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Pacific
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Procurement, Grant, Risk and Assets (PGRA) Officer

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- Suva-based position (Fiji)
- Competitive expatriate package
- Join the principal development organisation in the region

Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The Operations and Management Directorate (OMD) provides corporate services to all SPC divisions and programmes. It consists of three key teams: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management so as to provide high-quality customer-oriented services.

The role – The **Procurement, Grants, Risk and Assets (PGRA) Officer** will assist in the implementation of PGRA policies and strategies across the organisation. The key responsibilities of the role include:

- Oversee the implementation of the Asset Policy including the management of assets across all SPC offices
- Provide support to the team for major procurement activities and reporting on Procurement plan
- Assist in the collation of Divisional Risk registers and monitoring and reporting on the Corporate Risk Register
- Support the implementation of the facilities work plan and monitoring of full cost recovery processes for facilities
- Coordinate the OHS, security and disaster management aspects of all SPC facilities in Fiji

For a more detailed account of the key responsibilities, please refer to the job description provided.

Key selection criteria

Qualifications

- Bachelor's degree in administration, management or finance from a recognised institution

Knowledge and experience

- At least five years of experience performing in a similar role
- Demonstrated experience in facilities and asset management preferably for a large or international organisation
- Previous experience in risk management

Essential skills

- Strong negotiation and time management skills
- Ability to work independently and as part of a team in a fast-paced environment
- Excellent PC-based computer skills, including Microsoft Word, Excel, Outlook and PowerPoint, and Internet including web-based management systems

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage

Interpersonal skills and cultural awareness

- Ability to work in a multicultural, inclusive and equitable environment
- Demonstrated cross-cultural skills and ability to work with team members from different cultural backgrounds

Salary, terms and conditions

Contract Duration – 3 years

Remuneration – The **Procurement, Grants, Risk and Assets Officer** is a Band 8 position in SPC's 2018 salary scale, with a starting salary range of 1,946–2,432 SDR (special drawing rights) per month, which currently converts to approximately FJD 5,564–6,955 (USD 2,685–3,356; EUR 2,406–3,007). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax.

Benefits for international employees based in Fiji – SPC provides a housing allowance of FJD 1,170–2,625 per month. Establishment and relocation grant, removal expenses, airfares, home leave, medical and life insurance and education allowances are available for eligible employees and their recognised dependents. Employees are entitled to 25 days of annual leave and 30 days of sick leave per annum, and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

As an **equal-opportunity employer**, SPC recruits on merit; however if two interviewed candidates are ranked equally by the selection committee, preference will be given to nationals of Pacific Island countries and territories.

SPC is committed to **child protection**, irrespective of whether any specific area of work involves direct contact with children. SPC's Child Protection Policy is written in accordance with the Convention on the Rights of the Child. Successful candidates will be required to provide a police clearance certificate.

Application procedure

Closing Date – 30 November 2018

Applicants must apply online.

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Please ensure your documents are in Microsoft Word or Adobe PDF format.

Applicants should not attach copies of qualifications or letters of reference. These documents may be requested at a later stage.

For international staff in Fiji, only one foreign national per family can be employed with an entity operating in Fiji at any one given time. The Pacific Community does not support dual spouse employment.

Please ensure that you respond to all the screening questions. If you do not respond to the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

Screening Questions:

- Describe three basic principles of procurement, which is critical in maintaining a transparent and accountable procurement process.
- Describe why an efficient asset management process is critical for the financial sustainability of an organization such as SPC.
- Describe three financial risks a donor funded organization such as SPC would encounter.

http://spc.turborecruit.com.au/position_description/773/JD - PGRA Officer.pdf

Category: Administration & Office Support

Reference ID: JM000087

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