



JOB DESCRIPTION

Position: Administration and Logistics Assistant
Office: Fiji Country Program
Division: Asia Program
Reports to: Finance and Administration Coordinator

Background

The Wildlife Conservation Society (WCS) is an international non-government organisation committed to working with communities, government, and other partners, to protect Fiji's biodiversity and natural resources through sound management practices. Since 2001, WCS Fiji has been supporting conservation research, applied science, and local implementation of ecosystem-based management in Fiji. WCS's organizational capacity includes community-based conservation practice, monitoring, data management, spatial planning, capacity building, and training in marine resource management at both organizational and community levels. We specialize in evidence-based marine protected area design and management for biodiversity and fisheries objectives, threatened species management, and policy.

Objectives

The Administration and Logistics Assistant (hereafter the "Assistant") is responsible for providing support for activities related to administration, facilities, information systems, logistics, office management, and safety. S/he provides assistance to the finance and administration, community management, science, and monitoring teams.

Under the supervision of the Country Director and/or another delegate, the Assistant is also responsible for supporting selected Human Resource administration including but not limited to talent recruitment, hiring and onboarding, exit management, as well as other Human Resources administrative/operational matters.

This Job Description is progressive in nature and shall be reviewed and amended from time to time to meet WCS Fiji program needs. Specific objectives include, but are not limited to:

- Supporting staff to prepare budgets for workshops, meetings, and fieldwork;
- Assisting with searches for vendors, getting quotes, and finalizing purchases for equipment 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 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 all existing and new WCS Fiji assets, functionality, storage, location, and checking in and out by staff members;
- 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 Resources administrative/operational tasks i.e. preparing HR requirements for hiring, onboarding and existing staff, filing and maintaining contracts (employee and consultant), Human Resources Manual and Standard Operating Procedures, and other Human Resources document/files to meet regulatory and internal requirements;
- Ensuring that the monthly Time and Effort of all Fiji Program staff are received, leave dates reviewed, and submitted to Finance in a timely manner;
- Assisting with documentation for various types of work visas to Fiji and liaising with Fiji Immigration;
- Any other duties as assigned by the Supervisor or Country Director.

Qualifications

- A diploma or degree in business administration.
- A minimum of 3 years' experience providing administrative and logistic support to projects, programs or organisations
- Must be highly organized, able to provide support to multiple projects concurrently, set realistic deadlines, and manage timelines.
- Experience in human resource administration, including timesheet management and recruitment.
- Experience in organizing workshops and events.
- Ability to make sound decisions based on analysis, consultation with others, experience, and judgment. Decisions may affect the organization's public image, positively or negatively, as well as impact the work of many throughout the organization.
- Good communication skills, including the ability to persuasively convey the mission of WCS to diverse groups, especially local stakeholders and constituents who are critical to the organization's overall prosperity.
- Must demonstrate strong verbal and written skills in English.
- Must be willing to travel and work at times in rural and remote areas.

Please provide a cover letter addressing all the position criteria listed and a curriculum vitae with references by email to recruitmentfiji@wcs.org or by post to 11 Ma'afu Street, Suva. All electronic files must have the applicant's name clearly labelled in the file name.

Closing date for applications is: 7 October 2022 at 5.00pm