



## INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

### TERMS OF REFERENCE – EOI – 258-17/138

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<b>Post title:</b>	Finance and Administrative Coordinator (Fiji National)
<b>IDEA Division:</b>	Asia & Pacific Region
<b>Duty Station:</b>	Suva, Fiji
<b>Line Manager:</b>	Programme Coordinator (based in Suva)
<b>Project:</b>	Upholding Citizens' Constitutional Rights for Democratic Consolidation in Fiji
<b>Donor:</b>	European Union

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### Introduction

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization that supports sustainable democracy worldwide. Its mission is to support sustainable democratic change by providing comparative knowledge, assisting in democratic reform, and influencing policies and politics.

International IDEA acts as a catalyst for democracy building; by providing knowledge resources, policy proposals and supporting democratic reforms in response to specific national requests. It works together with policy makers, governments, UN organizations and agencies and regional organizations engaged in the field of democracy building.

The organization develops, shares and enables the use of comparative knowledge in its key areas of expertise: electoral processes, constitution building, political participation and representation, democracy and development and democracy assessments. It also addresses the important issues of gender, diversity, and conflict and security as they relate to democracy.

International IDEA is based in Stockholm, Sweden, and works worldwide through offices in New York, Brussels, The Hague, Latin America, Africa and Asia & the Pacific.

### Background

International IDEA has recently been awarded a grant by the European Commission to implement a project entitled "Upholding Citizens' Constitutional Rights for Democratic Consolidation in Fiji". The project is for a duration of two years and will be implemented by a consortium of partners. International IDEA is the lead partner alongside Fijian civil society organizations, namely Citizens' Constitutional Forum (CCF), Dialogue Fiji (DF), Pacific Centre for Peacebuilding (PCP), and Media Watch Group (MWG).

To manage the implementation of the project, International IDEA is seeking a Finance and Administrative Coordinator to provide sound and effective financial and administrative management to the IDEA-led consortium project, specifically;

- To administer all financial issues related to the Project and ensure that all financial regulations and reporting requirements internally and externally are met;
- To support the project and its activities with administration and logistics.

### **Duties and Responsibilities**

The Consultant will have a key responsibility in the aspects of overall project partner coordination, financial management, reporting and interaction with the EU under a consortium arrangement. The Consultant will be supported by International IDEA Regional Finance and Administrative Coordinator based in Canberra and finance officer based in the headquarters in Stockholm. More specifically the Consultant:

- Ensures monthly accounts are prepared in compliance with EU/donor accounting and reporting, and the financial rules and regulations of International IDEA;
- Processes invoices, project advance requests, project expenditure reports and other payments;
- Reconciles bank statements (when applicable) and petty cash;
- Prepares annual budgets in coordination with programme staff and financial officers (International IDEA and partners);
- Prepares and monitors budgets, tracks financial progress, analyses project expenses and prepares revisions;
- Monitors grant funding and assists in the preparation of donor financial reports and such other correspondence;
- Prepares financial analysis and other financial information as required by programme staff and financial officers (International IDEA and partners);
- Ensures procurement processes are carried out in compliance with the procurement policy of the donor and International IDEA; Prepares and registers contract agreements in cooperation with programme staff. Monitors contracts and advises programme staff regarding deadlines and delivery schedules;
- Prepares documents and files for project audits as required;
- Ensures contracts and project budgets are registered in the ERP accounting system, maintains files and archives and keeps accurate records of financial and contractual actions;
- Manages and monitors all matters relating to the maintenance of the office and facilities; including maintaining an inventory of equipment and furniture procured, dealing with office maintenance issues and liaising with the landlord regarding lease and property related matters as needed;
- Liaises with the IT Unit to ensure the IT needs of the Suva office are met;
- Fully manages, as proper projects, the organization of meetings, conferences and workshops (costing and booking venues, liaising with attendees, organizing travel, etc.; Assists with the preparation of meeting materials and follow-up production of documents;
- Organizes staff travel including cost control, travel advances, travel claims and other associated issues; when applicable, assists external consultants.

### **General profile**

- Has developed specialized skills or is multi-skilled developed through job-related training and considerable on-the-job experience;
- Adds considerable value to team-based activities in his/her unit, and likely to act as an informal resource for colleagues; collaborates with other entities of the Institute as required;
- Follows internal procedures to ensure high standards of performance and compliance with Institutional guidelines;
- Integrates a gender and diversity perspective in all activities.

### **Reporting Line**

- Programme Coordinator in Suva, Fiji
- Functional reporting to Regional Finance and Administrative Coordinator, Canberra

## **Functional Knowledge**

- Ability to demonstrate a high degree of accuracy and analysis of financial information;
- High level of proficiency in working with financial systems and software such as spreadsheets and database programs;
- Full and demonstrated knowledge of the Microsoft Office Suite (including Excel , Microsoft Word and Microsoft Outlook);
- Demonstrated proficiency in working with Accounting systems including ERP systems;
- Fully competent in working with spreadsheets, templates and other relevant systems to prepare budgets, financial reports and financial analysis.

## **Operational Knowledge, skills and experience**

- Integrates a results-based approach into his/her activities;
- Understands how the assigned duties relate to others in the team and how the team integrates with others throughout the organization;
- Uses knowledge of how the team integrates with others to accomplish team objectives;
- Illustrates integrity, a collaborative spirit, a sense of achievement, and an understanding of risk management.

## **Leadership**

- Provides solutions to problems in situations that are atypical or infrequently occurring based on practice and existing precedents or procedures.

## **Problem Solving**

- Recognizes and solves typical problems that can occur in own work area; evaluates and selects solutions from established options.

## **Impact**

- Impacts the quality, timeliness and effectiveness of the function; uses discretion to modify work practices and processes to achieve results or improve efficiency.

## **Communication and Interpersonal Skills**

- Liaises regularly with all internal and external stakeholders involved in his/her projects;
- Acts in all assignments with personal energy and engagement;
- Fluency in Fijian and English languages, both written and oral;

## **Education and Experience**

- Minimum of five (5) years' work experience in the area of finance and administration;
- Formal accounting training or a certificate required, Degree in Finance, Business Administration, Accountancy, Economics or similar is considered an advantage;
- Experience working in a grant funded, project based environment;
- Knowledge of procurement processes and contract management;
- Experience of working in an international context, e.g. in an intergovernmental organization, considered an advantage.

## **Terms of Contract**

- 2-year consultancy contract.
- Gross salary EUR 1,200 per month
- Expected starting date is 1<sup>st</sup> January 2018

## **Eligibility of Applicants**

This position is open for Fijian Nationals Only or for those who have a valid working permit in Fiji.

## **Evaluation of CVs**

The CVs will be evaluated and scored against the following criteria with respective corresponding scores:

- *General qualifications and skills (25);*
- *General professional experience (25);*
- *Experience of working with International Organizations/NGOs and State Bodies in Fiji (30)*
- *Experience of working on EU funded projects (20)*

The maximum final score is 100 points.