JOB DESCRIPTION

Job Title: Programme Assistant
Work Unit: Land Resources Division (LRD)/Genetic Resources Pillar/ CePaCT
Location: Suva
Reporting to: Program Leader – Genetic Resources
Number of Direct Reports: No direct reports
Purpose of Role: The Programme Assistant will provide administrative, logistical and documentation support services to the Genetic Resources Program including the Centre for Pacific Crops and Trees (CePaCT).
Date: August 2023

Organizational Context and Organization Chart

The Pacific Community (SPC) is the principal scientific and technical organization in the Pacific region, supporting sustainable development since 1947. It is an international development organization owned and governed by our 27 country and territory members. We work for the well-being of Pacific peoples through the effective and innovative applications of science and knowledge, guided by a deep understanding of Pacific Island context and cultures. (www.spc.int)

This position is in the Land Resources Division (LRD) which provides effective expert scientific advice, capacity building and services on conservation, development and utilization of plant genetic resources, forest and landscape management, resilient agricultural systems, diversification of livelihood strategies and access to markets to maintain ecosystem services and improve land productivity and the food, nutrition security and resilience of Pacific communities.

LRD has expertise in genetic resource conservation, resilient agriculture, biosecurity, pest and disease management, agricultural extension, plant pathology, entomology, and animal health. It collaborates with governments, regional organisations, civil society and other SPC divisions to pinpoint the needs and priorities of Pacific countries and communities and provide technical expertise to address them. This mission is realized through four main thematic work areas, or pillars, and a progressively integrated approach to programming that works towards achieving SPC’s development goals.
**Key Result Areas (KRAs):**

The position of Programme Assistant - encompasses the following major functions or Key Result areas:

- Administrative Support
- Logistical Support
- Documentation Support
- Other duties

The performance requirements of the Key Result Areas are broadly described below.

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<tr>
<th>Jobholder is accountable for</th>
<th>Jobholder is successful when</th>
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| **KRA 1: Administrative support (30%)**  
  • Manage the CePaCT front desk and visitors including customer/client enquiries.  
  • Facilitate staff meetings.  
  • Monitor key events and staff movement.  
  • Manage tea funds and tea supplies for staff.  
  • Monitor general cleaning of all office facilities in consultation with SPC Facilities.  
  • Manage bookings for the CePaCT Conference Room  
  • Manage office supplies for all staff.  |  
  • Answer phone calls and customer or client enquiries.  
  • Immediate attendance to sending out correspondence in different forms to the recipients.  
  • Arrange the mailing out of information requested by clients as needed.  
  • Schedule staff meetings, take minutes/recordings of meetings and maintain records of all meeting minutes.  
  • Records of all visitors well documented in a timely manner.  
  • Visitors are well guided and briefed on laboratory rules where necessary.  
  • Develop and regularly update annual calendar of events and staff movements.  
  • Official and unofficial communication drafted and disseminated.  
  • Assist with the management of the Program Leader Genetic Resources calendar.  |
• Develop and monitor checklist for general cleaning and monitor progress of activities.
• Develop and maintain records for staff tea funds and facilitate procurement of tea supplies to avoid any shortage.
• Staff Duty travel reports are circulated and documented regularly.

**KRA 2: Logistical Support (30%)**
- Assist with sourcing quotations to support procurement needs of the program.
- Facilitate the distribution of germplasm and/or biological samples.
- Assist with the overall procurement of goods, services, works, and technical advice including preparation of calls for quotations, tender documents, establish bid evaluation committees and completion of standard templates relating to procurement.
- Assist with the preparation of contracts using standard templates.
- Assist with travel logistics for staff and stakeholders.

**KRA 3: Documentation Support (30%)**
- Regular stocktaking for laboratory supplies, consumables, chemicals, and equipment.
- Assist with the coordination, update, monitoring and documentation of documentation needs for key quality management systems including suppliers lists,
- Digitizing of important documents and their proper storage.
- Assist data entry for crop collections and other relevant work areas.
- Collects and archives all documentation regarding consultancies, staff duty travels for future audit purposes.

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<th><strong>KRA 4: Other duties (10%)</strong></th>
<th><strong>Other duties as assigned.</strong></th>
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- Reporting updates are provided in a timely manner and are complete and verifiable.
- Efficient facilitation of staff onboarding and offboarding process.
- LRD manager satisfied with services provided.

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<th><strong>Most Challenging Duties Typically Undertaken (Complexity):</strong></th>
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The most challenging duties typically undertaken include:
• Chasing up nominations for workshops with member countries and territories.
• Collecting and chasing up all supporting documentation from procurement processes, consultants, staff travel, cash advance acquittals so they can be archived for future audits.
• Setting up logistical arrangements for meetings and support services based on the availability of people.
• Changing of travel schedules for staff, workshop participants, consultants at the last minute or when travel has already commenced.

**Functional Relationships & Relationship Skills:**

<table>
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<tr>
<th>Key internal and/or external contacts</th>
<th>Nature of the contact most typical</th>
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<tbody>
<tr>
<td><strong>External:</strong></td>
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<tr>
<td>• External auditors</td>
<td>• Negotiating, gaining cooperation, reporting</td>
</tr>
<tr>
<td>• All CePaCT external partners including PAPGREN.</td>
<td>• Liaising, gaining cooperation, reporting, collaborating.</td>
</tr>
<tr>
<td>• Consultants</td>
<td>• Collaborating, assisting, advising</td>
</tr>
<tr>
<td>• Vendors</td>
<td>• Collaborating, liaising, assisting, purchasing</td>
</tr>
<tr>
<td><strong>Internal</strong></td>
<td></td>
</tr>
<tr>
<td>• CEPACT staff</td>
<td>• Giving/receiving information, liaising, advising, facilitating, explaining things, courtesy</td>
</tr>
<tr>
<td>• LRD staff</td>
<td>• Liaising, justifying, collaborating, clarifying, and supporting</td>
</tr>
<tr>
<td>• Staff from other sections, finance, human resources, publications, registry etc.</td>
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**Level of Delegation:**

Routine Expenditure Budget: EUR 0.

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

**Personal Specification:**

**Qualifications**

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<tr>
<th>Essential:</th>
<th>Desirable:</th>
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<tr>
<td>• Tertiary certificate or diploma in office management, administration, secretarial studies, or related discipline from a recognized institution.</td>
<td>• Certificate or other qualification in admin, finance and/or accounting.</td>
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**Knowledge/Experience**

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<tr>
<th>Essential:</th>
<th>Desirable:</th>
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- At least three years appropriate experience in a similar position undertaking programme administration task and filing supporting documents (hard copies and e-files)
- Good computer skills using the Microsoft working environment.
- Demonstrated professional and effective experience in project administration and accounting skills.
- Ability to work as part of a team and autonomously in a multi-cultural environment.
- Fluency in English (written and spoken).
- Demonstrated commitment to gender equality and human rights-based approaches.
- Experience in updating websites, including conversion of documents to place on the web.
- Good public relations and communication skills
- Some experience with donor funded projects / organisations
- Experience with SPC administrative processes.

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

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

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<th>Expert level</th>
<th>• Aptitude for the provision of high-quality services</th>
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| Advanced level | • A flexible approach and willingness to assist with a variety of other tasks when needed.  
| | • A high level of interpersonal skills in the workplace.  
| | • Filing skills for archiving documents so they are easily found when needed. |
| Working knowledge | • Ability to set priorities successfully working with minimal supervision.  
| | • Ability to work well with Corporate Services, Finance Department, Publications, Registry, and with other SPC staff. |
| Awareness | • Ability to deal with conflicting information in a professional manner. |

**Key Behaviours**

*All employees are measured against the following Key Behaviours as part of Performance Development:*

- Excellent communication and public relations skills
- Commitment/Accountability
- Professional/Technical Expertise
- Teamwork
- Promotion of equity and equality
- Effective Communications & Relationships
- Leadership

**Personal Attributes**

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service.