



Job Title:	Programme Assistant
Division/Programme and Section/Project (if any):	Public Health Division, Management Support, Office of the Director
Location:	Suva, Fiji
Reporting to:	Finance Team Leader
Number of Direct Reports:	nil
Purpose of Role:	Assisting with Administration and Financial Management, monitoring and report preparation, as well administrative support to the programme support team.
Date:	March 2024

Organisational Context and Organisation Chart

The Public Health Division (PHD) employs over 35 staff based in Noumea (New Caledonia) and Suva (Fiji). It supports member countries in attaining healthier Pacific Island people and communities by helping in public health surveillance, prevention and control of communicable and non-communicable diseases and support for clinical services. The primary areas of focus of the division are to provide scientific and technical assistance and support the implementation of plans and programmes in member countries and territories. The primary goal for all PHD activities is to promote population health and well-being, prevent disease and injury, restore, and/or maintain health and reduce inequalities in health. PHD is primarily concerned with improving and protecting public (population) health, rather than individual treatment services as highlighted in the PHD Business Plan 2019-2021. The PHD is comprised of three programmes: Surveillance, Preparedness and Response Programme (SPRP), NCD Prevention and Control Programme (NCDPCP) and Clinical Services Programme (CSP).

The position is based in Suva, Fiji and located within the Office of the Director of PHD.



Key Result Areas (KRAs):

The position of Finance and Administration Assistant encompasses the following major functions or Key Result Areas:

KRA 1: Leading the PHD’s Secretarial and Administration task for all support teams (40%)

KRA 2: Continuous Improvement of PHD Administrative system, Processes including Travel System (10%)

KRA 3: Assist in Project Financial Management and Financial Support (10%)

KRA 4: Lead role in organizing travel, workshops and conferences (40%)

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Provide Secretarial and Administration task for all support teams</p> <p>Secretarial and Administrative support:</p> <ul style="list-style-type: none"> • Ensuring that timely and efficient services are provided to the PHD in the areas of human resources, meetings, workshops, travel and protocols. • Organise and process all photocopying, dispatch outgoing mail ensuring compliance with approved templates and e-filing systems. • Follow up /minutes of PHD-support team meetings. • Purchase and maintain off office equipment and supplies for the PHD-support team. • Work with the PHD’s Divisional Finance and Administrations officer in organising with the printery and publication sections regarding resource materials to be edited/printed and then posted to PICTs and taking record of all FCR associated with it 	<ul style="list-style-type: none"> • The day-to-day operation reflects best practice and in line with SPC’s rules and regulations. • Office secretarial needs are met effectively and efficiently on day-to-day basis. • Written communication complies with SPC’s policies and a copy is sent to Registry for filing. • Printing and translation needs and met efficiently. • Office equipment and supplies are procured on a timely basis and according to SPC’s procurement procedures. • Team activities are well coordinated and there is regular and effective communication with technical staff. • Meetings, conferences and workshops are prepared in coordination with the programmes team leaders, including cost estimate for travel, per diem, accommodation, meeting venue, catering, hiring of equipment, etc.
<p>KRA 2: Continuous Improvement of PHD’s Administrative system, Processes and data management in Navision Jobs Module and Trave system</p> <p>Quality Improvement in area of Administration:</p> <ul style="list-style-type: none"> • Contribute and Support the on-going development of administrative management system /tools • Particular focus on the documented procedures to ensure a consist approach within the framework of SPC’s corporate policy and procedure Continuous support towards the improvement to TMS system and Navision Jobs Module 	<ul style="list-style-type: none"> • New initiative are documented and rolled over to achieve efficiency in the processes. • E-Documented processes are in place. • Well documented procedure is in place for internal use moving towards e-filing system • All PHD’s support team travel activities are uploaded in TMS for reporting purpose

KRA 3: Assist in Project Financial Support and Financial Management

Procurement:

- Coordinate procurement and Fixed asset management in line with SPC’s policies and Procedures
- Prepare PO’s based on various categories and limits.
- Maintain fixed assist register for project based in country

Project Posting Verification:

- Verification of project payment before payment are made
- Project posting verification in all financial areas
- Verification of GL posting in accordance with the business plan activities.

Auditing:

- Assist in facilitating project audits in line with donor requirements as per MOU/LOA.
- Follow up with acquittals from programme staff, or donor agencies/partners.
- Responsible to maintained petty cash record system and timely replenishment of cash.

File Management:

- All project MOU/LOA and project related documents voucher, receipts are filed properly in the shared drive.
- Ensure all project audit reports are maintained properly.
- All electronic copies of Purchase orders and payment vouchers to be kept in shared folder.
- Harmonise the filing structure of whole of PHD.

- All PO are done on accurate and timely manner and sent for approval.
- All assets are tagged and captured in register
- All payment are made in compliance to organisation policy and donor requirement
- All posting verified and done accurately in timely manner.

- Accurate and timely follow up on all commitments

- Donor acquittal reporting has all certified document copies with reconciliations
- Assist to reviewed and reconciled monthly and quarterly reports with Programme team leaders

- Audit Queries resolved in a timely manner.
- Payments are made from the correct project codes
- Ensure accuracy of recording in doing PO’s
- Acquittals have proper documentation.
- All acquittals checked and journals are done for Navision import files
- All records kept in orderly fashion for verification needs preferably e-copies

- All MOU/LOA and audit reports are easily retrievable.
- Ensure that filings are done on a timely manner and documents are retrieved in and efficient way when requested.

KRA 4: Coordinate and organize travel, workshops and conferences

Travel, workshop and conference support:

- Organise travel and per diems for PHD-support team, consultants and PICTs in line with SPC’s procurement policy
- Organise visit notification letters in accordance with SPC’s policy and ensuring these are sent to countries at

- Travel arrangements made in line with divisional and SPC processes and procedures.
- Visit notification letters sent on time
- Printing and packaging of meetings documents, meet the team’s expectations
- Meeting participants satisfied with the travel, venue and accommodation arrangements

<p>least 3 weeks before the proposed visit.</p> <ul style="list-style-type: none"> • Organise and advise participants of travel and logistical aspects. • Prepare participants' meeting folders with working papers, etc. • If necessary, send documents to Translation. • Serve as secretary during meetings 	<ul style="list-style-type: none"> • Follows SPC guidelines and procedures and uses standard meeting checklist to ensure all meeting requirements are covered • Meetings, conferences and workshops are prepared in coordination with professional officers, including cost estimate for travel, per diem, accommodation, meeting venue, catering, hiring of equipment, etc.
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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):

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Preparing for and meeting the demands of financial audits. • Timely and accurate reconciliation and reporting • Reporting in multiple currencies and presenting reports acceptable to donors/authorising officers • Effective and efficient organisation of high level meetings (e.g. heads of health meeting) in a way that meets PICTs and PHD expectations • Organising and coordinating several regional meetings scheduled simultaneously
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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"> • Consultants • Suppliers • Country Focal points 	<p>Day to day operational activities associated with administration of external contracts/suppliers.</p>
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Clinical Services support team • Non communicable disease support Team • SPRP support Team • Office of Director • SPC staff from other divisions • Procurement/ Finance team • Cross Cutting Divisions 	<p>Discussions, feedback, listening, understanding, sharing information, liaising and facilitating with all the respective internal stakeholders to help meet the Divisional objectives</p>

Level of Delegation:

Routine Expenditure Budget: *nil*

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

Person Specification:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> Diploma in a relevant discipline such as Accounting or Financial Management 	<ul style="list-style-type: none"> Degree in in Administration, Finance, Management or related discipline from a recognised institution. Formal training in office management and computer use.

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> Have at least 5 years of relevant work experience in office secretarial and administration with some financial management in a reputable organisation Good working knowledge of project accounting and associated reporting requirements Use of modern management and information systems and accounting software. Strong communications skills and advanced computer literacy, especially with Microsoft office applications. Have excellent organising, communication and interpersonal skills; and the ability to maintain effective working relationships with people from different cultural backgrounds 	<ul style="list-style-type: none"> Knowledge of and experience in working in the Pacific region with NGO's Ability to establish and maintain effective relationships with people from different cultural backgrounds. Demonstrated experience of successfully executing similar multi task position. Demonstrated ability to analyse and resolve problems. Knowledge dealing with donors such as EU, MFAT,DFAT and AFD

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"> Understands limitations and knows when to report to the next level of authority Able to pick up and report on errors (deliberate and mistakes) Collaborate effectively within own division and across sections to achieve results. Provide financial advice to project Finance office, project managers in areas of their concern. Able to manage all Administrative matters efficiently
Advanced level	<ul style="list-style-type: none"> Ability to analyse financial information and assess impact on projects Make decision on timely basis and have flexible approach Good Interpersonal and communication skills
Working Knowledge	<ul style="list-style-type: none"> Financial reporting requirements - for donor and audit purposes Knowledge of SPC policies and procedures Well versed with the procurements rules and principles Financial/Administration systems software

	<ul style="list-style-type: none"> • Using data and information management systems • TMS and Navision Jobs Module
Awareness	<ul style="list-style-type: none"> • Organisational vision and strategic plans • International Procurement Standards

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

- Communicates effectively
- Performs well under pressure
- Positive attitude to work
- Strongly committed
- Highly motivated
- Excellent interpersonal skills
- Sound judgement
- Well organized
- Dependable
- Creative and imaginative
- Honesty and 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 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.