

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a Government-owned enterprise with international operations. We implement commissions for the German Federal Government and other national and international, public and private sector clients. GIZ operates in more than 130 countries worldwide and employs approximately 200,000 staff members worldwide.

The Regional Pacific Nationally Determined Contributions Hub (NDC Hub) is a regional platform supporting Pacific Island Countries in implementing, enhancing and financing their Nationally Determined Contributions (NDCs). GIZ Regional Pacific Nationally Determined Contributions Hub (NDC Hub) is looking for a highly motivated candidate for the following position.

Finance and Administration Officer –NDC Hub

Incumbent will contribute to smooth operations of the programme through an effective and efficient execution of all assigned accounting and administrative functions.

Major Functions/Duties:

- Perform all accounting and administrative related task in the Project
- Provide support with preparation for Internal Controls and Audits as well as with post audit documentation
- Assist in the preparation of financial reports using WINPACCS Cashbook software
- Assist in preparation of financial reports to donors and undertakes inventory management for the Project
- Supports the technical staff in the compilation of financial and supporting documents of acquittals
- Provides support in vetting all financing agreement related documents and prepare a draft in liaison with the technical staff before forwarding for processing
- Provide support the Project with procurement of goods and services as per GIZ rules
- Support the technical staff in the compilation of financial and supporting documents of acquittals
- Monitor the Project bank account and performs regular account reconciliations
- Undertake financial settlement and verification of expenditures from field trips, trainings, financing agreements, local subsidy contracts and consultancy contracts
- Monitors accounting process, performs financial administration and provides support to budget preparation
- Performs any other task as requested by management as and when required.

Experiences & Qualification

- University degree in Accounting and Financial Management, Management and Administration or similar subjects
- At least 3 years of professional working experience in a similar position
- Experience with an international working environment, is capable of working within an inter-cultural environment
- Experience of administrative and financial handling is preferred
- Excellent command of MS-Office, especially with MS Excel
- Excellent office administration and organizational skills and ability to work under minimal supervision

The following skills will be desirable

- High standards of confidentiality and loyalty
- Excellent communication skills
- Experience with Accounting software packages

Our offer:

Remuneration package to commensurate with qualifications and experience.

To source full Terms of Reference of the role, please email: Ms. Salote Dau

All applications including achievement oriented CV with details of 3 referees and accompanying documents should be sent by email to Ms. Salote Dau, HR Officer on Salote.Dau@giz.de or by post/hand delivered **no later than 4.00p.m Friday 01st November, 2019** addressed to:

VACANCY – Finance and Administration Officer-NDC Hub
Level 3, Module 2, Plaza One, Down Town Boulevard, 33 Ellery Street, Suva
P.O.Box 14041, Suva.