

<p><b>Job Description: Finance and Logistics Officer</b>  <b>Strengthening National and Community Resilience to Disaster and Displacement Risks in the Republic of Fiji Project, specific to output 2.2 of the project design “Women in At-Risk Communities Have Increased Resilience Through Economic and Social Empowerment (Community Ownership of Evacuation Centers is Promoted)”</b></p>	
<p><b>TEAM/PROGRAM: Development Program</b></p>	<p><b>LOCATION: West</b></p>
<p><b>BAND: 2</b></p>	
<p><b>INTRODUCTION:</b></p> <p>Save the Children is the world’s largest independent child rights development organisation, making a difference to children’s lives in more than 100 countries. From emergency relief to long-term development, Save the Children secures a child’s right to development, survival, participation and protection.</p> <p>Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children’s rights in accordance with the United Nation’s Convention on the Rights of the Child. Currently Save the Children Fiji (SC Fiji) employs 34 staff across three offices in Suva, Lautoka and Labasa. SC Fiji thematic programs include Education, Health (WASH), Food Security and Livelihoods, Child Protection, Participation and Child Rights, Disaster Risk Reduction and Humanitarian Response.</p> <p>Funded by the Korea International Cooperation Agency (KOICA) and collaborating with key local and international partner organizations such as Fiji National Disaster Management Office (NDMO), the International Organization for Migration (IOM), Save the Children Korea (SCK), and Save the Children Fiji (SCF), the "Strengthening National and Community Resilience to Disaster and Displacement Risks in the Republic of Fiji Project", project aims to validate evacuation centre guidelines and retrofit or construct Evacuation Centers in strategic locations across Fiji.</p> <p>Save the Children Fiji’s (SCF) component of the project, <i>specific to output 2.2 of the project design “Women in At-Risk Communities Have Increased Resilience Through Economic and Social Empowerment (Community Ownership of Evacuation Centers is Promoted)”</i>, spanning 19 months (January 2024 to July 2025), concentrates on amplifying the resilience of women through economic and social empowerment. Acknowledging the pivotal role of women in at-risk communities, Save the Childrens component of the project underscores the critical need to empower women not just for the sake of gender equality but also for building community resilience and enhancing preparedness and post-disaster recovery efforts of at-risk communities, especially those communities residing near and who will be using the evacuation centres. SCF's comprehensive approach includes extensive training programs covering Child Protection, Gender-Based Violence prevention, Financial Literacy, Disaster Risk Resilience, Climate Smart Agriculture, and Entrepreneurial Training. The project's core objectives revolve around empowering communities, specifically women through economic and social means while fostering community ownership of evacuation centers.</p> <p>The recruitment process is geared towards individuals passionate about contributing to community resilience, disaster preparedness, and gender equality. Project members will play a pivotal role in implementing training programs, engaging with local government Ministries and communities, and ensuring the long-term sustainability of the project's outcomes. By empowering women and communities and promoting community ownership of evacuation centers, the project aims to enhance resilience, reduce vulnerabilities, and contribute to a sustainable and equitable future for the people of Fiji.</p> <p>Save the Children Fiji, in collaboration with local government Ministries and local communities and stakeholders, will spearhead this output of the project across at-risk communities in Fiji, with a focus on areas vulnerable to flooding and cyclones, as well as communities likely to be accommodated within evacuation centers during times of disasters. The project outcomes will contribute to SCF's 2022 to 2024 strategic priorities name goals on Health, Protection and Safety Net and Resilience.</p> <p>The Project location will be in Fiji Islands, Northern and Western Division and the Finance and Logistics Officer will be based in the SCF Suva Office.</p>	

**ROLE PURPOSE:**

The Finance and Logistics Officer, with a dual reporting line, reporting to both the Finance Manager for financial matters and the Logistics Coordinator on logistics matters, stationed at Save the Children Fiji's (SCF) Suva office, will play a crucial role in implementing activities within SC Fiji's specific *output 2.2 of the project design titled "Women in At-Risk Communities Have Increased Resilience Through Economic and Social Empowerment (Community Ownership of Evacuation Centers is Promoted)." This one-year, seven-month initiative, funded by the Korea International Cooperation Agency (KOICA) and in collaboration with key local and international partners, including the Fiji National Disaster Management Office (NDMO), the International Organization for Migration (IOM), Save the Children Korea (SCK), and Save the Children Fiji (SCF), forms part of the "Strengthening National and Community Resilience to Disaster and Displacement Risks in the Republic of Fiji Project."* The overarching goal of this project is to validate evacuation center guidelines and retrofit or construct Evacuation Centers strategically across Fiji, while the specific output 2.2 focuses on enhancing community resilience on DRR, both as a preparedness and recovery from Disasters and through Entrepreneurial training enable the communities to create income generation initiatives to foster community ownership and enable upkeep of the Evacuation Centre.

Save the Children Fiji's (SCF) specific component of the project, spanning 19 months from January 2024 to July 2025, focuses on amplifying the resilience of women through economic and social empowerment. Recognizing the pivotal role of women in at-risk communities, SCF underscores the imperative to empower women not solely for gender equality but also for building community resilience and enhancing preparedness and post-disaster recovery efforts. SCF's comprehensive approach includes a range of training programs encompassing Child Protection, Gender-Based Violence prevention, Financial Literacy, Disaster Risk Resilience, Climate Smart Agriculture, and Entrepreneurial Training. The project's core objectives revolve around empowering communities, specifically women, through economic and social means, while fostering community ownership of evacuation centers.

The recruitment process seeks individuals who are passionate about contributing to community resilience, disaster preparedness, and gender equality. The Finance and Logistics Officer will play a pivotal role in supporting the efficient and effective implementation of project activities. Your responsibilities will encompass both logistics and finance functions, ensuring adherence to organizational policies, donor requirements, and local regulations. This position is based in Suva, Fiji, and may involve occasional travel to Western and Northern offices as part of logistics support to Project teams.

**SCOPE OF ROLE:**

**Reports to:** This position holds a dual reporting line, reporting to both the Finance Manager for financial matters and the Logistics Coordinator on logistics matters. Your responsibilities will encompass both logistics and finance functions of the project, ensuring adherence to organizational policies, donor requirements, and local regulations

**Staff directly reporting to this post:** N/A

**KEY AREAS OF ACCOUNTABILITY****I. Accounting & payments**

- Maintain the general ledger, posting entries, reconciliation of accounts to the GL and the GL to the balance sheet, complete monthly bank reconciliations
- Keep high quality accounting records and safeguard the integrity of the computerized/Manual accounting system and ensure that records are updated daily
- Cash flow management, including processing deposits and disbursements, monitoring advances and acquittals, recording transactions, posting to journals
- Ensuring all expenditures are processed in accordance with SCF procurement guidelines and the Finance Policy
- Complete weekly and end-of-month cash counts for petty cash
- Disburse funds for SCF office operations and advances for projects through E-Banking
- Prepare payments for suppliers before due date

## **2. Filing & controls**

- File all financial documents regularly (as soon as they are completed).
- Perform backups on financial data on a regular basis.
- Preparing monthly financial updates for the donor in close liaison with the Finance Manager.
- Create and maintain a cooperative and positive working environment, promoting team work and team spirit, participate in decision making and support the SCF team in progressing towards objectives and goals.
- Ensure all project staff understand the financial policies and procedures of the organisation and submit travel requests in accordance to the policies and procedures.
- Report any misuse of Organisational assets/resources to the Finance Manager and any misunderstandings of the SCF financial processes and procedures to identify knowledge gaps, and assist with subsequent staff refresher training.
- Assist with the capacity building of staff to improve knowledge and understanding of all SCF financial and administrative policies and procedures.

## **3. Budget and Operational Management**

- Monitor the use of the budget in liaison with the finance manager.
- All travel requests and any other financial requests for the project is undertaken in accordance with the budget lines.
- Any over and under spending of the project finances are flagged to the budget holder in advance and issues resolved in liaison with the finance manager.
- Budget Vs Actuals report to be prepared and circulated to the project manager on a monthly basis or when the need arises.
- All project financial reports prepared in advance to high quality standards in liaison with the Manager- Finance.
- Undertake any other duties reasonably assigned by the Manager- Finance and the CEO.

## **4. Stock Management/warehousing**

- Monitor the suitability of the warehousing spaces to ensure no damage to stocks. Exercise continuous risk assessment and vulnerability of stocks management and come up with the sufficient preventative measures and systems for fraud and damage prevention.
- Ensure that stocks utilization and replenishment systems are adequate to both logistics procurement and delivery capacity and programme implementation.
- Responsible for online database entry of all stock movement and reporting.
- Liaise with programmes on schedules of distribution and other site requirements for Labour assistance
- Digitize and maintain all field stock records into SC Fiji standard format.
- Ensure that all stock records are maintained to a good standard in all locations.
- Work with the Logistics staff on the packing and shipping of supplies to all field sites as required
- Ensure that all cargo is packed and labelled in accordance with SC Fiji policy for transit stock
- Provide technical management of all warehouse officers; provide required guidance and training on good practice and requirements of stock management.
- Provide an overview of all between locations, when and if needed to save time on deliveries and to ensure best utilization of stocks
- Ensure that good practice on quality control of all received and supplied goods in transit and finally stores is in place and all the field warehouse officers are trained and constantly updated on same
- Work close with Logistics Coordinator on good practice, cost efficient and time effective procedures on moving stocks from procurement centres through transit stores and all the way to the final destination Assist in prioritizing stocks for movement; ensure warehousing capacities at source and transit locations is suitable and adequate for supplies.

## **5. Fleet Management**

- Institute effective mechanism of fleet management
- To co-ordinate with the programme teams to ensure that the transport requirements of programmes are being met.
- Ensure that vehicle fleet is sufficient for the daily operations in support of programme objectives
- Ensure that vehicles and associated equipment is provided as per standard and security requirements.
- To liaise with and make recommendations to the Logistics Coordinator with regard to the repair and maintenance of vehicles and to develop a vehicle replacement plan.
- To monitor and evaluate fuel consumption and vehicle maintenance and repairs to the Logistics Coordinator for improvements.
- To ensure that all safety and security procedures and measures according to logs manual are exercised and those which are specifically required for/ within target locations.

- Ensure that the vehicles are kept up to date, serviced on a timely manner, clean at all times, mechanically operational and road worthy as required by Land Transport Authority.
- Maintain all vehicle records including mileage reports to be submitted on a timely manner to Finance.

## 6. Purchasing

- To ensure that procurement practices in country are complaint with SC Fiji and donor regulations.
- Manage procurement processes, so that they meet timely requirements for programme and that status updates are communicated to programme and country office.
- Ensure that best value for money is obtained.
- Ensure that procurement plans and activities are monitored and report to Logistics Coordinator if any delays or problems have occurred.
- To follow all practices in relating to fraud policy and make sure that all is adhered to in an appropriate manner.
- Review the Procurement Policy as and when required
- Ensure correct and complete submission of procurement documents to Finance on a timely manner.

## 7. Asset Management

- Directly supervise the process of establishing a full and comprehensive asset register records keeping, central management, logistics/financial cross over policies and regularly physical review. This to be maintained ongoing.
- Ensure that all staff adhere to the asset management controls in place for the purchasing, reception and movement of assets.
- That loss reports are submitted promptly with the relevant signatures, and that all records are updated with such losses and write-offs.
- To ensure that all standards and exercises for assets accountability and records are in place, and are sufficient.
- Work closely with Logistics Coordinator to ensure that all SC Fiji procedures and policies with regards to assets are properly taken and enforced.
- Standardization of naming of assets on the asset register.
- Ensure donor compliance on donation of assets to partners and disposal is properly adhered to at field level.
- Ensure weekly and monthly spot check of assets are conducted and supporting documentation is kept up to date and reported accordingly with the monthly reports.
- Ensure that assets are properly maintained, serviced and repaired in the field sites
- Ensure compliant process and paperwork are followed for disposal of assets when needed.
- The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.
- Maintain office buildings and/ or tenanted space to ensure it is certified and OHS compliant, secured, operational and hygienically clean.
- Ensure office spaces and contents are secured for personnel, arranged, removed when required

## 8. Miscellaneous Duties

The Logistics Officer will assist with various duties including, but not limited to:

- Support the general logistics team
- Assist in distributions
- Other duties as assigned by Logistics Coordinator.
- The job duties and responsibilities as set our above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience
- Coordinate and work with other teams on transport arrangements including work errands for Finance.

## SCI VALUES & DEMONSTATED BEHAVIOURS ~ Our Values in Practice

### Accountability:

We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

- Is happy to take responsibility where the necessary skills exist or can be developed.
- Is able to learn from mistakes and successes.
- Enjoys the idea of a challenge and associated learning.
- Is committed and actively seeks out development opportunities.
- Is able to seek out assistance/resources where required.
- Demonstrates personal drive and is able to set own goals and objectives.

### Ambition:

- Works towards and achieves set goals and objectives.

<p>We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.</p>	<ul style="list-style-type: none"> <li>• Committed to quality &amp; continuous improvement in work efforts and activities.</li> <li>• Is proactive and pursues relevant opportunities.</li> </ul>
<p><b>Collaboration:</b></p> <p>We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.</p>	<ul style="list-style-type: none"> <li>• Can quickly find common ground and solve problems for the benefit of all.</li> <li>• Is fair and reasonable to others.</li> <li>• Can solve problems with peers with minimal disruption.</li> <li>• Is a team player, is cooperative and encourages collaboration.</li> <li>• Easily gains trust and support of peers.</li> </ul>
<p><b>Creativity:</b></p> <p>We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.</p>	<ul style="list-style-type: none"> <li>• Embraces and supports Organisational change.</li> <li>• Acts as a change agent and encourages others to embrace change.</li> <li>• Presents relevant new ideas to peers and manager/supervisor.</li> <li>• Is seen as value-adding within the workplace.</li> </ul>
<p><b>Integrity:</b></p> <p>We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.</p>	<ul style="list-style-type: none"> <li>• Acts with authenticity and is accountable for own words and actions.</li> <li>• Acts with honesty and transparency in all dealings and admits mistakes.</li> <li>• Ensures high levels of confidentiality relating to both data and verbal communication.</li> <li>• Behaviours is in accordance with SC Fiji policies and Code of Conduct.</li> <li>• Is aware of the impact of own behaviours on others and manages behaviours accordingly.</li> <li>• Can present the accurate truth in an appropriate and helpful manner.</li> <li>• Doesn't misrepresent him/herself for personal gain.</li> </ul>

## **QUALIFICATIONS AND EXPERIENCE**

### **Essential:**

- Bachelor's degree in Finance, Logistics, Business Administration, or related field.
- Proven experience in logistics and finance roles, preferably in the context of development projects.
- Familiarity with procurement processes, inventory management, and financial reporting.
- Strong organizational and time management skills, with the ability to prioritize tasks effectively.
- Excellent attention to detail and accuracy in financial data entry and reporting.
- Proficient in relevant computer applications, including MS Excel, Pay maker, MYOB and other accounting software.
- Ability to work independently and collaboratively in a multicultural team, with experience in development-related work in Fiji and at least 2 years' experience working in an NGO or protection-related institution.
- Proven expertise in, and understanding of, the Convention of the Rights of the Child and other international human rights law instruments and standards
- Demonstrated experience in managing, monitoring Budget for development programs in NGOs or other development partners.
- Budget development and financial monitoring skills and experience and knowledge of effective financial and budgetary controls
- An in-depth understanding of national and international legislation and development issues, especially with respect to child rights, protection and participation
- Strong interpersonal, oral and especially written communication skills, ability to influence and negotiate with a range of diverse stakeholders, and excellent presentation skills including strong public speaking skills and experience

- Ability to problem-solve, multi-task, determine priorities, take initiative, maintain high levels of self-motivation, work as part of a team and independently as and when required, and in multi-cultural settings
- Experience working, coordinating and collaborating with partners and key stakeholders including children, parents, community health workers, teachers, local and national authorities, I/NGOs CSOs, the UN and the corporate sector
- Commitment to and understanding of Save the Children’s aims, values and principles including a sound understanding of, and experience in, the child rights-based and strength-based programming approach to development
- Fluency in written and spoken English
- High levels of computer proficiency including MS Office suite packages

**Desirable:**

- Fluency in iTaukei and Hindi is an asset
- Ownership and accountability of one’s work and high levels of confidentiality and integrity (relating to both data and verbal communication).
- A valid manual class 2 driver’s license

**Additional:**

- Any offer of employment at SC Fiji will be subject to a satisfactory National Police Record Check
- Employees must sign onto SC Fiji’s Child Protection Policy and Code of Conduct.
- Some out of hours work and periodic travel will be required in this position.
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviors outlined above.
- The duration for this project is for one year only and possible extension depending on availability of funds.

**Date of issue: 1<sup>st</sup> March, 2024**



**Signed: Chief Executive Officer, Shairana Ali**