



JOB DESCRIPTION

Job Title:	Divisional Administrative Assistant
Division:	Director's Office (DO), Land Resources Division (LRD)
Location:	Suva, Fiji
Reporting to:	Director LRD
Number of Direct Reports:	0
Purpose of Role:	The incumbent will be responsible for supporting the administrative, financial and logistical arrangements for the Director's office. Responsibilities include providing administrative, financial and logistical support as needed across actions related to travel, meeting management, training initiatives, the DO's work programme delivery, executive and high-level engagements, information and knowledge management, communications both internally and externally and other assistance as needed.
Date:	January 2024

The **Pacific Community** (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

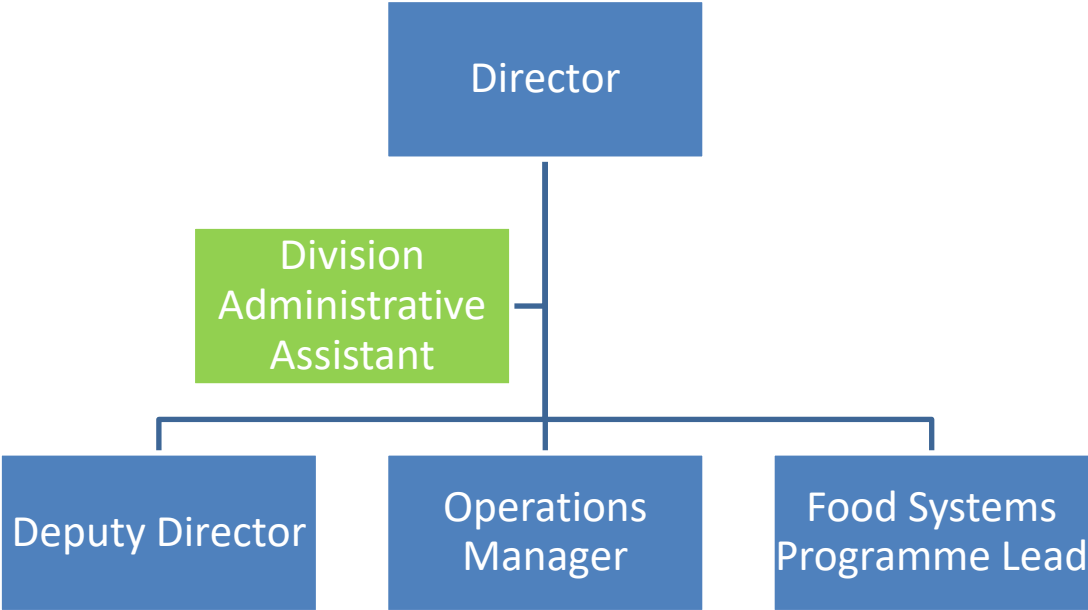
The Land Resources Division (LRD) provides effective expert scientific advice, capacity building and services on conservation, development and utilization of plant genetic resources, forest and landscape management, resilient agricultural systems, diversification of livelihood strategies and access to 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. LRD's integrated programming connects the pillars and its wider alliance with SPC and its seven other divisions, delivering a holistic programme of work for Pacific lands that meets the SPC vision of a region of peace, harmony, security, social inclusion and prosperity so that all people can lead healthy and productive lives.

This role will be report to the Director of LRD and provide secretarial and administrative assistance to the Directorate.

Organisation Context:



Key Result Areas:

The **Division Administrator** position encompasses the following major Key Result Areas in support of the Director and DO:

- KRA 1: Financial and procurement support (20%)
- KRA 2: Administrative and Operations support (35%)
- KRA 3: Travel and Logistics Management (35%)
- KRA 4: Information and Knowledge Management (10%)

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

Job holder is accountable for	Job holder is successful when
<p>KRA 1: Provide financial and procurement support (20%)</p> <ul style="list-style-type: none"> • Supporting the delivery of financial and procurement services to the DO using SPC financial, procurement and administrative systems, processes and policies • Processing purchase orders (PO's), supporting documents and account codes for validity, accuracy and completeness and preparing timely and accurate purchase orders and ensuring commitment lists remain accurate for DO. • Ensuring commitment lists are run regularly and all Purchase Orders are cleared in a timely manner • Sourcing valid quotations from reliable service providers • Supporting and building capacity with LRD and with country counterparts (including project coordinators and support staff) to deliver on SPC procurement and financial requirements where needed • Supporting the management of contracts with vendors and other services • Providing backstopping support to other project teams within LRD. • Any other tasks assigned by the supervisor 	<ul style="list-style-type: none"> • Delivery of services provided in line with SPC processes and policies. • PO's processed, supporting documents provided correctly against budget codes including an oversight and management of commitments as needed. • Commitments listing regularly updated. • Valid quotations sourced and procurement processes undertaken in a timely manner. • Internal LRD capacity building supported of staff and country counterparts as and when needed. • Backstopping provided to other teams as needed. • Contracts managed with vendors and other services well.
<p>KRA 2: Provide Administrative and Operations support (35%)</p> <ul style="list-style-type: none"> • Managing day-to-day administration and operations work for the Director and DO 	<ul style="list-style-type: none"> • Day to day operations managed. • The Director's meetings are planned efficiently and effectively with no clashes and stakeholders appropriately prioritised

<ul style="list-style-type: none"> • Organise the Director’s calendar, including liaison with internal and external stakeholders to arrange meetings • Facilitate introduction of new staff members to Directorate • Actively participate in key meetings for which the Director requires administrative support. • Develop procedures to streamline the approvals process within the Director’s office • Prioritise the Director’s emails, highlighting urgent and important correspondence for immediate action • Managing and monitoring project filing systems, including the archiving and backup of DO office documents, information and data in a format suitable for supporting mid-term and terminal evaluations and audits • Effectively supporting the management of DO office asset records. • Providing support on DO related matters as and when required • Represent the Division in Administration meetings with corporate teams where required 	<ul style="list-style-type: none"> • Outcomes from key meetings are captured and synthesised in a way that aligns with the strategic goals of the division • The approvals process is more efficient, demanding less time of the Director • The Director is able to be more responsive to key stakeholders through email communication • Project documents, data and information properly filed and managed • All information relating to mid term and terminal reviews and audits are readily available • Official and unofficial communications are drafted and disseminated. • LRD administration well represented in relevant forums
<p>KRA 3: Providing Travel Logistics and protocol Management support (35%)</p> <ul style="list-style-type: none"> • Facilitate vetting and clearance of all meeting announcements/circulars and travel protocol letters for the Division and working closely with the Deputy Director General Suva office to obtain approvals where required. • Arrange and manage the Director and DO staff travel through liaison with travel providers, visa processing, protocol arrangements and facilitate travel reporting and acquittal as needed • Supporting alignment of travel with budgets in line with work plan with DO. • Supporting the development of budgets and planning for regional workshops and training including high level meetings as and when needed. • Facilitating travel arrangements for Regional and National Workshops and trainings related to DO and other areas in LRD as needed • Providing facilitation and logistical support to Regional and National Workshops and training including high level convenings, including 	<ul style="list-style-type: none"> • Travel arrangements are in place and sufficiently clear for the Director so as to avoid confusion in country • Workshops, meetings, training and events are successfully completed • Travel arrangements and workshop logistics are in accordance with SPC policies

<p>securing workshop venues, accommodation and other services</p> <ul style="list-style-type: none"> • Managing administrative functions relating to workshops and meetings, trainings • Working closely with SPC's Travel team on all requests • Organise events for the DO as needed e.g. retreats, functions etc. 	
<p>KRA 4: Information and Knowledge Management (10%)</p> <ul style="list-style-type: none"> • Support senior management meetings as needed. • Assist the Director in preparing documents for external stakeholders on an ad hoc basis, such as MoUs or JDs • Ensure that procurement documentation supplied to the Director is completed according to the appropriate guidelines and standards • Assist Director in facilitating strategic input to planning and reporting documentation • Draft Directors support letters for various Division activities and external requests • Facilitate meetings and appointments with the Director's office for all staff as needed. • Act as a key point of contact for the Director's office for internal stakeholders • Support the preparing Country Circulars and letters to SPC focal points to advise on workshops and events and other actions related to the DO and LRD work as needed 	<ul style="list-style-type: none"> • SMT meetings are well supported • External documentation is developed of a standard that requires minimal editing by the Director before sending to stakeholders • Procurement documentation is quality checked, minimising the risk of non-compliance by the Director's office • Written communication material is clear, concise and appropriate for the target audience • LRD staff and broader SPC stakeholders are afforded an additional avenue for communicating with the Director • Circulars sent as needed.

Note

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

Work Complexity:

Most challenging duties typically undertaken:

- Understanding and synthesising technical information and communicating the strategic significance of that information to the LRD Division and the broader SPC
- Liaising directly with high-level internal and external stakeholders on behalf of the Director, with a sufficient understanding of SPC corporate context and operations to communicate the tasks and priorities of the Director’s office.
- Multi-tasking in a complex multi stakeholder environment
- High workloads requiring prioritization in an often-intense environment for time and attention
- Managing administrative needs of donor/partner, SPC country requirements
- Providing sound and timely support on finances, procurement and administration and travel requirements
- Providing sound and timely support on donor agreements, requirements and policies when needed.
- Providing capacity building and backstopping support to staff responsible for the financial management. Administration and travel

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Senior and technical representatives of:</p> <ul style="list-style-type: none"> ▪ SPC Member Countries and Territories ▪ Donors ▪ Partner CROP agencies ▪ Contractors and Consultants ▪ NGOs and CSOs ▪ Academic institutions ▪ Private sector ▪ Other partners working with LRD 	<ul style="list-style-type: none"> ▪ Participating in face-to-face meetings with, or prior to meeting with, the Director ▪ Email and phone communication to arrange meetings and pass on correspondence for the Director ▪ Direct in-country liaison ▪ Direct on-island interaction for consultation, planning and implementation in terms of finance and administration and meeting/training management ▪ Preparing reports and supporting documentation ▪ Providing information and support especially relating to budgets and payments ▪ Courtesy, providing and receiving information, explaining things to people, clarifying country/partner/donor work requirements ▪

<p>Internal</p> <ul style="list-style-type: none"> ▪ DDG Suva and staff ▪ Director LRD ▪ DD and Operations Manager LRD ▪ LRD staff ▪ Other SPC staff, particularly OMD, SPL, Finance, HR 	<ul style="list-style-type: none"> ▪ Face-to-face and remote communication representing the Director's office, both in distributing and receiving information ▪ Teamwork, collaborating, receiving and providing technical input ▪ Courtesy, giving and receiving information, explaining things to people, clarifying needs ▪ Interacting, gaining assistance, resolving minor conflicts
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Level of Delegation:

Routine Expenditure Budget: None

Budget Sign off Authority: None

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • Diploma in a relevant field such as accounting, financial management or business administration 	<ul style="list-style-type: none"> •

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • 5 years of relevant work experience performing administrative and coordination functions in a well- established progressive organisation. • Demonstrated experience in the development sector particularly in finance, administration and travel support. • Excellent in verbal and written English language. • Sound experience in logistics management inclusive of travel for workshops and training programs • Demonstrated experience in protocol arrangements. • Very good experience with records management and filing systems 	<ul style="list-style-type: none"> • Experience with the corporate systems used by SPC • Ability to work under minimum supervision • Good team player • Good working knowledge of the Pacific • Experience in Regional and International organization will be an added advantage • Experience with Relevant development work in the Pacific

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"> • Excellent written and oral communication skills • Effective stakeholder management skills • Efficiency in time management • Financial systems • Professional skills • Planning and organising • Prioritization of tasks • Project administration and support
Advanced level	<ul style="list-style-type: none"> • A good grasp of written and spoken English • Familiarity with the use of financial and travel management systems • Attention to detail • Decision making/problem solving • Report writing
Working Knowledge	Negotiation
Awareness	Knowledge of SPC LRD operations and a good understanding of requirements of sectional Programmes.

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 think and act on initiative
- Highly motivated and strong affinity to teamwork

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 changes may be initiated as necessary by the Geoscience Division Administrator. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.