

R2R PROJECT BACKGROUND

The project was developed in accordance with the goals and scope of the UNDP-GEF Regional R2R Program "Pacific Islands Ridge-to-Reef National Priorities – Integrated Water, Land, Forest and Coastal Management to Preserve Biodiversity, Ecosystem Services, Store Carbon, Improve Climate Resilience and Sustain Livelihoods". Given the close inter-connections between land, water and coastal systems in Pacific Island Countries (PICs), the integration of watershed management with coastal area management is considered essential to foster effective cross-sectoral coordination in the planning and management of land, water and coastal uses. In PICs, such integrated approaches to freshwater and coastal area management have been termed 'Ridge to Reef' to emphasise the inter-connections between the natural and social systems from the mountain 'ridges' of volcanic islands, through coastal watersheds and habitats, and across coastal lagoons to the fringing 'reef' environments associated with most PICs.

The Global Environment Facility (GEF) has recently approved a national Ridge to Reef project for the Cook Islands which is supported by the United Nations Development Programme (UNDP). The project objective is "*To build national and local capacities and actions to ensure effective conservation of biodiversity food security and livelihoods and the enhancement of ecosystem functions that contribute to food security and livelihoods within the Cook Islands Marine Park*".

The project will achieve its objective through the implementation of two components, whose activities are thoroughly described in the GEF approved proposal.

They are:

- (1) Strengthening Protected Areas Management and
- (2) Effective mainstreaming of biodiversity in key sectors to mitigate threats within production landscapes;

The R2R project will promote the conservation and sustainable use of biodiversity, the maintenance of ecosystem goods and services, and the protection of food security and livelihoods through the improved management of existing and new protected areas, sector reforms to conserve and sustainably use biological diversity, and the incorporation of biodiversity conservation and sustainable use into planning frameworks. This project will enhance the Cook Islands' capacities to effectively manage its protected area estate, with a particular emphasis on the operationalization of various categories of protected areas within the Cook Islands Marine Park. The project will assist the Government to tailor its policy, regulatory and institutional frameworks to suit the specific characteristics of the large marine protected area, and of specific PA sites within it, recognizing that protection and sustainable use will need to be zoned and planned carefully, particularly given that tenure over land and marine areas and resources is vested primarily in private landowners and local communities. Furthermore, the project has been designed to engineer a shift in the management of marine and terrestrial PA sites from a site centric approach to a holistic "ridge to reef" management approach, whereby activities in the immediate production landscapes adjacent to marine and terrestrial protected areas will be managed to reduce threats to biodiversity stemming from key production activities (tourism and agriculture).

UNDP in collaboration with *Tu'anga Taporoporo* – the Cook Islands National Environment Service, would like to contract a qualified candidate for the above mentioned post for the period of 4 years. The contract will be performance-based and yearly renewable based on a positive assessment of the incumbent's performance. Terms and conditions of service linked to type of proposed contract will apply.



National Environment Service
GOVERNMENT OF THE COOK ISLANDS

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POSITION SUMMARY

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| Job Title: | Senior Environment Officer – R2R Finance and Administration Assistant |
| Division: | Puna Orama – Island Futures Division |
| Responsible To: | Director – National Environment Service Deputy Director – National Environment Service Manager – Island Futures Division Senior Environment Officer – R2R Project Coordinator |
| Responsible For: | Providing assistance and support to the Director, Deputy Director, IFD Manager, R2R Project Coordinator, UNDP Programme Officer and National Environment Service Staff, for the effective delivery of the Cook Islands R2R Project and required outputs for NES, particularly those related to the Cook Islands GEF 5 Ridge to Reef Project. |

DUTIES AND RESPONSIBILITIES:

The position of Senior Environment Officer – R2R Finance and Administration Assistant (FAA) within the Island Futures Division is responsible for providing support for: overall planning; operational and financial oversight of Annual Operating Work Plans; preparation and reporting of project-related meetings; development of terms of reference for national and international consultants; monitoring and management of contracts and subcontracts; preparation of reports and technical project documents; budget management; and general support to the Project Coordinator in the implementation of project. The PC will report to the Project Coordinator.

| Duties | Key Responsibilities |
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| (1) Ensure the project objective, outcomes, outputs and activities are implemented in accordance to standards expected by the IFD Manager and the Project Board/Steering Committee and within a timely and appropriate manner. | <ul style="list-style-type: none"> - Support the R2R Project Coordinator in the delivery of the Cook Islands Ridge to Reef Project where applicable. - Assist the R2R Project Coordinator and Project Officers, to ensure the timely and effective implementation of project Objectives, Outcomes, Outputs and Activities. - Organize and assist in the preparation of financial, administrative, procurement or logistical services needed for meetings, local and national workshops, consultations, field visits, and other project related activities, where applicable. - Support consultations with relevant authorities and organize technical meetings and consultations. - Collect and consolidate information arising from the technical meetings, where applicable. - Perform other related administrative and financial requirements of the project, including those related to the management of the project and its funding. |
| (2) Undertake the general administrative requirements of the project, including those related to the coordination of the project and its funding, and the management of project activities: | <ul style="list-style-type: none"> - Provide advice to the R2R Project Coordinator in the administration, financial, contractual and documental management of the project and the status of responsible party/ project contracts - Provide assistance to associated organizations participating in the R2R Project, in particular the NES and MMR Project Officers. - Represent the project at meetings when so designated by the Project Coordinator or for reasons of force majeure - Be responsible for day-to-day administrative and financial support for project activities and procurements of goods and services for the project including effective accounting of the project funds and financial reporting in line with government and UNDP requirements and procedures. <p style="text-align: center;">Specifically, <i>inter alia</i>:</p> <ul style="list-style-type: none"> ▪ Work with the R2R Coordinator to support the preparation of the project budgetary revisions/annual work plans |

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| | <ul style="list-style-type: none"> ▪ Submit quarterly (or when requested) expenditure reports to the R2R Project Coordinator and ▪ Assist Project Officers with the development of detailed budgets for submission to the R2R Project Coordinator for approval; ▪ Prepare funds advance requests, in collaboration with the R2R Project Coordinator, for approval by the IFD Manager and UNDP ▪ Assist the R2R Project Coordinator with financial sections of reports and plans required, as defined in the Monitoring and Evaluation strategy, in accordance with the GEF and UNDP guidelines. ▪ Provide timely financial reporting for the project as required by NES, the Project Steering Committee, Project Board and UNDP. ▪ Provide financial, administrative, logistical and procurement support to the project team that includes consultants; ▪ Preparation of payment requests and requisitions forms ▪ Keep updated information on contracts, purchases and financial accounts. ▪ Establish document control procedures for the project, including compiling, copying and distributing all project reports. ▪ Maintain records and minutes of Project Board and Project Steering Committee meetings, decision, actions, etc ▪ Develop and maintain an inventory of project equipment, including updates on equipment condition ▪ Prepare Annual Inventories of Project Equipment. ▪ Maintaining the records pertaining to the issuance of project equipment to PIU experts; monitoring of such equipment. ▪ Preparation of Procurement plan in accordance with Government and UNDP requirements and Annual Work Plan of the project. ▪ Preparation of the documentation on procurement of goods/works/services in Government/ UNDP format and control the observance of contractual terms and conditions. <p>- Assist in any other activity requested by the Project coordinator</p> |
| (3) Support the general administrative requirements of IFD projects | <ul style="list-style-type: none"> - Provide financial, administrative, logistical and procurement support to the ABS Project and NBSAP Project activities, including procurements of goods and services and effective accounting of the project funds and financial reporting, when requested by the IFD Manager. |
| (4). Fulfil the duties of a Senior Environment Officer | <ul style="list-style-type: none"> - Support the implementation of NES Annual Business Plan, the 5 year NESAF and where relevant, compliance with the Environment Act 2003. - Contribute to the effective implementation of NES Quality Management Systems including through project reporting and planning |

WORK COMPLEXITY

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| <i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i> | |
| 1 | Coordinating and supporting financial, administrative and procurement needs across multiple agencies to ensure timely disbursement for project deliverables, particularly coordinating support across NES and MMR. |
| 2 | Maintain up to date budgets and procurement records for financial reporting to NES and UNDP |
| 3 | Manage financial information flows to all relevant stakeholders and communicating this information in an effective and efficient manner |
| 4 | Be adaptive and find alternate solutions to project challenges as well as being able to actively implement financial, administrative and procurement activities with minimal supervision. |

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

| Essential: | Desirable: |
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| Recognised Bachelors degree in Commerce, Finance or a related field | Recognised post graduate qualifications in Commerce, Finance or a related field |

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

| Essential: | Desirable: |
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| <ul style="list-style-type: none"> ▪ Two years' work experience within government or private sector, particularly in areas related finance, administration and budget management ▪ An ability to communicate effectively in written and spoken English ▪ Experience in procurement of goods and services ▪ Capacity to work in time-pressured environment ▪ Strong writing, presentation and reporting skills ▪ Strong computer literacy (MS Office) | <ul style="list-style-type: none"> ▪ Four years' work experience within government or private sector, particularly related finance, administration, procurement and budget management ▪ Familiarity with Government of the Cook Islands Financial Policies and Procedures ▪ Experience with procurement of goods and services from local vendors in the Cook Islands ▪ An ability to communicate effectively in both written and spoken English and Cook Islands Maori ▪ Prior experience in UNDP procedures and practices ▪ Capacity to work in time-pressured environment ▪ Strong writing, presentation and reporting skills ▪ Experience in working with Quickbooks |

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

| Level of ability required for the job | |
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| Expert | <ul style="list-style-type: none"> ▪ Demonstrated skills in planning, organization and effective delivery of finance, administrative and procurement activities ▪ Time management and report writing skills ▪ Ability to work as part of a team in a small team environment, and take advice from others ▪ Excellent communication and interpersonal skills ▪ Analytical and problem solving ability ▪ Familiarity with Government of the Cook Islands Financial Policies and Procedures |
| Advanced | <ul style="list-style-type: none"> ▪ Ability to communicate financial information to both technical and general audiences ▪ Demonstrated understanding of local institutions and stakeholders ▪ Knowledge of issues faced by the Cook Islands ▪ Regional and international environment issues that may impact the Cook Islands |
| Working | Computer literacy; competency with the Microsoft Office suite and Quickbooks |
| Awareness | Must be of sober habits and maintain high standards of integrity and honesty |