providing sound and timely technical advice on project finances, procurement and administration requirements.
- Providing sound and timely advice on donor agreements, requirements and policies
- Providing capacity building and backstopping support to staff responsible for the financial management and administration of local and remote projects (including both SPC staff and country counterparts).

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	**Nature of the contact most typical**
Key external contacts are: • Donor country reps. • Regional agencies • Auditors • Bank officials • Suppliers/Vendors • Member Country Finance and procurement Staff • NGOs/ CROP Agencies • Consultants	• Direct in-country liaison • Direct on-island interaction for consultation, planning and project implementation in terms of finance and administration and meeting management • Preparing reports and supporting documentation • Explaining, providing feedback on the project, particularly financial advice • Explaining, providing information and advice especially relating to budgets and payments • Courtesy, providing and receiving information, explaining things to people, clarifying donor / work requirements • Interacting, advising, gaining assistance, resolving minor conflicts, negotiating
Key internal contacts are: • LRD Finance team • LRD staff and project teams • OMD Finance, Procurement and Grants teams • Travel Unit • ICT	• Team working, collaborating, advising, receiving and providing technical input • Courtesy, giving and receiving information, explaining things to people, clarifying needs • Interacting, advising, gaining assistance, resolving minor conflicts, negotiating • Liaising to get budget parameters; obtaining reports; generating internal reports for management, obtain

	• Liaise and dialogue • Facilitation and negotiating

Level of Delegation:

Routine Expenditure Budget: *0 €*

Budget Sign off Authority without requiring approval from direct supervisor: *0 €*

Personal Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
• A Diploma in a relevant field such as finance, business administration, procurement or equivalent body of knowledge and experience.	• Bachelor's degree in a relevant field such as finance, business administration, procurement or equivalent body of knowledge and experience. • Project administration. • Procurement training.

Knowledge/Experience

Essential:	Desirable:
• 7 years of experience in the provision of project support within a medium to large sized organisation in a similar institution or environment. • Demonstrated experience in donor project finance, procurement and/or administration. • Very good experience in logistics management inclusive of travel for workshops and training programs. • Very good communications skills both verbal and written and fluent in English. • Excellent team player with ability to work autonomously. • Proficient in Microsoft Office suites, specifically Word, Excel and PowerPoint. • Proficiently able to use SharePoint platforms such as Microsoft teams, Zoom, etc.	• Working knowledge of FMIS - Navision, or others. • Good working knowledge of the Pacific. • Experience working in International or Regional organizations. • Experience with Donor projects. • Experience working on budgets, contracts, procurement of goods/services and general financial reporting.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	• Financial systems • Professional skill • Planning and organising • Prioritization of tasks • Project administration and support
Advanced level	• Effective communicator • Attention to detail • Decision making/problem solving • Report writing
Working knowledge	• Negotiation skills
Awareness	• Ability to deal with confidential information in a professional manner

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service
- The ability to work in a team
- Clear and effective communicator
- Ability to think and make good decisions on the spot

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment - including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.