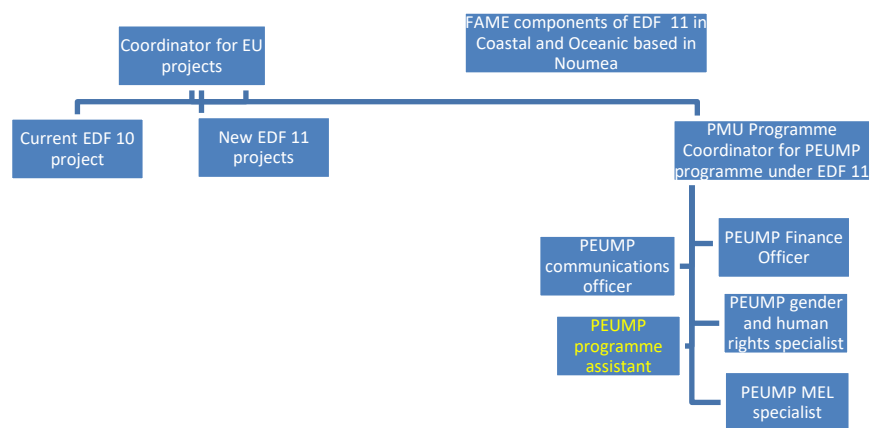




JOB DESCRIPTION

Job Title:	PROGRAMME ASSISTANT – PEUMP PMU
Division/Programme and Section/Project (if any):	Programme management unit (PMU) for the Pacific European Union Marine Partnership (PEUMP) programme
Location:	Suva
Reporting to:	PEUMP PMU Programme Coordinator
Number of Direct Reports:	0
Purpose of Role:	Provide administration services and support to the PEUMP programme PMU ensuring all SPC procurement, travel and financial policies and guidelines are complied with and supporting documents are archived.
Date:	December, 2024

Organizational Context and Organization Chart



Key Result Areas (KRAs):

- Coordinate conference, meetings and workshops
- Management of PMU staff and consultant's travel
- Provide secretarial and technical support to the PMU staff
- Assist with programme procurement and contract oversight

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

Jobholder is accountable for	Jobholder is successful when
<p>Coordinate conference, meetings and workshops (25%)</p> <ul style="list-style-type: none"> • Arrange and process travel bookings for participants within the required timeframe. • Coordinate logistical arrangements and administrative support. • Attend to printing, collation and distribution of meeting papers. • Process travel documents keeping appropriate documentation for financial acquittal. • Assist participants with any issues that may arise. 	<ul style="list-style-type: none"> • All travel is actioned satisfactorily within specified timeframes. • Logistical arrangement and administrative support is in place. • Meeting papers distributed in a timely fashion. • Supporting documents are available and filed for all participants' travel. • Participants are happy with assistance provided.
<p>Management of PMU staff and consultant's travel (25%)</p> <ul style="list-style-type: none"> • Arrange and process all travel for PMU staff, attachments and consultants hired by the PMU. • Try to get best travel schedule to minimise time and cost of the travel. • Make changes to travel if needed when staff require changes made, especially when travel has commenced. • Collect all boarding passes, hotel receipts and other documentation of travel and archive these for future audit purposes. • Staff cash advances arranged and acquitted on return from travel with all receipts archived. 	<ul style="list-style-type: none"> • All travel is satisfactory arranged in a timely fashion. • Most economical (time and cost) travel arrangements made. • Changes to travel made as quickly as possible, considering cost implications. • All travel documents are filed and easily accessible. • All cash advances acquitted with all receipts archived.
<p>Provide secretarial and technical support to the PMU staff (25%)</p> <ul style="list-style-type: none"> • Immediate attendance to sending out correspondence in different forms to the recipients • Arrange the mailing out of information requested by clients as needed • Arrange purchase orders for goods and services and match these in the SPC finance system when invoices are received • Ensure copies of correspondence are placed in the appropriate files • Provide back-up for other support staff when on leave or off sick. 	<ul style="list-style-type: none"> • Correspondence and information sent out as required. • All files are up to date with correspondence. • Travel itineraries and process provided quickly. • The work of the programme runs smoothly due to back-up support for other staff.

<p>Assist with project procurement and contract oversight (25%)</p> <ul style="list-style-type: none"> Assist with the overall procurement of goods, services, works and technical support 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. Collects and archives all documentation in regard to procurement and consultancies for future audit purposes. 	<ul style="list-style-type: none"> All goods, services, works and technical support procured such that they are consistent with the procedures and policies set out in the Delegation Agreement between EU and SPC (EU procedures until advised differently). Contracts prepared and signed in a timely manner. All supporting documents filed and easily located.
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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):

- 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:

Key internal and/or external contacts	Nature of the contact most typical
<p>External:</p> <ul style="list-style-type: none"> External auditors PEUMP partners including USP Consultants Office equipment suppliers 	<ul style="list-style-type: none"> Liaising, gaining cooperation, reporting, collaborating, purchasing
<p>Internal</p> <ul style="list-style-type: none"> PEUMP PMU staff, other staff at SPC involved in the PEUMP programme. Staff from other sections, finance, human resources, publications, registry etc. 	<ul style="list-style-type: none"> Giving/receiving information, liaising, facilitating, explaining things, courtesy, supporting, clarifying

Level of Delegation:

Routine Expenditure Budget: 0 Euro

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

Personal 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"> • Tertiary diploma in office management, administration, secretarial studies or related discipline from a recognized institution or equivalent body of knowledge. 	<ul style="list-style-type: none"> • Certificate or other qualification in finance or accounting

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least two years appropriate experience in a similar position undertaking programme administration task and filing supporting documents. • 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. 	<ul style="list-style-type: none"> • Experience with SPC administrative processes. • Experience with web-page software.

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"> • Aptitude for the provision of high quality services
Advanced level	<ul style="list-style-type: none"> • A flexible approach and willingness to assist with a variety of other tasks when needed. • A high level of interpersonal skills in the work place. • Filing skills for archiving documents so they are easily found when needed.
Working knowledge	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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:*

- 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

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.