

POSITION DESCRIPTION

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| Job Title: | Programme Assistant - PCREEE |
| Work Unit: | Pacific Centre for Renewable Energy and Energy Efficiency  |
| Responsible To: | Manager – PCREEE  |
| Number of direct reports or total head count: | 0  |
| Job Purpose: | The Pacific Centre for Renewable Energy and Energy Efficiency has been operational in Tonga in the last 2 years. It has now completed its Preparatory Phase and has entered its 1st Operational Phase. In line with the need to accelerate the implementation of the PCREEE’s work programme and budget, there is a need to strengthen its administration and finance reporting capacity to cope with the increasing number of staff and activities of the PCREEE. The PA will assist in all the Administration, Finance and Secretarial works of the centre and works alongside a PCREEE team comprising the Manager, a Programme Delivery Officer, an Energy Efficiency Officer, an Energy Planning and Policy Officer, a Sustainable Energy Entrepreneurship Mentoring and Support Officer, volunteers and interns. The PA will report directly to the Manager - PCREEE.  |
| Date: | August 2019  |

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| BACKGROUND |

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. It is an international development organisation owned and governed by its 26 country and territory members. SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. Its vision is for a region of peace, harmony, security, social inclusion and prosperity, so that all Pacific people can lead free, healthy and productive lives. This is a shared vision for the Pacific under the Framework for Pacific Regionalism.

GEOSCIENCES, MARITME AND ENERGY DIVISION

The **Geoscience, Energy and Maritime (GEM) Division has been established, a product of the merge between the Geoscience Division and the Economic Development Division.** The GEM Division encompasses the following areas of Scientific Excellence: Georesources and Energy, and Disaster and Community Resilience, and Oceans and Maritime.

THE PACIFIC CENTRE FOR RENEWABLE ENERGY AND ENERGY EFFICIENCY (PCREEE)

The Pacific Centre for Renewable Energy and Energy Efficiency (PCREEE) is part of a wider international multi-stakeholder partnership, which aims at the creation of a global network of regional sustainable energy centres for SIDS in the Pacific, Caribbean, Indian Ocean and Africa and other regions of the world too. The Centre is established with technical support of the United Nations Industrial Development Organization and financial support of the Government of Austria. The centre is a member of the Global Network of Regional Sustainable Energy Centres (GN-SEC)[[1]](#footnote-1) and will work closely with the Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) in Bridgetown, Barbados, and the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) in Praia, Cabo Verde.

The PCREEE will address gaps in the current effort to remove existing barriers and strengthen drivers for sustainable energy markets, industries and innovation through regional methodologies and tools. The Centre focuses on up-scaling and replicating national efforts in the areas of capacity development, knowledge management and innovation, awareness raising, as well as investment and business promotion. The Centre has a strong focus on the private sector and industry while supporting targeted RE & EE programs to enhance the productivity of key industries with high job leverage (e.g. agriculture, tourism, fishery, manufacturing, creative industry) and the creation of a local sustainable energy servicing and manufacturing industry. The center would closely cooperate with the Georesources and Energy Programme at the GEM Division and provide technical services in a complementary manner.

The PCREEE office opened for business at Nuku’alofa in November 2016 and the official inauguration was in April 2017. Further information is available at

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| Organisation Context: |



**Capacity, Training and Data**

Team Leader

**Pacific Centre for Renewable Energy and Energy Efficiency**

Manager

**Admin / Finance**

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| Key Result Areas: |

The position of Programme Assistant encompasses the following major functions or Key Result Areas:

Office Management

* Put in place a safe and accurate record keeping system for the PCREEE, including keeping a registry of all assets purchased and kept by the Centre
* Organize meetings, trainings and including the PCREEE Steering Committee meetings and ensure logistics are in place for these events
* Prepare travels of the PCREEE team and those of others sponsored and covered by the SPC and PCREEE
* Prepare invoices, payment vouchers and perform the bank reconciliation and financial reporting of the PCREEE
* Responsible for the overall cleanliness and tidiness of the PCREEE

Data Entry

* Conduct the entry of PCREEE-specific data and info into the Pacific Regional Data Repository, IRIS and similar database for the PCREEE

Communication

* Act as the receptionist and first point of contact for visitors and callers to the PCREEE
* Note taking in PCREEE meetings
* Participate in the general implementation of the annual work programme of the PCREEE

Monitoring and Evaluation

* Assist with the reconciliation of the PCREEE staff travels
* Provide technical assistance to recipients of PCREEE assistance on how to effectively and efficiently meet their reporting requirements.
* Assist in the organisation and facilitation of M&E activities of the PCREEE.

Duties and Responsibilities - To

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| Jobholder is accountable for  | Jobholder is successful when |
| KRA 1: Office Management * Put in place a safe and accurate record keeping system for the PCREEE, including project accounts, staff leaves and absences and keeping a registry of all assets purchased and kept by the Centre
* Organize meetings, trainings and including the PCREEE Steering Committee meetings and ensure logistics are in place for these events
* Prepare travels of the PCREEE team and those of others sponsored and covered by the SPC and PCREEE
* Prepare invoices, payment vouchers and perform the bank reconciliation and financial reporting of the PCREEE
* Responsible for the overall cleanliness and tidiness of the PCREEE
 | * Accurate and timely submission of monthly updates on PCREEE accounts, staff and assets to SPC in Suva
* Meetings, trainings and the PCREEE Steering Committee meetings are effectively organised according to plans
* Travels logistics are organized on time and travellers fully comply with SPC’s travel policy
* Financial transactions of the PCREEE are compliant with SPC’s and / or donors’ procurement policies.
* PCREEE office is always clean and tidy
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| KRA 2: Data Entry * Conduct the entry of PCREEE-specific data and info into the Pacific Regional Data Repository, IRIS and similar database for the PCREEE

  | * Report on data and information uploaded to the Pacific Regional Data Repository, IRIS and similar database for the PCREEE
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| KRA 3: Communication* Act as the receptionist and first point of contact for visitors and callers to the PCREEE
* Note taking in PCREEE meetings
* Participate in the general implementation of the annual work programme of the PCREEE
 | * Visitors / callers to the PCREEE are always cordially welcomed and treated with respect
* Discussions at PCREEE meeting are accurately recorded and documented efficiently
* The Secretarial, Administrative and Financial reports of the PCREEE are available on a timely basis to facilitate programme implementation
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| Monitoring and Evaluation* Assist with the reconciliation of the PCREEE staff travels
* Provide technical assistance to recipients of PCREEE assistance on how to effectively and efficiently meet their reporting requirements.
* Assist in the organisation and facilitation of M&E activities of the PCREEE.
 | * Report on staff travels are fully reconciled and acquitted on a timely basis
* Reports of PCREEE TA recipients are received on time.
* Progress reports and M & E activities conducted and completed with satisfaction
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| Work Complexity |

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| Most challenging duties typically undertaken: |

* Prioritizing time, resources and effort to the activities with the most impacts
* Last minute travel and procurement arrangements
* Dealing with the varying demands, priorities and timelines of staff

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| Functional Relationships & Relationship Skills |

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| Key internal and/or external contacts |  Nature of the contact most typical |
| External* National Directors of Energy.
* Suppliers and service providers
* Representatives of donor partners, funding agencies and visitors.
 | * Travel logistics to meetings and workshops
* Invoices and payments
* Appointments with staff
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| Internal* Suva-based GEM financing officers and GEP PA
* Division thematic team coordinators / Deputy Directors
* Corporate Services and Support Services
 | * PCREEE financial reports and acquittals
* Approval of staff travels, leaves, signing of letters, etc
* Leaves, annual PDS, etc.
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| Level of Delegation |

The position holder may:

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| Person Specification |

###### Qualifications

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| Essential:  | Desirable:  |
| A relevant certificate or diploma qualifications in office management, secretarial works or a related discipline.  | * Exceptional level of creativity and personal charm to welcome people and support staff.
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Knowledge / Experience

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| Essential:  | Desirable:  |
| * At least three years of experience in an office performing functions in the capacity of responsibilities outlined above
* Experience with working in the Pacific Islands region
* Demonstrated organisational skills with ability to prioritise workload and complete work under strict deadlines
* Demonstrated ability to work effectively without constant supervision
* Demonstrated ability to successfully organise and assist with administrative functions and logistics of training courses, workshops, seminars and meetings
* Experience with computing environment used in SPC including Windows XP/Vista/7 workstation platforms and Microsoft Office 2007 applications
 | * Possess good oral and written communication, organizational / administrative, data analysis and reporting skills;
* Be able to effectively represent PCREEE in stakeholder meetings and show confidence in imparting knowledge to industry and other stakeholders;
* Demonstrated ability to organize work, manage time, determine priorities and meet deadlines;
* Demonstrated ability to work independently and flexibly, as well as being part of a team;
* Excellent computer skills including MS Excel.
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Key Skills /Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

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| Expert level | * Leadership
* Effective management
* Political awareness
* Systems thinking
* Building organisational capacity
* Customer and market focus
* Sustainable financing
* Negotiation and diplomacy
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| Advanced level | * People skills
* Change management
* Advocacy and networking
* Clear communication
* Measuring value through focused feedback
* Process management, improvement and innovation
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| Working Knowledge | * Creativity
* Information and knowledge to guide decision-making
* Analysis
* Report writing
* Project management
* Computer literacy
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| Awareness | * Familiarity with donor reporting requirements
* Automated reports through computer tools
* Financial analysis through Navision
* Benchmarking
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###### Key Behaviours

All employees are measured against the following Key Behaviours as part of their Performance Development:

* Change and Innovation
* Interpersonal Skills
* Teamwork
* Promotion of Equity and Equality
* Judgement
* Building Individual Capacity

## Personal Attributes

* Ability to think strategically
* Ability to analyse situations and make sound decisions even when information is imperfect
* Ability to handle conflict situations between staff
* Diplomatic skills and tact
* Respect for SPC corporate values
* Resilience

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| Change to Job Description: |

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the Manager – PCREEE. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

Approved:

Manager/Supervisor Date

Employee Date

1. <http://www.se4allnetwork.org> [↑](#footnote-ref-1)