



Promoting Outer Island Development through the Integrated Energy Roadmap (POIDIER) has an estimated total budget of approximately US\$5.3 million from GEF cofinanced by UNDP and Government of Kiribati (GoK). The project has the objective of enabling enhanced outer island development through the achievement of the renewable energy and energy efficiency (EE) targets of Kiribati. The project consists of four substantial components, namely: 1) Capacity Building for Low Carbon Outer Island Development; 2) Improvement of Energy Policy, Institutional Frameworks, and Planning for Low Carbon Outer Island Development; 3) Financial Support Mechanism Development for Low Carbon Development Initiatives in Outer Islands; and 4) Low Carbon (RE and EE) Technologies Applications for Outer Island Development.

The Government of Kiribati's Implementing Agency (IA) for POIDIER is the Ministry of Infrastructure and Sustainable Energy (MISE). MISE's Project Management Unit (PMU) will be the core unit responsible for the overall implementation of the project. MISE's PMU is looking for a Project Finance and Administration Officer (PFAO) to join and fill the current vacancy within the Project Management Unit (PMU) team.

Details of the scope of work and Terms of Reference is available at Annex 1.

#### **How To Apply:**

*Applicants are expected to provide:*

1. Signed letter of application addressing all minimum qualification requirements and summarising experience relevant to the Finance and Administration officer role as set out in the Terms of Reference (TOR).
2. References
3. Curriculum Vitae (CV).
4. Signed declaration that the applicant is not a current employee of the Ministry of Finance and Economic Development, Ministry of Infrastructure and Sustainable Energy or the Public Utilities Board.

#### **Qualifications**

- Bachelor's degree in accounting, finance, administration or business with 3 years of work experience in account or business **OR** Diploma in accounting, finance, administration or business with at least 7 years of work experience in development project account
- At least three years of relevant work experience preferably in a project management setting involving multi-lateral/ international funding agency. Previous experience with UN project will be a definite asset
- Strong skills in written and oral communication, in both English and Kiribati language.
- Knowledge of and enthusiasm for RE and EE and outer island economic development preferred.
- Experience in supporting implementation of development projects preferred.
- Good skills with Microsoft Office, including Word, Excel, and PowerPoint and accounting software.
- High level of integrity as evidenced by track record.

**Remuneration:**

- Salary and Allowances paid forth-nightly
- Gross Salary of \$31,200 (Gross Salary is subjected to the Kiribati Income Tax and National Provident Fund laws)
- Housing Allowance (Non-Taxable) on a monthly basis.
- Government annual leave grant.

Interested applicants must submit a hard copy of their application in a sealed envelope addressed to the Secretary, MISE, and deliver it to the Registry at MISE Headquarters in Betio. Applicants who prefer to apply by email may send their application to [secretary@mise.gov.ki](mailto:secretary@mise.gov.ki).

Registration will open on **14 April 2026** and close on **24 April 2026**.

## ANNEX 1

### **TOR FOR PROJECT FINANCE AND ADMINISTRATION OFFICER (PFAO)**

#### Background

The PFAO will be responsible for overseeing all financial and administrative aspect of project operations, including procurement related tasks. The ideal candidate will have a strong background in accounting, finance, and administration. Knowledge of the energy and power sectors, as well as experience in economic development on the outer island communities, would be an asset. This is a full-time position for a duration of two years, with the possibility of renewal based on satisfactory performance.

#### Responsibilities

- Develop and implement project accounting and reporting procedures and ensuring project budget and expenditure are recorded or posted on the required accounting package (MYOB, Quickbooks or etc).
- Conduct bank reconciliation.
- Arrange for payments to be made by the project.
- Maintain accurate financial records, process payments, track project expenditures and ensure timely and accurate financial reporting
- Keep records of project funds and expenditures, and ensure all project-related financial documentation is well maintained and readily available when required by the PM.
- Review project expenditures and ensure that project funds are used in compliance with the Project Document and GoK financial rules and procedures.
- Support implementation of the financing component of the project.
- Review annual budgets and project expenditure reports and notify the PM if there are any discrepancies or issues.
- Prepare regular financial reports and analysis to monitor project performance, identify financial trends and support decision making.
- Manage cash flow, track expenses and ensure that project spending stays within budgetary constraints.
- Collaborate with Project team mainly the PM to ensure the efficient and effective allocation of resources.
- Provide necessary financial information as and when required for project management decisions.
- Provide necessary financial information during project audits. Consolidate financial progress reports submitted by the responsible parties for implementation of project activities.
- Liaise and follow up with the responsible parties for implementation of project activities in matters related to project funds and financial progress reports.
- Prepare documentation for procurement, ensuring adherence to procurement guidelines and supporting the procurement process as needed.
- Post calls for consultants and sub-contractors and manage incoming applications.
- Develop record keeping for procurement processes.
- Coordinate with various partners.
- Carry out liaison work and set up meetings