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**TO ALL COMMISSION MEMBERS, COOPERATING NON-MEMBERS AND  
PARTICIPATING TERRITORIES**

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**Advertisement for Professional Staff Position - Finance and Administration  
Manager**

Dear All,

Please find attached an advertisement for the professional staff post of Finance and Administration Manager at the WCPFC Secretariat. The deadline for applications is **Monday 27 August 2018**.

Could you please circulate as you deem appropriate to interested parties. You may also reference this information under the Opportunities section at the WCPFC website: [www.wcpfc.int](http://www.wcpfc.int).

Yours sincerely,

**Feleti Penitala Teo, OBE  
EXECUTIVE DIRECTOR**



## **Vacancy**

### **Finance and Administration Manager**

**to commence early 2019**

Applications are invited for the post of Finance and Administration Manager (FAM) at the Secretariat to the Western and Central Pacific Fisheries Commission based in Pohnpei, Federated States of Micronesia. The Western and Central Pacific Fisheries Commission was established to ensure, through effective management, the long-term conservation and sustainable use of highly migratory fish stocks in the western and central Pacific Ocean

The base salary for the post is from **SDR 54,504 to 81,755** per annum. This is equivalent to **US\$76,850 to US\$115,275** per annum at the current exchange rate. The total salary package comprises of base salary, Cost of Living Differential Allowance, Housing, Superannuation and Location Allowance.

The FAM is responsible for Monitoring the budget and financial transactions of the Commission; internal oversight; managing contracts for technical services as necessary; supervising office administration and personnel management; providing advice on staff appointments, renewal of contracts and terminations for the Commission's staff in accordance with Staff Regulations; ensuring the adequate resourcing and efficient operation of the Secretariat's reception facilities, administration and finance; and build and maintain relationships with Commission Members and contribute to the ongoing enhancement of liaison processes with Members.

Applicants are required to have a proven record of achievement that demonstrates their ability to successfully undertake the role. Appropriate tertiary qualification preferably business or corporate management and at least five years' experience at a senior level in an inter-governmental agency with large operational budgets. A Terms of Reference (TORs) for the FAM and staff regulations can be obtained from [www.wcpfc.int](http://www.wcpfc.int). If needed, additional information can be obtained from the Executive Assistant (Arlene Takesy) at +691 320-1992 or [Arlene.Takesy@wcpfc.int](mailto:Arlene.Takesy@wcpfc.int).

The vacancy will close on **27 August 2018** and the successful applicant will be expected to take up the position around January 2019. Applications are to be addressed to the Executive Director and should be submitted to Arlene Takesy at [Arlene.Takesy@wcpfc.int](mailto:Arlene.Takesy@wcpfc.int).

# **FINANCE AND ADMINISTRATION MANAGER (FAM)**

## **TERMS OF REFERENCE**

### **Professional Grade: Level L**

The Finance and Administration Manager (FAM) will be responsible to the Executive Director for the effective operation and management of the Commission's corporate services.

### **Organizational relationships**

The FAM reports to the Executive Director regarding the financial and administrative affairs of the Commission. The FAM is a member of the Senior Management Team and is expected to perform senior management roles including deputizing for the Executive Director as required. The FAM is required to deal with senior officials of governments in Member countries.

### **Key responsibilities**

The key responsibilities of the FAM include monitor the budget and financial transactions of the Commission; provision of internal oversight; manage contracts for technical services as necessary; supervise and oversight office administration and personnel management. Specific responsibilities are grouped in the following functional categories:

#### **1. Finance**

- Coordinate all aspects of the organisation's budgeting process, from strategic development stage to implementation and ensure the provision of overall financial accounting and administrative support to the Commission and its staff;
  - Prepare a Commission draft budget for anticipated income and expenditure in the following year;
  - Support the Commission's financial decisions concerning the annual budget;
  - Monitor expenditure and projected expenditure against the budget following internationally acceptable accounting standards;
  - Advise the Executive Director on budgetary progress/procedures and recommend any remedial action which may be necessary;
  - Work with other accountable Secretariat staff to identify and address resource shortages/surpluses to optimise operational efficiency;
  - Advise the Executive Director on calculation and collection of Members' contributions to the annual WCPFC budget;
  - Ensure optimal returns for surplus cash and ensure fund security as well as operational efficiency;
  - Manage the Secretariat payroll system;
  - Manage, control and record income, assets, expenditure and liabilities, including preparation of financial statements in accordance with financial regulations/international accounting standards; and
  - Coordinate the Commission's response to external audit of Commission funds and assets

#### **2. Personnel**

- Establish and implement a Human Resources Management and Development Strategy, update the system and processes to support a strategic programme based organisation and support the Executive Director in efforts to ensure the Commission has the capability it needs to meet its strategic goals;
- Provide advice on staff appointments, renewal of contracts and terminations for the Commission's staff in accordance with Staff Regulations;
- Review and update the employment terms and conditions needed to provide a working environment that enables the attraction and retention of employees that maintains parity with the guidelines provided by the Annual Session;
- Lead and manage the performance of corporate services staff creating a team environment where people are clear about what is expected of them, how their work supports the wider organisational goals and have the performance feedback they need to continuously improve their performance;

- Manage the recruitment and selection of corporate services and general secretariat staff and make appointment recommendations to the Executive Director;
  - Ensure the induction, ongoing training and development of corporate services staff to build capacity of the Commission to meet its organizational goals; and
  - Address health and safety issues as they arise.
3. Administration
- Ensure the adequate resourcing and efficient operation of the Secretariat's reception facilities, administration and finance;
  - Provide strategic advice and support for integrated approach to organisational planning, programme design, work programme and budget implementation, performance monitoring and evaluation, and building partnerships;
  - Establish a corporate profile and marketing strategy to raise awareness and manage the image of the Commission among all stakeholders;
  - Lead the establishment of a knowledge management strategy, update the systems and processes to meet the needs of the Secretariat for the management of information for planning, policy, member profiling, relationship management and decision making purposes;
  - Develop and implement an integrated corporate risk management programme for the Commission;
  - Support the Executive Director in effective implementation of the Headquarters Agreement, particularly in relation to taxation issues;
  - Lead the development of corporate policy and procedures to continuously improve internal services for efficiency and effectiveness gains; and
  - Ensure adequate security/insurance for Secretariat staff, assets and premises and for WCPFC meetings in Pohnpei.
4. Liaison
- Build and maintain relationships with Commission Members and contribute to the ongoing enhancement of liaison processes with Members;
  - Establish and maintain partnerships or networks with relevant external stakeholders and service delivery providers for the purposes of maximizing value for the Commission;
  - Serve as an advocate for and represent the Commission and/or Commission Members at high level regional and international meetings;
  - Contribute to the overall management of the Commission's Secretariat; and
  - Any other duties as may be required by the Executive Director.

## **REQUIRED QUALIFICATIONS AND EXPERIENCE**

### **Essential**

- A business or corporate management tertiary qualification. (A post-graduate degree would be an advantage).
- Five (5) years professional experience at a senior level in an inter-governmental agency with large operational budgets.
- Extensive experience in project, financial and personnel management.
- Leadership qualities with proven ability to guide and motivate a large multicultural, multi-disciplinary team of Finance and Administration staff; and having good strategic and staff performance management experience and skills.
- Excellent communication, marketing and public relations skills.
- Experience in managing, supporting or implementing personnel management programmes.

### **Desirable**

- Demonstrated senior level finance and administration responsibilities.
- Experience with Risk Management approaches and strategies.
- Experience with staff capacity development approaches.