

Terms of Reference – Procurement & Finance Officer

Location: REDD+ Unit, Ministry of Forestry

Duration: Expected to be for 18 months

Expected Date of Start: June, 2020

A. Background

REDD+ development in Fiji started in 2009 through the development of its REDD+ policy to guide the operationalization of the REDD+ activities, defining procedures and processes to be adopted nationally in accordance with the methodological frameworks under the global convention on climate change. REDD+ will play an important role in Fiji's development path, as forests hold an important place in the country's culture, history, environment and economy. All the REDD+ activities are guided by a national REDD+ Steering Committee, which is chaired by the National REDD+ Focal Point, under the Ministry of Forestry. The National REDD+ secretariat facilitates implementation of the overall National REDD+ Programme.

In December 2013, Fiji joined the Forest Carbon Partnership Facility (FCPF) and received a grant of \$ USD3.8m to support the implementation of activities outlined in the country's Readiness Preparation Proposal (R-PP). In 2018, an additional USD \$2m was granted to the project. The FCPF grant specifically funds the following components: 1.) Institutional Strengthening for REDD+ (including the establishment and operationalization of the national REDD+ Unit); 2.) The development of a REDD+ strategy (includes analytical work); 3.) Establishment of a monitoring system for REDD+ (include designing and developing a reference emission level: a MRV system and a safeguard information system). The delivery partner of the grant is the World Bank.

B. Purpose of the Position

To support the implementation of tasks outlined in the readiness Grant Agreement, a REDD+ Unit has been established. In this regard, the Ministry of Forestry, through the REDD+ Unit, is seeking to contract a Procurement & Finance Officer. The Procurement & Finance Officer will directly report to the REDD+ Project Team Leader.

The procurement & finance officer is expected to manage the financial and procurement aspects of the project.

C. Duties and Accountabilities

1. Submit withdrawal applications through the World Bank Client Connection portal to apply for the release of funds. Liaise with the relevant officers in the Ministry of Forestry and Ministry of Economy for the signing of withdrawal applications.
2. Prepare Request to Incur Expenditure for the FCPF and government funds to the Budget Division of the Ministry of Economy. Assist the Budget officers with any queries.

3. Become familiar with the financial management guidance documents from the World Bank and Ministry of Forestry and relevant project documents;
4. Set up storage system at the office for documentation and easy tracking of all transfers;
5. Process all acquittals (receipts, payment vouchers, etc)
6. Monthly reporting to Ministry of Forestry (cash flow preparation)
7. Prepare withdrawal application for request of funding tranches in timely manner (ca. 1/month);
8. Prepare interim Finance Reports twice per year;
9. Prepare financial statements in compliance with World Bank and Fiji Office of the Auditor General (1/year);
10. Assist external auditors on the project audit;
11. Liaise regularly with the accounts section of the Ministry of Forestry, Ministry of Economy (Budget Division, Fiji Procurement Office), and World Bank;
12. Keep up-to-date with training as provided by Ministry of Forestry, ministry of Economy, World Bank or other partners, and in agreement with the REDD+ Unit Team Leader;
13. Support the REDD+ Unit in budgeting and work plan exercises;
14. Responsible for the closing of accounts at the end of the project.
15. Responsible for the updating of the procurement plan as when required, and obtaining the necessary approval from World Bank.
16. Facilitate the procurement of consultancy, non-consulting services and goods, as per procurement plan, after approval from World Bank.
17. Process consultancy payment as per contract agreement.
18. Update the consultancy register and the procurement tracking report and submit it to World Bank at the end of every quarter.
19. Update the asset register.

D. Qualification and Experience

1. Minimum qualification is a Degree in Accounting and Financial Management
2. Knowledge of World Bank procurement guideline
3. Experience in project accounting.
4. Excellent oral and written communication skills in English;
5. Proficiency in Microsoft office applications and data analysis skills
6. Personally responsible for uplifting work competency to meet service demand
7. Should be able to work under pressure and timely presentation of duties assigned
8. Maintain code of conduct and discipline by being regular to work, be attentive and creative in carrying out tasks.
9. Should be a team player.
10. Highly detail oriented and organized in work
11. Ability to meet assigned deadlines
12. Interpersonal skills with a customer service focus
13. Ability to act and operate independently with minimal daily direction from team leader to accomplish objectives.

14. Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, problem solving, and results.

E. Timeframe

The position is on full time, and is to begin as soon as possible and is expected to be for 18 months.

F. Remuneration

The incumbent will receive a salary of FJD \$45,000.00 per annum.