

MINISTRY OF FINANCE

Job Description

Position: Aid Coordination Officer
Division: Aid Coordination and Loans Management
Salary Grade: A10
Salary Min: \$22,004 **Salary Max:** \$ 24,008
Responsible to: Senior Aid Coordination Officer
Responsible for: Contribute to the achievement of divisional outputs as well as the Ministry of Finance's long term objectives
Primary Objective: Contribute to the efficient and effective administration and operation of the Development Cooperation Program for the Government of Samoa

Position Responsibilities and Duties:

1. Liaise and correspond with government ministries and donor agencies on the implementation of development cooperation programs for designated sectors.
2. Represent the Ministry on interdepartmental Program Coordination Committees for designed sectors.
3. Maintain and update database on areas under responsibility
4. Review and make recommendations on proposals for technical cooperation.
5. Prepare briefs and reports including financial reports in connection with designed sector activities.
6. Conduct inspections and monitor progress of community project activities

Qualifications & Skills Required:

1. A minimum qualification of a degree in economics, finance, business and management or other related field. (Essential)
2. Strong communication skills in written and oral. (Essential)
3. Strong analytical skills (Essential)
4. Strong computing skills (Essential)
5. Strong project Management skills (Essential)
6. Strong customer focus skills (Essential)
7. Demonstrated ability to use initiative, creativity and innovation (Essential)
8. At least 2 years work experience (Desirable)

