



Civil Society
Support Programme
SAMOA



JOB VACANCY:

PRINCIPAL FINANCE AND ADMINISTRATION OFFICER

SALARY GRADING
(P.A.MAX)

\$50,296.00
P/A

APPLICATION DEADLINE:
Friday 28th May, 2021

JOB DETAILS

- Position: Principal Finance & Administration Officer (GCF-VCP EbAEDP-CSSP)
- Position Code: FIP21001
- Division: Civil Society Support Programme
- Status: Two Years Performance Contract
- Responsible to: Programme Manager / Finance Manager
- Responsible for: Finance management and accounting, as well as office administration for the overall running of the PMU and specifically the GCF-VCP EbAEDP

BUILD YOUR CAREER WITH US!!!

At CSSP we offer the successful candidate:

- Experience in Financial Management and Reporting
- Knowledge about the financial policies & requirements for different donor partners
- Skills in management of project procurement and grants utilization
- Experience in building networks and partnerships with stakeholders



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