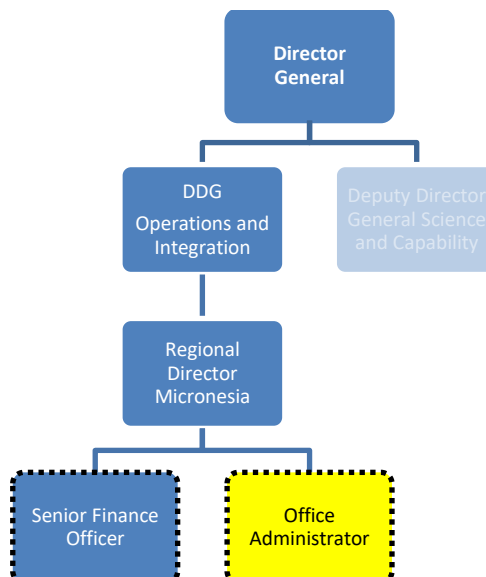




## JOB DESCRIPTION

<b>Job Title:</b>	<b>Office Administrator</b>
<b>Division/Programme and Section/Project (if any):</b>	Micronesia Regional Office (MRO)
<b>Location:</b>	FSM
<b>Reporting to:</b>	Regional Director Micronesia
<b>Number of Direct Reports:</b>	N/A
<b>Purpose of Role:</b>	To provide efficient assistance to the Director in the overall responsibilities of the MRO Administration by leading logistics coordination and support office administration responsibilities for MRO.
<b>Date:</b>	June 2024

### Organizational Context and Organization Chart



**Key Result Areas (KRAs):**

The position of **Office Administrator** encompasses the following major functions or Key Result Areas:

1. Office administration (30%)
2. Support MRO stakeholders and communication focal point (30%)
3. Provide Finance & HR support for MRO (40%)

**The requirements in the above Key Result Areas are broadly identified below:**

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<p><b>KRA 1: Office Administration</b></p> <ul style="list-style-type: none"> <li>• Provide and oversee general administrative support to the Director.</li> <li>• Update, Compile &amp; Collate Calendar of daily, weekly monthly meetings for the Director.</li> <li>• Provide logistical support for the MRO (events/meetings, travel and related logistics).</li> <li>• Provide administrative support including email correspondence and generation and distribution of memos, letters, spreadsheets, forms etc.</li> <li>• Assist with preparation of meeting papers and record minutes of related meetings.</li> <li>• Format, proofread and transcribe documents.</li> <li>• Maintain a filing system and record all correspondence.</li> <li>• Manage accounts and perform bookkeeping as necessary to support the Senior Finance Officer and Administrative Assistant.</li> <li>• Provide information to stakeholders.</li> <li>• Oversee logistics for any events hosted by MRO</li> <li>• Assist with oversight of facilities and maintenance by ensuring office equipment are well stocked, office malfunctions resolved, and workplace is cleaned.</li> <li>• Ensure that facilities and assets, including inventory of fixed assets and vehicles are well maintained and any issues promptly dealt with.</li> <li>• Arrange insurance for office assets, including cars.</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative and logistical support is provided efficiently and in a timely manner.</li> <li>• Documents are filed appropriately. Finance support is provided when needed.</li> <li>• Facilities and assets are well maintained and issues are promptly dealt with.</li> <li>• Matters of interest liaised with National Governments in the North Pacific region, as needed, effectively and efficiently.</li> </ul>

<ul style="list-style-type: none"> <li>• Liaise with FSM Government on any issues relating to the lease of the office premises.</li> </ul>	
<p><b>KRA 2: Support MRO stakeholders and Communication Focal Point</b></p>	
<ul style="list-style-type: none"> <li>• Deliver office correspondence to government departments, diplomatic missions and keep an up to date record of correspondence.</li> <li>• Focal point for countries and diplomatic missions and other SPC stakeholders in Micronesia.</li> <li>• Liaise with FSM Immigration and Foreign Affairs.</li> <li>• Liaise with Immigration Department &amp; Foreign Affairs for all SPC expatriates staff work permits &amp; work visas and any other requirements.</li> <li>• Liaise with government ministries and departments where needed for tax exemption, MRO privileges, vehicle registration/licensing etc. and other under the HCA.</li> <li>• Ensure MRO intranet site and other communications mechanisms are up to date with current and relevant documents, links and contact details for all SPC staff</li> <li>• With ICT Technician, maintain MRO intranet for communications/ information</li> <li>• Coordinate with other departments/ministries to ensure compliance with established policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Focal point role is fulfilled effectively.</li> <li>• MRO intranet site is up to date with key information.</li> </ul>
<p><b>KRA 3: Provide Finance &amp; HR Support for PRO</b></p>	
<ul style="list-style-type: none"> <li>• Assist the HR team based in Noumea with induction tasks for incoming staff: arrange immigration or diplomatic formalities, provide information on housing/accommodation, etc.</li> <li>• Support HR arranged meetings and other processes, including: liaison with headquarters on recruitment/staff administration for the MRO, arrange for logistics for HR related activities/matters locally as needed.</li> <li>• Provide ongoing support.</li> <li>• Provide headquarters with all relevant HR paperwork.</li> <li>• Liaise with Immigration Department &amp; Foreign Affairs for all SPC expatriates staff work permit &amp; work visa in FSM.</li> <li>• Provide support to Finance and Administrative team as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment/staff administration for the MRO is supported and occurs in collaboration with HQ.</li> <li>• Incoming staff are inducted.</li> <li>• HR team is kept informed of any HR issues.</li> <li>• Provide relevant finance support</li> </ul>

<ul style="list-style-type: none"> <li>• Review and clear MRO commitments to vendors</li> <li>• Assist staff with travel reimbursements</li> </ul>	
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The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

**Most Challenging Duties Typically Undertaken (Complexity):**

<ul style="list-style-type: none"> <li>• Navigating dynamics at sub-regional, national and local level</li> <li>• Have a good understanding of policies, rules, and regulations</li> <li>• High degree of collaboration to ensure smooth operations</li> <li>• Manage multiple tasks to efficiently deliver all functions</li> </ul>
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**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b> Key external contacts are:</p> <ul style="list-style-type: none"> <li>• Government Officials</li> <li>• National stakeholders</li> <li>• Development and donor partners</li> <li>• Regional / CROP agencies</li> <li>• Suppliers and Vendors</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitating administrative and logistical support for the MRO.</li> <li>• Liaising, facilitating at the local level.</li> </ul>
<p><b>Internal</b> Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• Regional Director Micronesia</li> <li>• MRO Staff</li> <li>• Other staff visiting North Pacific region</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborating, facilitating and supporting.</li> </ul>

**Level of Delegation:**

Routine Expenditure Budget: 0

Budget Sign off Authority without requiring approval from direct supervisor: 0

**Personal Specification:**

**Qualifications:**

<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A relevant tertiary qualification(s) in administration, office management or business administration or relevant discipline</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Specialised training in office administration and human resources skills</li> <li>• Diplomatic skills</li> </ul>
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**Knowledge / Experience:**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• At least 4 years of experience in any office administration functions</li> <li>• Demonstrated organizational skills with ability to prioritise workload and complete work under deadlines</li> <li>• Demonstrate ability to work effectively without constant supervision</li> <li>• Demonstrated ability to successfully organize and assist with administrative duties</li> <li>• Demonstrated knowledge and ability to organize meetings, special events and to manage unexpected developments with understanding, initiative and adaptability</li> <li>• Ability to analyze and resolve problems in the daily operations of the office</li> <li>• Experience with computer environment used in SPC including Windows and Microsoft Office</li> <li>• Fluency (both written and spoken) in English is required</li> <li>• Driver's license</li> <li>• Experience working in multicultural environment</li> </ul>	<ul style="list-style-type: none"> <li>• Teamwork in large organisations</li> <li>• Knowledge in project or other major donor administrative and financial procedures and reporting</li> <li>• Understanding of financial management and accounting skills</li> </ul>

**Key Skills/Attributes/Job Specific Competencies**

The following levels would typically be expected for the 100% fully effective level:

Expert Level	<ul style="list-style-type: none"> <li>• Report writing</li> <li>• Attention to detail</li> <li>• Advocacy with demonstrated initiative and ability to think laterally to identify innovative solutions</li> </ul>
Advanced Level	<ul style="list-style-type: none"> <li>• Interpersonal skills</li> <li>• Communication and responsiveness to needs of stakeholders</li> <li>• Analysis skills</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Using data and information management systems</li> <li>• Political awareness</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPC policies and procedures</li> </ul>

**Key Behaviours**

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

## **Personal Attributes**

- Communicates effectively
- Performs well under pressure
- Positive attitude to work
- Strongly committed
- Highly motivated
- Sound judgement
- Well organized
- Dependable
- Creative and imaginative
- Demonstrates integrity
- Demonstrates cultural and gender sensitivity

### **Change to Job Description:**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.