

Term of Reference (TOR)

Project Finance Support Officer

The Department of Water Resources (DoWR) is recruiting a suitable candidate that will provide assistance in the Project Finances.

Employment type: **Contract**

Duration: **12 Months** (possibility of extension)

Starting Date: **August 2021**

Duties & Responsibilities:

- Processing invoices.
- Dealing with records and receipts.
- Promote compliance with relevant MFEM regulations and DOWR policies/procedures.
- Review all procurement actions/request, to ensure strong internal controls with appropriation of duties, adequate documentation to support selection and best-value decisions.
- Ensure the smooth implementation of project activities, including (but not limited to): timely and accurate bank settlements, invoicing and monitoring of expenditure levels.
- Facilitate timely, accurate cash requests and cash settlements.
- Maintaining control over the project filing systems to ensure complete and organized files, especially with regard to original procurement documents.
- Regular communication with MFEM & CTB staff.
- Providing customer service to clients.
- Provide assistance with internal audit requirements.
- Any other duties as reasonably requested by Supervisor.

Minimum Qualifications and Competencies:

- Degree or Diploma, or Experience in Finance or Economics, Accounting, Business or Business Administration.
- Excellent skill in using Microsoft office software.
- Excellent report writing skills.
- Proficiency in Excel software required.
- Fluency in Bislama and English (verbal and written).

Other Capabilities including:

- Energetic Personality.
- Willing to Learn.
- Ability to follow instruction.
- Ability to work under pressure.

What to submit:

- Application Letter, CV, including all relevant certificates and references.

How to apply:

- Email application to: esteitoka@vanuatu.gov.vu
Or
- Hard copy, submit at the DoWR front Desk address to: **Esther Sandrin Teitoka, DoWR**

Closing date: 09th August 2021, 12:00pm.

Both Women and Men are encourage to apply