Micronesia Conservation Trust

Terms of Reference

JA#26-05

Position Title: Program Administrative and Financial Assistant
Unit: Climate Program Unit (CPU)
Duty Station: Micronesia Conservation Trust (MCT) Headquarters, Pohnpei, Federated States of Micronesia
Reporting to: MCT-GCF Regional Program Manager

1. BACKGROUND

The Micronesia Conservation Trust (MCT) is a non-profit conservation trust fund that raises and manages financing for biodiversity conservation, climate change adaptation and mitigation, and sustainable development in the Federated States of Micronesia, the Republic of Palau, the Republic of the Marshall Islands, Guam and the Commonwealth of the Northern Mariana Islands.

MCT is accredited to the Green Climate Fund (GCF) as a Direct Access Entity. This accreditation lets MCT design GCF-funded projects, channel GCF resources to them, and oversee their delivery with Micronesian governments, partner organizations and communities. MCT's Climate Program Unit (CPU) manages this GCF portfolio.

The portfolio spans several island jurisdictions and involves partner agencies, sub-grantees, consultants and community groups. It therefore generates a high volume of payments, contracts, trips and meetings, often with limited inter-island flights and tight reporting deadlines. Each transaction must meet MCT's own policies as well as GCF fiduciary, environmental and social safeguards, and gender requirements.

2. PURPOSE OF THE POSITION

The Program Administrative and Financial Assistant keeps the CPU's paperwork, logistics and day-to-day finances accurate and on time. This allows the Regional Program Manager and technical staff to concentrate on project delivery. The Assistant is the Unit's main link to MCT's Finance, Grants and Human Resources functions. The Assistant is also responsible for making sure that every CPU transaction can be traced and is supported by complete documentation when GCF reports and audits are prepared.

3. KEY RESPONSIBILITIES

The Assistant works under the direction of the MCT-GCF Regional Program Manager and alongside other CPU staff. The percentages below show the expected share of time for each area and may change with the project cycle. For example, travel and event work increases ahead of inception workshops and annual reviews.

A. Program administration and records management (25%)

- Act as the first point of contact for CPU administrative queries, managing the Unit's shared inbox, calendar and correspondence log.
- Set up and maintain the CPU filing system, both electronic (MCT shared drive) and hard copy, organized by project, jurisdiction and fiscal year. The system must meet MCT and GCF record-retention requirements, and the Assistant helps colleagues use it consistently.
- Schedule CPU team meetings, prepare agendas, record minutes and track follow-up actions to completion.
- Keep a current directory of CPU contacts, including jurisdiction focal points, National Designated Authorities, implementing partners, sub-grantees, consultants and vendors.
- Draft routine letters, memos and notes for the Regional Program Manager's review and signature.
- Route requests and approvals between the CPU and MCT's Finance, Grants, Human Resources and Executive offices, and follow up until they are completed.

B. Meetings, workshops and travel logistics (35%)

- Plan and coordinate logistics for CPU meetings, trainings, workshops and community consultations across the Micronesia region. This covers venues, catering, equipment and connectivity, interpretation where needed, invitations and registration, and printed materials.
- Arrange travel for CPU staff, consultants and sponsored participants, including flights, accommodation, ground transport and daily subsistence allowance advances. The Assistant also prepares back-up plans for flight cancellations and schedule changes.
- Confirm that travel authorizations are approved before any tickets are purchased, and brief travellers on MCT's travel policy and their responsibilities before and after travel.
- After each trip or event, collect boarding passes, receipts, trip reports and attendance sheets, with attendance recorded by sex to support GCF gender reporting. The Assistant then reconciles advances, recovers unused per diem, and submits liquidations to MCT Finance.
- Maintain a tracker of upcoming and completed events and trips, including their budget, status and outstanding documentation.

C. Financial, procurement and grants administration (25%)

- Prepare purchase requests, obtain quotations in line with MCT procurement thresholds, and prepare simple bid comparison summaries for approval.
- Process vendor and consultant invoices and prepare payment requests after checking them against contract deliverables, payment schedules and the approved budget.
- Code all CPU expenditures to the correct GCF project, activity or budget line and QuickBooks account.
- Maintain the CPU contract and grant register, recording start and end dates, payment milestones and deliverables. The Assistant alerts the Regional Program Manager to contracts due to expire so that extensions or closures can be decided in good time.
- Support sub-grant administration by preparing tranche requests, logging sub-grantee financial reports and chasing missing documentation.

- Assist the Regional Program Manager with the monthly reconciliation of CPU expenditure against QuickBooks and the approved budget, and flag variances.
- Help prepare the CPU's annual budget, procurement plan and cash-flow projections, and track spending against them during the year.

D. GCF compliance and reporting support (15%)

- Compile financial data and supporting documents for GCF Annual Performance Reports, interim financial reports and audited financial statements.
- Keep CPU files audit-ready, and assemble documentation requested by internal auditors, external auditors or the GCF Secretariat.
- Keep records that support environmental and social safeguards and gender commitments, including stakeholder consultation records, participant lists, and grievances received, which are passed on promptly to the responsible officer.
- Inform CPU staff, consultants and partners about new or revised MCT policies and procedures that affect their work.
- Carry out other duties reasonably assigned by the Regional Program Manager that match the purpose of the position.

4. PERFORMANCE INDICATORS

The Assistant's performance will be reviewed against the indicators below. The Regional Program Manager and the Assistant will confirm specific targets at the start of each performance year.

Area	Indicators of effective performance
Program administration	CPU files are complete, consistently named and retrievable within one working day of a request. Meeting minutes are circulated within three working days. The contact directory is reviewed at least quarterly.
Meetings, workshops and travel	All travel is authorized before booking. Events run without significant logistical problems. Trip documentation and advance liquidations are submitted within ten working days of return or event close.
Finance, procurement and grants	Complete payment requests are submitted within five working days of receiving a valid invoice. Month-end reviews find no significant coding errors. The contract and grant register is kept current, and expiry alerts are raised at least 60 days in advance.
GCF compliance and reporting	Supporting documents for GCF reports and audits are provided by agreed deadlines. Audits find no issues caused by missing or incomplete CPU records.

5. WORKING RELATIONSHIPS

- **Within MCT:** MCT-GCF Regional Program Manager; CPU technical staff; MCT Finance, Grants, Human Resources and Executive offices.

- **Outside MCT:** jurisdiction focal points and National Designated Authorities; implementing partners and sub-grantees; consultants, vendors, airlines, hotels and travel agents; auditors; and the GCF Secretariat, with contact through the Regional Program Manager.

6. QUALIFICATIONS AND EXPERIENCE

Education

- A bachelor's degree in business administration, accounting, office management, project management or a related field; or an associate degree or two-year college program in one of these fields combined with at least two years of relevant work experience.

Experience – essential

- At least two years of administrative, finance or logistics support work, preferably on donor-funded or climate-related projects.
- Hands-on experience with at least two of the following: processing payments, procurement, travel arrangements, or event organization.

Experience – desirable

- Experience with GCF or other multilateral or bilateral donor-funded projects.
- Working knowledge of QuickBooks or a similar accounting system.
- Experience working with governments, organizations or communities in more than one Micronesian jurisdiction.
- Ability to speak one or more Micronesian languages.

Skills

- Clear written and spoken English.
- Strong working knowledge of Microsoft Excel, Word and Outlook, and comfort with shared drives and online meeting tools.
- Accuracy with figures, records and deadlines, and the ability to manage several tasks at once.
- Discretion in handling confidential financial and personnel information.
- Cultural awareness and courtesy when working with communities, traditional leaders and government counterparts across the region.

7. CORE COMPETENCIES

- **Reliability:** follows through on commitments and meets deadlines without constant reminders.
- **Attention to detail:** produces accurate, complete work and spots errors before they reach approvers.
- **Service orientation:** responds helpfully and promptly to colleagues, partners and travelers.
- **Integrity and accountability:** applies MCT policies consistently and handles funds and records transparently.

- **Respect and inclusion:** treats everyone fairly and supports MCT's commitment to gender equality and social inclusion.
- **Problem solving:** stays calm when plans change, for example when flights are cancelled, and finds workable solutions.

8. Employment Details

- **Type of Employment:** Full-time, at-will employment.
- **Compensation:** $20,000 per annum, negotiable based on qualifications and experience.

9. APPLICATION PROCESS

Interested applicants should submit the following documents (*preferably by email*):

1. Cover letter detailing their qualifications and experience in relation to the role.
2. Comprehensive CV/resume.
3. Contact information for two professional references.

- **Deadline for applications:** Open until filled.
- **Submit applications to:** maiseam@ourmicronesia.org cc: jgmori@ourmicronesia.org
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