



Finance and Administration Officers (3 positions)

- **3 x exciting opportunities to join our Tautai team in Apia, Samoa – locally engaged positions.**
- **Full time for 2 years, with option to extend.**
- **Competitive remuneration commensurate with qualifications, skills and experience.**

DT Global is the managing contractor of the Tautai – Governance for Economic Growth program – an Australian Government investment supporting the Government of Samoa (GoS) to improve fiscal management and promote equitable economic growth.

Requirements

We are seeking applications for the following positions:

Finance Officer (1 position) - assisting the Operations and Finance Manager with all financial aspects of the Program, including maintaining the financial control systems and procedures for the effective disbursement, acquittal, and reporting of Tautai program funds

Administration Officers (2 positions) – assisting the Operations and Finance Manager to deliver administrative, procurement and logistical support to all aspects of the Program.

The successful candidates will have experience in a similar role, demonstrated ability to handle multiple tasks and successfully meet deadlines, work collaboratively and effectively at a range of administrative levels, excellent verbal and written communication skills in English and the enthusiasm and ability to work as part of a team, whilst also being able to work independently.

To apply

- For further information, the Terms of Reference (TOR) and to APPLY, please visit our website at: <https://dt-global.com/company/careers>, click on 'See Open Roles' and search for **Job Code 1598 (Finance Officer)** or **Job Code 1597 (Administration Officer)**
- Applications must include a CV and cover letter which addresses the selection criteria in the TOR.

Questions regarding this position should be sent to asif.khan@tautaipartnership.org

APPLICATIONS CLOSE 04th January 2023 at 11.59PM (GMT +13) Apia, Samoa

DT Global is an equal opportunity employer and is committed to child protection. We encourage women, men and people living with disabilities to apply.

Managed by DT Global and funded by the Australian Government.