

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a Government-owned corporation with international operations. We implement commissions for the German federal government and other national and international, public and private-sector clients. We further political, economic, ecological and social development worldwide and improve people's living conditions. We provide services that support complex development and reform processes. GIZ operates in more than 130 countries worldwide and employs approximately 200,000 staff members worldwide.

The **Low Carbon Sea Transport Project (LCSeaT)** is looking for a highly motivated candidate for the following position to be **based at GIZ Office Suva** and report to the Project Director.

Manager Finance and Administration – LCSeaT

The incumbent will contribute to smooth operations of the project “**Low Carbon Sea Transport in the Marshall Islands**”, through an effective and efficient execution of all assigned administrative and accounting functions. The incumbent will be responsible for providing coordination support to the Project Director on all matters related to the finance and administration and on issues that are relevant to different groups.

In this context, the incumbent fulfils the following tasks:

- Carry out all Finance and Administration related functions for the Project
- Provide support with preparation for Internal Controls and Audits as well as with post audit documentation
- Monitor financial acquittals related to Financing agreements, local subsidies and consultancy contracts before submitting the documents for processing.
- Provide support in vetting all financing agreement related documents and prepare a draft in liaison with the technical staff before forwarding for processing
- Assess and pilot the application of OnSITE reporting and/or OnSITE operations in the project
- 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
- Provide support to Financing and Grant Agreements and liaises with the beneficiaries for any documents required for the proper management of the agreements
- Ensure office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts and office systems
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office
- Responsible for ensuring office financial objectives are met by preparing annual budget for the office, planning the expenditures, analyzing variances and carrying out necessary corrections that may arise
- Develop guidelines for the efficient execution of the Project/Program function and harmonize practice across programs
- Perform any other tasks as requested by management through mutual agreement as and when as required, including extending support to other GIZ Projects/ Programmes

Experiences & Qualification

MBA/Masters Degree in Accounting, Administration, Business Management or similar subjects.

At least 7 years' professional experience in a comparable position ideally with management experience

Experience with an international working environment and capable of working within an inter-cultural environment

The following skills will be desirable

- Excellent office administration and organizational skills and ability to work under minimal supervision
- High standards of confidentiality and loyalty
- Excellent command of MS-Office
- Excellent communication skills
- Practical experience in accounting and with use of accounting softwares

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 three 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 08th November 2019** addressed to:

VACANCY – Manager Finance and Administration – LCSeaT

**Level 3, Module 2, Plaza One, Down Town Boulevard, 33 Ellery Street, Suva
P.O.Box 14041, Suva.**