



TERMS OF REFERENCE	
Project	(Research – innovation and impacts of climate change in the Pacific) RERIPA
Expertise	
Category	RERIPA Finance and Administration Officer
Location	
Duty Station	Pacific Islands Development Forum, Suva, Fiji Islands
Contract Length	
Start Date	<i>Mid December 2022 is preferred</i>
End Date	<i>28th February 2025</i>
Part-time/Full-time	<i>Full Time</i>

The Pacific Islands Development Forum (PIDF) was established in 2012 on the initiative of Pacific Island leaders, to enhance green/blue Pacific economies through inclusive strategies and multi-stakeholder governance, building on genuine partnerships. It aims to integrate the three pillars of sustainable development (environmental, social and economic) to combine sustained economic growth and societal needs with environmental resilience.

PRESENTATION OF THE POSITION

The position of Administrative and Financial Manager is part of the RERIPA project (“Enhancing Research and Innovation ecosystem to tackle climate change in the Pacific”), funded by the ACP Innovation Fund’s Research and Innovation Programme implemented by the Organisation of African, Caribbean and Pacific States (OACPS), with funding from the European Union.

The overall objective of RERIPA is to strengthen the research and innovation (R&I) ecosystem of small Pacific countries, as well as networks of actors and strategies for innovative and sustainable solutions to the impacts of climate change. Participatory and multi-actor approaches will be favoured, with the support of scientific and traditional knowledge, project engineering and partnership structuring.

The project is led by the Institut de Recherche pour le Développement (IRD), which is leading a consortium comprising the Pacific Islands Development Forum (PIDF), the Pacific Islands Association of Non-Governmental Organizations (PIANGO) and the Vanuatu Meteorological and Geological Department (VMGD). RERIPA's activities, developed under the leadership of the Project Manager, cover the 15 developing countries of the Pacific region: 1. Cook Islands, 2. Federated States of Micronesia, 3. Fiji, 4. Kiribati, 5. Nauru, 6. Niue, 7. Palau, 8. Papua New Guinea, 9. Marshall Islands, 10. Samoa, 11. Solomon Islands, 12. Timor-Leste, 13. Tonga, 14. Tuvalu and 15. Vanuatu.

IRD is a French public research establishment operating under the joint authority of the French Ministry of Higher Education, Research and Innovation and the French Ministry for Europe and Foreign Affairs. It takes an original approach to research, expertise, training and knowledge-sharing for the benefit of countries and regions, making science and innovation key drivers in their development.

The Administrative and Financial Officer will be made available to the IRD, under the authority of the Project Coordinator, within the project coordination and management team and in direct contact with the Project Manager. The Administrative and Financial Officer will be responsible in particular for the administrative and financial management and monitoring of the project as a whole. The Administrative and Financial Officer will also participate in the various activities of the project, including in the development and maintenance of fruitful cooperation relations with the Secretariat of the African, Caribbean and Pacific Group of States (ACP), the European Union, the consortium partners described above, the project beneficiaries and the political and administrative authorities of the project countries. The Administrative and Financial Officer should be in contact with the IRD Financial Officer based in Marseille who will certify the budget.

The Administrative and Financial Officer will have access to IRD financial tools in order to disburse the IRD budget following the project manager instructions. In order to ensure this, IRD office based in Marseille will train the Administrative and Financial Officer

I- MAIN RESPONSIBILITIES

Administrative and financial management

- Disburse IRD budget following the project manager instructions
- Monitor and evaluate the overall project budget using a scoreboard and on the basis of financial reports that will be collected, including in particular the budgets of the coordinator (IRD) and of the partners, third parties and service providers involved in the project (purchase requisitions, purchase orders, service contracts, etc.), ensuring compliance with the regulations and requirements of the PIDF, the IRD and the Secretariat of the African, Caribbean and Pacific Group of States (ACP) and the European Union;
- Collect, analyse and correct the financial reports of the coordinator, partners, third parties and subcontractors involved in the RERIPA project, within the given deadlines;
- Consolidate financial statements IRD and PIDF;
- Prepare regular administrative and financial reports according to the specific requirements of the Coordinator and the Contracting Authority;
- Participate in the preparation, collection and filing of administrative documents and accounting records;
- Support the contracting process with third parties and subcontractors (repayment contracts, collaboration contracts, service contracts, consortium contracts, etc.) in support of the IRD Innovation and Valorisation Department;
- Underpin the formalisation and protection of intellectual property, to support the IRD's Innovation and Valorisation Department.

Support for the organisation and communication of the project

- Assist the Coordinator and the Manager in the planning, preparation, operational implementation and monitoring/evaluation of the RERIPA project activities in the countries concerned;
- Take charge of organising the missions of the experts requested by the project, in collaboration with the PIDF and the IRD;
- Write minutes and administrative notes;
- Take charge of the logistics of the organisation of certain events (seminar, colloquium, meeting) and ensure budget monitoring;
- Contribute to project communication (posting information on the website, promotion of RERIPA on social networks and media).

II- REQUIRED QUALIFICATIONS AND SKILLS

Training

- University degree or equivalent in administration and accounting and financial management.

Experience

- At least 3 years' experience in a position with administrative and financial management functions is required;
- Experience in administrative and financial implementation procedures of European and international donor-funded projects (with project procedure manuals) is desired.
- Specific experience of EuropeAid projects or comparable development cooperation projects will be particularly appreciated.

Skills

- Fluency in English; written and spoken French would be appreciated;
- Mastery of computer tools (spreadsheets, databases, word processing, etc.);
- Open-mindedness and ability to work in a team;
- Interest in working in a multicultural environment;
- Interest in the education, research and entrepreneurship sector in the Pacific.

III- CONDITIONS

- **Place of employment** : Suva, Fiji
- **Status of position** : Local
- **Under management of IRD** : Project Manager
- **Annual Salary Range** : \$40, 000 to \$55,000.
- **Date of entry into post:** : Mid December 2022
- **Special conditions** : Possibility of regular travel in the Pacific region and occasionally in Europe.

Applications, must include a covering letter, a curriculum vitae and, if applicable, reference letter from a direct line manager, must be submitted to the PIDF online via email to contact@reripa.com by **Friday 9th December 2022** midnight Fiji time.

Those shortlisted following the assessment of applications will be invited to attend an interview/video-interview, for which they will be asked to prepare a slide show to support their oral assessment by a panel of experts from the RERIPA consortium (details on the arrangements and conduct of the interview will be provided in due course).

Please note that only those successful in the recruitment process will be contacted.