



FFA

APPLICANT INFORMATION PACKAGE

HOUSING FUND ADMINISTRATOR

This position is a “Position advertised Locally” and is open to residents of Solomon Islands only.

CLOSING DATE –21 JUNE 2022

HOW TO APPLY -

Please read the instructions contained in this package

To apply please submit the following:

- (a) An introductory letter
- (b) A completed HR1 Application form for the Position (available on website)
- (c) A current Curriculum Vitae

All applications are to be addressed to; ***Manager Human Resources, Forum Fisheries Agency, 1 FFA Road, Honiara, Solomon Islands***

All applications to be submitted by email to recruitment@ffa.int

For any enquiries: please contact recruitment@ffa.int

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2. INFORMATION ABOUT THE FORUM FISHERIES AGENCY

The information offered in this package is for information only and does not form part of the employment contract.

The Pacific Islands Forum Fisheries Agency (FFA) traces its origins to the South Pacific Forum meeting in Port Moresby in 1977 which adopted a Declaration on the Law of the Sea and the establishment of a regional fisheries agency and outlined its functions. In recent years FFA has been mandated to concentrate on the management and development of the tuna fishery in the Central and Western Pacific Ocean. The Agency is responsible for assisting its 17 members to coordinate sustainable tuna fishery management policies in their exclusive economic zone waters, and for promoting the development of their tuna fishery resources.

The 16 country members and 1 territory member of the FFA are Australia, Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu.

Under the 1979 FFA Convention, the FFA consists of the Forum Fisheries Committee (FFC) which is the governing body, and a Secretariat. The Secretariat, with a current establishment of approximately eighty-five positions, is organised into four divisions: Fisheries Management, Fisheries Development, Fisheries Operations, and Corporate Services. FFA is led by an executive management unit headed by the Director-General. In order to provide greater ministerial oversight of the fisheries sector the FFC Ministerial Meeting was established and was elevated to the highest policy making organ of the FFA.

The Vision of the Members of the Pacific Islands Forum Fisheries Agency is: “Our people will enjoy the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources.”

The Mission of the Forum Fisheries Agency is: “Empowering FFA Members to take collective and national action for the sustainable use of offshore fisheries resources.”

The work of the Agency is delivered through: Fisheries Management, Fisheries Development and Fisheries Operations.

The Fisheries Management program assists FFA members to refine and maintain effective policy and legal frameworks to support the sustainable management of their tuna fisheries resources. Appropriate technical services are also provided under this program to support regional and sub-regional fishery management.

The Fisheries Development program assists FFA members with long term social, economic and development planning for the fisheries sector, in response to the Forum Leaders’ call to identify ways to ensure greater returns from the sustainable use of fisheries resources.

The core operations of the Agency are funded by member and donor contributions from Member Governments. The Agency also receives funding from a variety of non-member donors and from cost recovery for services.

FFA is an equal opportunity employer with professional staff currently employed from Australia, Fiji, Kiribati, Federated States of Micronesia, New Zealand, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu and the USA, with staff attachments from Japan and Australia.

3. Job Description

Job Identification

Job Reference:	
Job Title:	Housing Fund Administrator
Work Unit:	Properties and Asset Management
Responsible To:	Property Manager
Responsible For:	No staff to supervise
Job Purpose:	<p>This job exists to-:</p> <ul style="list-style-type: none"> • Provide efficient and effective services in the administration of the Housing Fund • Issue purchase orders for Agency procurement process
Date:	May 2022

The FFA Mission and Vision

Vision of the Members of the Pacific Islands Forum Fisheries Agency

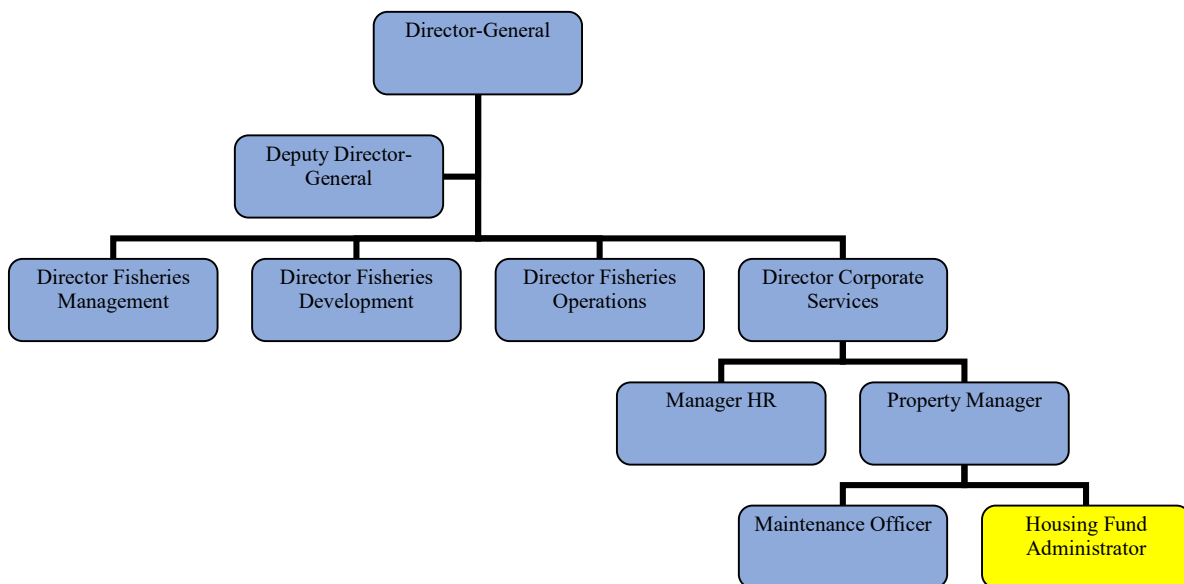
Our people enjoying the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources.

Mission for the Pacific Islands Forum Fisheries Agency

Empowering FFA Members to take collective and national action for the sustainable use of offshore fisheries resources

FFA Strategic Plan 2020-2025

Organisational Context



Key Result Areas

This encompasses the following major functions or Key Result Areas

1. Development and management of lease agreements for all staff
2. Financial Accounting
3. Asset Management and Inventory
4. Statutory Payments
5. Other duties

The performance requirements of the Key Result Areas are broadly described below;

is accountable for	and is successful when
<p>KRA 1: Lease Agreements</p> <ul style="list-style-type: none"> • Preparing and administering all FFA staff house lease agreements • Arrange for monthly house rentals to landlords and ensure all payments are up-to date • Liaise with landlords regarding repairs and maintenance on the houses and to ensure that appropriate costs are deducted from rental payments 	<ul style="list-style-type: none"> • Lease Agreements reflect standard policies and procedures of FFA in accordance with Housing Fund • Cost effective services for FFA • Timely payments made to Landlords • Uphold the good reputation of FFA
<p>KRA 2: Financial Accounting</p> <p><i>Rentals</i></p> <ul style="list-style-type: none"> • Arrange collection of house rentals and from staff through salary deductions • Calculate staff house administration fees and arrange payments into the Housing Fund • Arrange rental charged to appropriate FFA funding cost centres for each staff house <p><i>Procurements</i></p> <ul style="list-style-type: none"> • Obtain quotations from local suppliers for materials required for housing repairs and maintenance. • Raise purchase orders for housing fund material and supplies purchases • Prepare payment requisitions for housing fund creditors. <p><i>Reconciliation</i></p> <ul style="list-style-type: none"> • Reconcile Housing Fund Ledger accounts regularly 	<ul style="list-style-type: none"> • Ensure rental collection is up to date • Rental Charges are made to the correct cost centres • Up to date reconciliation of appropriate accounts • Reports completed on time

is accountable for	and is successful when
<ul style="list-style-type: none"> • Prepare Housing Fund Income and Expenditure Reports 	
<p>KRA 3: Asset Management and Inventory</p> <ul style="list-style-type: none"> • Assist the Assets Accounts Officer (AAO) maintain and continuously update list of inventory and assets for each staff house • Assist the AAO ensure all assets (furniture, equipment, whitegoods) are registered and accounted for • Maintain FFA Asset Register 	<ul style="list-style-type: none"> • Accurate records of assets and inventory
<p>Statutory Payments</p> <ul style="list-style-type: none"> • Arrange payments for yearly land rates and relevant insurance premiums for staff houses • Ensure appropriate taxes are deducted from land rentals and paid to Inland Revenue 	<ul style="list-style-type: none"> • Timely payments made to relevant authorities • Compliance with statutory requirements • Zero penalties
<p>Other duties</p> <ul style="list-style-type: none"> • Assist in preparing Housing Fund budgets • Assist in developing Divisional AWBP • Administer Conference Centre hiring fees and inventory • Assist new staff tenants in setting up accounts for power supply, water supply and telephone connection 	<ul style="list-style-type: none"> • Timely preparation and submission of budget and AWBP • Staff satisfied with services

Note:

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity

<p>The most challenging duties typically undertaken-;</p> <ul style="list-style-type: none"> • To undertake negotiations with landlords on issues relating to breaches of lease agreements (by either party) • To negotiate conditions of rental on behalf of tenant
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
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<p>External Real Estate Agents/Landlords</p> <p>Utility companies</p>	<ul style="list-style-type: none"> • Receiving and giving information on status of properties for rent • Negotiating terms of agreements when required • Providing and follow-up staff requests on issue and problems that may arise in the duration of occupancy
<p>Internal Property Manager</p> <p>Director Corporate Services</p> <p>Finance Team</p> <p>HR Team</p> <p>All Staff</p>	<ul style="list-style-type: none"> • Receive instructions and provide information on staff rental and payments • Provide information on housing allowance • Receive direction and provide information for Executive reporting • Provide information and receive information for reconciliations and audit • Provide list of assets for asset management • Provide information on rental agreements and receive information on staff terms and conditions for housing allowance • Provide information on rental agreements, responsibilities of staff and landlords during tenancy

Level of Delegation

The jobholder:

Authorised to liaise with landlords and staff over property maintenance requests, rental payments and housing related matters and referral of these matters to Property Manager, Human Resource Management and Director Corporate Services for final decision.

Person Specification

<p>Essential</p>
<p>Qualification</p> <ul style="list-style-type: none"> • Minimum qualification of a Diploma in Finance, Accounting or a related field <p>Experience</p> <ul style="list-style-type: none"> • Minimum of at least 5 years' prior experience in the areas of responsibilities of the position

Skills and Knowledge

- Sound knowledge of the local rental market
- Ability to conduct monthly reconciliation of accounts
- Strong communication, accounting and relationship skills.
- Knowledge of tax and land rates
- Strong team and interpersonal Skills
- Procurement experience
- Ability to maintain confidentiality of information
- Proficiency in the use of computer Microsoft applications
- Proven experience in development, review and management of rental agreements and leases.

This section is designed to capture the expertise required for the role at a 100% fully effective level. (This does not necessarily reflect what the current jobholder has). This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or specific competencies.

Key Skills/Attributes/Job Specific Competencies

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

Expert Level	
Advanced Level	
Working Knowledge Level	<ul style="list-style-type: none">• Rental Markets, property valuation• Housing policies and procedures• Basic accounting principles
Awareness	<ul style="list-style-type: none">• The contribution of the position in the overall operation of FFA

Key Behaviours

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

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development (for Managers only)
- Strategic Perspective (for Managers only)

Personal Attributes

- Relevant Qualifications

- Excellent Analytical Skills
- Excellent Communication Skills
- Results orientation
- Ability to manage and work well in multi-disciplinary and multi-cultural teams.
- Ability to work in an organized and systematic manner.
- Ability to transfer information/knowledge to a non technical audience
- Recognizes and responds appropriately to the ideas, interests and concerns of others
- Builds trust and engenders morale by displaying open, transparent and credible behaviour
- Respects individual/ cultural differences
- Utilizes diversity to foster teamwork
- Ensures others understanding of, involvement in, adaptation to a change process

Changes 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 changes may be initiated as necessary by your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

4. REMUNERATION PACKAGE – TERMS AND CONDITIONS

Duration:	Appointment is for a term of four years and may be renewable for a further term(s) based on the needs of FFA at the time, its funding situation and proven merit and work performance.
Grade:	Appointment will be at Band 6 of FFA's authorised salary scale for Positions Advertised Locally
Salary:	<p>The basic salary range for this position is;</p> <p><i>Band 6</i> <i>Min. SBD\$69,495.00 Midpt. SBD\$86,869.00</i> <i>Max. SBD\$104,243.00</i></p> <p>Commencing salary is normally at 85% of the midpoint of the Band. The Director General may appoint at a higher level of the bottom half of the salary range if circumstances justify.</p>
Term:	<p>Appointment is subject to a satisfactory medical examination, as well as a 6 months' probationary period. The probationary period may be varied by the Director General.</p> <p>An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one-month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.</p>
Superannuation	FFA will make superannuation payment as required by the laws of Solomon Islands.
Insurance:	Limited cover for Personal Accident, Life, and Medical & Repatriation Insurance are provided. Reasonable family medical (including medical repatriation), dental and optical expenses are met.
Annual Leave:	22 working days per annum
Sick Leave	36 working days per annum.
Other	Provisions also exist for family, compassionate, maternity, and special (without pay) leave
Public Holidays:	In accordance with Solomon Islands public holidays.
Leave	Entitled to one return fare a year to their home island for themselves, spouse and dependent children providing they do not already enjoy such an entitlement from another source.
Medical Benefits:	All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses reimbursed, as stipulated under the terms and conditions of the FFA in-

	house Medical Scheme. FFA medical scheme is covered by insurance against exceeding limits.
Definition of Dependent child”	Means a staff member’s unmarried, legally and financially dependent, naturally or legally adopted child who is – (a) under the age of 16 years of age; (b) under the age of 19 years of age if enrolled in, and undertaking full-time studies at a secondary school; (c) under 25 years of age and enrolled in and undertaking full-time study at a university or a tertiary institution; or (d) certified by a Medical Practitioner to be mentally or physically incapacitated
Other Allowances:	Housing Allowance of SB\$72,000 pa. paid at SB\$6,000 per month

* Not applicable to permanent resident or citizen of Solomon Islands.

Solomon Islands nationals should be aware that all allowances and benefits are subject to PAYE tax deductions.

Both men and women are invited to apply.