

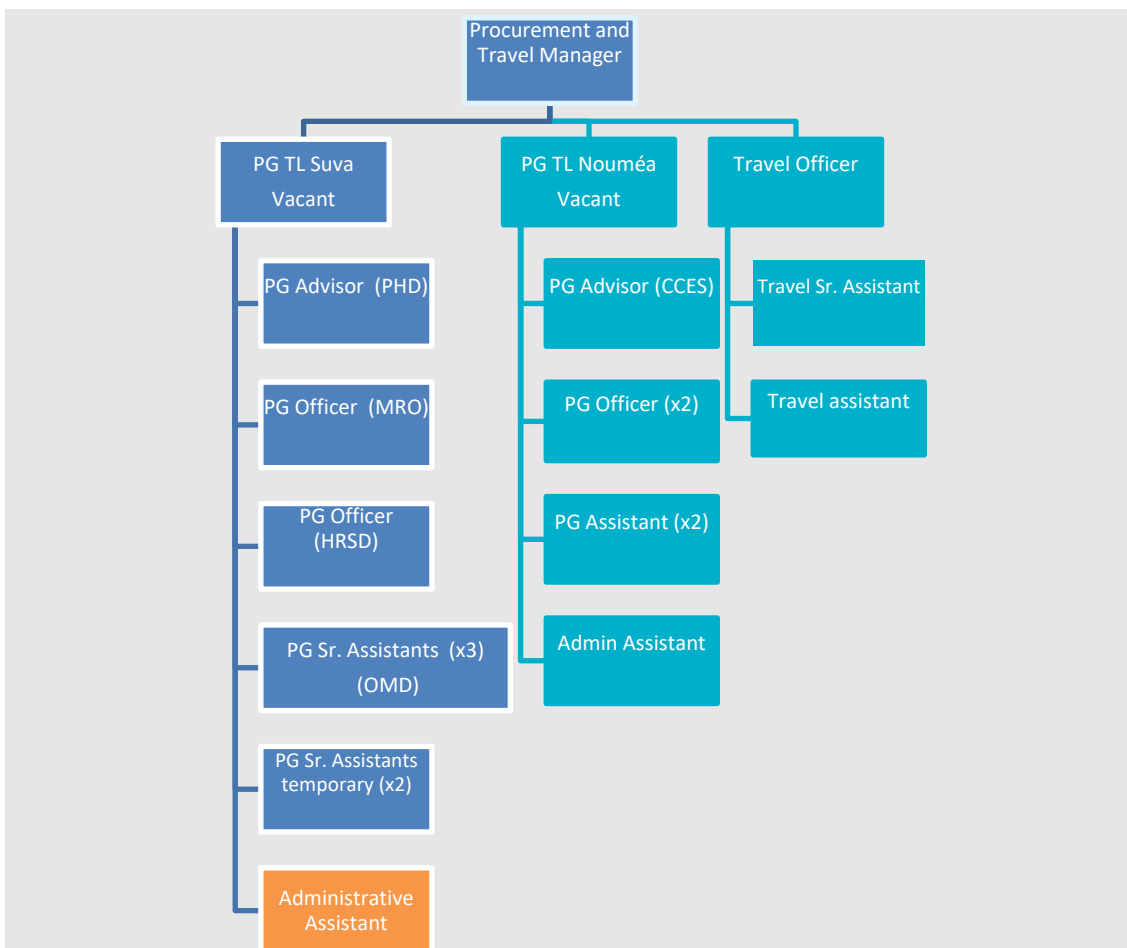


JOB DESCRIPTION

Job Title:	Administrative Assistant
Division/Section:	Operations Management Directorate - Procurement and Grants Team
Location:	Suva, Fiji
Reporting to:	Procurement Team Leader
Number of Direct Reports:	Nil
Purpose of Role:	To undertake general administrative and finance tasks for Procurement, Grant and Travel teams; provide high quality advice and client customer service; to contribute to implementation of PG Team workplan.
Date:	August 2024

Organisational Context and Organisation Chart

The Administrative Assistant reports to the Procurement and Grants Team Leader within the Procurement and Grants Team, Operations and Management Directorate. The role will provide support in a variety of General administration, procurement and grants functions.



Key Result Areas (KRAs):

The position of Administrative Assistant primarily covers the following key functions or result areas:

- KRA 1:** Manage the transport of personal effects (removals) and facilitate the purchase of duty-free vehicles for new staff.
- KRA 2:** Provide general administrative support and answer customs, quarantine and protocol questions.
- KRA 3:** Provide administrative support to the procurement and grants team. **KRA 4:** Vendor Management
- KRA 5:** Uploading to Procurement websites (intranet + SPC website)
- KRA 6:** Other duties

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

Jobholder is accountable for	Jobholder is successful when
<p><i>KRA 1: Manage the transport of personal effects (removals) and facilitate the purchase of duty-free vehicles for new staff. (30%)</i></p> <ul style="list-style-type: none"> • Contribute to the definition and implementation of appropriate solutions for the management of staff movements: <ul style="list-style-type: none"> ○ Propose and define the most appropriate and efficient solutions for the management of personal effects in collaboration with HR ○ Participate in the drafting of guidelines and associated policies. • Implement the necessary Preferred Supplier Agreements (PSA). • Upon receipt of official notification from HR, support the management of the staff removals: <ul style="list-style-type: none"> ○ examine the quotes received for new staff and complete the evaluation grid to conclude the PO; ○ organize customs formalities for shipments; ○ arranging the delivery of personal effects; ○ if necessary, organize the storage of shipments; • If necessary, ensure the link and follow-up with the budget manager of the removal for purchase orders and invoicing. Help new staff to benefit from the possibility of purchasing duty-free vehicles. • Manage and formalize communication: <ul style="list-style-type: none"> ○ In the event of a removal (departure / arrival): Be the focal point for employees for the steps to be taken, the associated rights, the stages of the process. ○ Participate / carry out the drafting of guidelines and associated tool sheets and update them. • Ensure the dissemination / communication on these processes internally via the tools in place: <ul style="list-style-type: none"> ○ On moves (rights, deadlines / planning, responsibilities and limitations) ○ On car purchases excluding VAT 	<ul style="list-style-type: none"> • Transportation of staff personal effects is done safely, quickly and efficiently. • Personal effects are delivered to the staff's home. • Invoices are paid. • Processes are documented (policy guidelines, tool sheets). • Preferred supplier agreements with movers are set up, monitored and renewed.

<p>KRA 2: Provide general administrative support and answer customs, quarantine and protocol questions. (25%)</p> <ul style="list-style-type: none"> • Identify, list and document customs procedures / protocol in place for SPC member countries in collaboration with the Legal team. • Ensure communication for SPC employees and make the necessary documents accessible: <ul style="list-style-type: none"> ○ Through internal tools ○ Through awareness raising / training with the divisions • Collaborate in the implementation of long-term, renewable and centralized approaches to facilitate the movement of equipment (including interpretation). • At the request of the Division, prepare documents relating to customs formalities, quarantine and protocol. • Carry out customs formalities on departure and arrival of equipment owned by SPC. 	<ul style="list-style-type: none"> • Tax exemption and other SPC rights and privileges are actually applied to imports, temporary exits, exports to other member states and SPC purchases. • Customs, quarantine and protocol requirements are handled quickly and efficiently. • The procedures are documented (tool sheets, guidelines), communicated and accessible to CPS employees
<p>KRA 3: Provide administrative support to the procurement team. (15%)</p> <ul style="list-style-type: none"> • Collaborate in the implementation of PSAs useful and necessary for the proper functioning of SPC and mainly Procurement (water, supplies, freight forwarders, taxis, transport, courier, etc.) • When needed and requested by Procurement TL: <ul style="list-style-type: none"> ○ Request quotes. ○ Issue purchase orders and ensure follow-up. ○ Acknowledge receipt of goods or services. ○ Process payment of invoices. • Register of invitations and institutional gifts; • Participate in the logistics of the meetings of the Procurement Section, in particular the Procurement Committee, Monthly team meetings and meetings with the divisions. • Other administrative tasks allocated, including back-up support for procurement staff 	<ul style="list-style-type: none"> • Quotations are provided promptly. • Requests of the Procurement, Grants Section and payments to vendors are processed promptly. • Reports to the Audit and Risk Committee are provided upon request. • Meetings of the Procurement Section are organized efficiently. • Support logistics for meetings • Other administrative or procurement tasks as allocated are completed
<p>KRA 4: Vendor management (15%)</p>	<ul style="list-style-type: none"> • Vendor registration forms are processed within 24-48 hours.

<p>In collaboration with the Procurement Officer in charge of this component:</p> <ul style="list-style-type: none"> • Ensure the update of the Vendor register: <ul style="list-style-type: none"> ○ Enter and ensure the completeness and relevance / consistency of information ○ Ensure the link of information with Navision is correct • Contribute to the implementation of online vendor forms and management system. • Carry out the screening of vendors and proceed to the archiving / communication of the results. • Follow up on Due Diligence and COI renewals. 	
<p>KRA 5: Uploading to Procurement websites (intranet + SPC website) (10%)</p> <p>In collaboration with the Procurement & Grant Team Leader / & the Grant Advisor:</p> <ul style="list-style-type: none"> • Ensure publication of RFPs/RFQs/CFPs on the SPC website: <ul style="list-style-type: none"> ○ Initial publications ○ Clarifications and updates ○ Update of status / publication of results • Centralize access and manage publications on sites other than those of the SPC. • Update the Procurement intranet page. 	<ul style="list-style-type: none"> • SPC procurement website status is updated weekly • All publication requests are completed within 24-48hrs from the final document version • Publications in other procurement websites is done in parallel to SPC publication for tenders. • The intranet Procurement & Grants page is up to date and the links are all working
<p>KRA 6 – Other duties as required (5%)</p>	<ul style="list-style-type: none"> • Other administrative tasks as allocated are completed (ex: insurance claims, insurance reporting) • Back-up support for procurement staff

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

- Applying Procurement and Human Resources SPC policies.
- Simultaneous management of multiple tasks, and time management to ensure deadlines are met.
- Excellent knowledge of the SPC Privileges and Immunities Agreement.
- Excellent knowledge of customs and quarantine requirements.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • Suppliers and services providers • Customs agents • Freight forwarders • Ministry of Foreign Affairs 	<p>Communication Negotiation Customs formalities</p>
<p>Internal</p> <p>Key internal contacts are:</p>	<p>Support services for all staff Creation of a positive working environment</p>

<ul style="list-style-type: none"> • SPC staff 	General administrative services Logistics management for meetings
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Level of Delegation:

Routine Expenditure Budget: nil

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

Personal Specification:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • A diploma in a relevant field such as procurement, finance, commerce or business administration with 2 years of work experience; or • In the final year of completing an undergraduate degree or having graduated from an undergraduate degree in Procurement, Finance, or a related field within the past 12 months with 1 year of work experience. 	Bachelor's degree in procurement, administration or international development or related field.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 1-2 years of work experience. • Organizational skills, with ability to prioritize workload and meet set deadlines. • Proven ability to work effectively without constant supervision. • Proven ability to organize and support administrative functions at a work environment or in university projects. • Excellent written and oral communication skills. • Proven ability to work effectively in a team, alongside colleagues from diverse cultural backgrounds. • Ability to multi-task and work under pressure. 	<ul style="list-style-type: none"> • Experience in the computer environment used at SPC (Windows, Microsoft suite and Navision). • Good knowledge of information and communication technology issues in small island countries, preferably countries in the Pacific region.

Key Skills/Attributes/Job Specific Competencies

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

Advanced level	<ul style="list-style-type: none">• Commitment to customer satisfaction• Collaborative capabilities• Teamwork• Relevant SPC Policies, including Procurement and Grants• Research and analysis• Supporting decision-making
Working knowledge	<ul style="list-style-type: none">• Ability to work in a multi-cultural, multi-ethnic environment• Microsoft Office products• Record-keeping
Practical knowledge	<ul style="list-style-type: none">• Written and oral communication• Diplomacy and discretion in working with staff.

Key Behaviours

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

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

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service
- Ability to communicate clearly and effectively.
- Sense of initiative in thinking and in action
- Strong motivation and team spirit.
- Sense of reflection and analysis in the service of finding solutions.
- Concern for a job well done good work ethic and positive attitude.
- Proactivity, creativity and ability to achieve objectives on time.

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 the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.