

POSITION DESCRIPTION

TITLE: Finance and Administrative Assistant – Pacific RISE-CTIP **UNIT:** Majuro, Marshall Islands Office

REPORTS TO: Project Manager, RMI Chamber of Commerce-
Board, TAF-USAID Pacific RISE-CTIP, Pacific RISE-CTIP Team **SUPERVISES:** None

SUMMARY OF JOB RESPONSIBILITIES

The “Pacific Regional Initiative and Support for More Effective Counter Trafficking in Persons” (“Pacific RISE-CTIP”) program is a five-year program implemented by The Asia Foundation (“the Foundation”) with funding from the United States Agency for International Development (USAID). Pacific RISE-CTIP aims to address trafficking in persons (TIP) through a holistic, multi-sectoral approach that engages an inclusive cross-section of PIC stakeholders from government, civil society, and the private sector to strengthen TIP prevention, protection and prosecution.

Pacific RISE-CTIP is inviting applications from Marshallese nationals or Pacific Islanders eligible to work in the Marshall Islands for the role of Finance and Administrative Assistant. Reporting to the Project Manager, the selected candidate will support daily financial operations, including budgeting, procurement, record-keeping, and expense tracking, ensuring accuracy and compliance with TAF and USAID policies and procedures. The role also includes managing administrative tasks such as scheduling, correspondence, and file organization to maintain smooth office operations, as well as providing support to team members in planning and executing project activities.

Internal: Interaction with the Pacific RISE-CTIP Team, other program units within the Foundation, especially the Finance and Administration unit of the Foundation. Interaction with the steering committee, the RMI Chamber of Commerce’s Board Members.

External: Regular contact with Pacific RISE-CTIP project partners, government agencies and stakeholders for project implementation and monitoring.

REQUIREMENTS

Education: Tertiary qualification in Accounting, Finance, Business Administration or other related field, and other related field, and at least 4 years of work experience in office administration or related field.

Experience:

- At least four (4) years professional experience working in a similar role, preferably for a regional program or donor-funded activity;

- At least four (4) years of experience in administrative and financial management, budget monitoring, cash management and internal control procedures;
- Experience in logistics support and procurement;

Skills:

- Strong analytical and problem-solving skills; strong written and spoken English language skills
- Proficient in computer skills with experience in word processing, spreadsheets, and databases; familiarity with QuickBooks is desirable;
- Excellent interpersonal and communication skills, and organizational and time management skills.
- Ability to handle confidential information with discretion.
- Demonstrated ability to work collaboratively and effectively at a range of administrative levels in a cross-cultural setting; professional experience in liaising with a range of partners, stakeholders and vendors.
- Enthusiasm and ability to work as part of a team, while being able to work independently; and
- Willingness to learn and adapt to new challenges.

JOB FUNCTIONS

Financial Management

1. Assist in preparing project budgets, project document revisions, budgets for activities, and expenditure forecasts.
2. Assist and guide project management in monitoring project funds as well as in maintaining the internal financial controls of projects;
3. Reviews all types of payments, from purchases to payment requests verifying that they are duly authorized, and all the supporting documents are attached therewith before preparing Payment Vouchers in QuickBooks.
4. Assist in the analysis of actual expenses versus the approved budget.
5. Support bookkeeping management (through QuickBooks and Excel spreadsheets) for project budgets and expenses.
6. Assist in maintaining financial records for the project and monitoring systems to record and reconcile expenditures, balances, payments, statements, and other data for daily transactions and reports, which include monthly financial reports, bank reconciliation, and other financial reports set by the donors and the steering committee (monthly, quarterly, and annual reports).
7. With the Project Manager's assistance, ensure that all taxes are filed in accordance with RMI laws on a bi-weekly, quarterly, and yearly basis.
8. Facilitate payment of office utilities, rental, and other services.
9. Facilitate the release of checks and payments to suppliers, service providers, and staff.
10. Monitor and liaise with vendors to ensure all invoicing, program cash flow, and budgeting information is current and accurate.
11. Assist the Project Manager in conducting subgrantee Due Diligence assessments.
12. Support the Project Manager in reviewing subgrantee financial reports (TAF209) and supporting documents from partners.

13. Support the Project Manager and program team in reviewing grantees' technical proposals and budget.
14. Support the Project Manager in providing orientation and training to subgrantees.
15. Support the preparation of Letters of Grants/Amendments and make sure all the relevant documents are properly attached to the agreements/amendments.
16. Responsible for the Petty Cash Fund of the project.

Administrative and Logistical Support

1. Maintain office facilities in good order, including negotiating with property maintenance services.
2. Oversee the management of office supplies and needs, and carry out the procurement process as required to ensure that all necessary materials are available.
3. Procure and arrange for pick-up of postage, office supplies and other errands.
4. Assist in maintaining accurate and up-to-date electronic and manual filing systems.
5. Provide office administration, clerical and receptionist support to the program team.
6. Administer recruitment processes, including arrangements for advertisement and providing logistical support for interviews.
7. Support the Project Manager in planning and coordinating logistics for meetings and workshops with stakeholders and target groups
8. Manage Pacific RISE-CTIP assets and IT equipment through asset registers, insurance, maintenance and repairs.
9. Develop and maintain databases of Pacific RISE-CTIP's stakeholders and vendor contacts (organized by country, organization and individuals), technical advisory and consultant contact lists, and others as needed.
10. Perform other duties as directed by the Project Manager.

Recruitment process:

To Apply, email a cover letter addressing how you meet the job's criteria and responsibilities and a resume with 3 contactable referees to info@rmichamber.com or eunice.borero@rmichamber.com. Please include the necessary documents to prove your eligibility to work in the RMI.

TAF, USAID, and the Marshall Islands Chamber of Commerce uphold the following policies:

Prevention of Sexual Exploitation, Abuse, and Harassment

The Asia Foundation has zero tolerance to sexual exploitation, abuse and harassment, harassment based on gender and sexual identity, and the abuse and exploitation of children. All employees must demonstrate that they are committed to eliminating such behavior in the workplace and those we work with.

Diversity and Inclusion

The Asia Foundation is dedicated to fostering a diverse and inclusive work environment, where individuals of all backgrounds, including women and those with diverse identities, can thrive in a secure and supportive atmosphere. We expect all team members to wholeheartedly embrace the principles of equality in every aspect.