



JOB DESCRIPTION

Position: Admin and Logistics Assistant
Office: Fiji Country Program
Division: Melanesia Regional Program
Reports to: Procurement and Admin Officer

Background

The Wildlife Conservation Society (WCS) is an international non-government organisation committed to working with communities, government, and other partners to sustainably manage Fiji's natural resources and safeguard its biodiversity through supporting integrated land- and seascape management. WCS has been working in the country for over two decades (www.fiji.wcs.org).

Objectives

The Admin and Logistics Assistant (hereafter the "Assistant") is responsible for providing support for activities related to administration, operations, logistics, office management and safety. The Assistant is also responsible for supporting human resource administration, particularly leave and timesheet management.

Duties

Specific duties of the incumbent will include, but not limited to, the following:

- Supporting staff to prepare budgets for workshops, meetings and field activities
- Assisting with searches for vendors, getting quotes and finalizing purchase for goods or services
- Supporting accurate accounting of receipt acquittals for reimbursement of field and office expenses
- Supporting the day-to-day operations of the WCS Fiji office
- Developing administrative systems that are efficient and contribute to the productivity of the office
- Contributing to work planning and program budgets as appropriate in conjunction with the Director and other staff
- Ensuring WCS Fiji office is stocked with adequate office supplies (e.g. paper, envelopes, ink cartridges, toiletries etc.)
- Assisting with procurement, management and disposal of all WCS assets including tracking and tagging
- Managing logistics for workshops and meetings required for WCS Fiji and all related projects
- Overseeing the tracking of attendance and leave to ensure compliance with policies

- Supporting other regular and/or ad-hoc Human Resource administrative/operational tasks
- Ensure the monthly Time and Effort of all Fiji Program staff are received, leave dates reviewed and submitted to Finance on a timely manner
- Assist in collecting documents for various types of work visas to Fiji and liaise with Fiji Immigration
- Any other duties as assigned by the Supervisor or Country Director

Qualifications and experience

- A diploma or degree in business administration, or in lieu of this equivalent experience
- A minimum of 3 years' experience providing administrative and logistic support
- Experience in organizing workshops and events
- Must be highly organized, able to provide support to multiple projects concurrently
- Must demonstrate strong verbal and written skills in English
- Must be willing to travel and work at times in rural and remote areas

Salary

The Assistant will receive a starting salary of FJD 26,775 plus other benefits such a medical insurance as set out in the WCS Fiji HR Manual.

Application process

Please email a letter of application and curriculum vitae to recruitmentfiji@wcs.org with the subject line: *Application for Admin and Logistics Assistant*. Applications will be accepted until 5:00 PM (Fiji time) 16 August 2023. Only short-listed candidates will be contacted for interviews.