



JOB DESCRIPTION – PIDC SECRETARIAT

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|-------------------------|--------------------------------|-----------------------|----------------|
| JOB TITLE: | Finance / Administrative Clerk | AREA: | Administration |
| REPORTS TO: | Office Manager | LAST REVIEWED: | June 2017 |
| EMPLOYMENT TERM: | 3 years | SALARY BAND: | Band 3 |

BACKGROUND:

The Pacific Immigration Directors' Conference (PIDC) represents the interests of 19 member countries in the Pacific region¹. The heads of Immigration across the membership of the PIDC share a vision where PIDC is the preeminent organisation in the region facilitating capacity and capability development, and effective regional cooperation in managing and securing the Pacific gateways, thus contributing to regional security, economic growth, sustainable development and good governance.

The PIDC's strategic objectives are:

1. To improve the management of international people movements;
2. To strengthen border management and security; and
3. To work together to build capacity to deliver immigration services.

The constitutional arrangements of the PIDC require that it is supported by a permanent Secretariat.

JOB LOCATION:

The permanent PIDC Secretariat location is Apia, Samoa.

PURPOSE:

The purpose of this role is to provide financial administrative and logistic arrangement support to the Office Manager and management employees and ensure that corporate service deliverables effectively and efficiently meet deadlines and expectations.

The role's key performance requirements together with corresponding success measures are broadly described below:

KEY RELATIONSHIPS:

| External | Internal |
|--|---|
| <ul style="list-style-type: none">• Bank and external Auditor• Insurance Company• Goods and services suppliers• Contractors• PIDC members and regional organisations | <ul style="list-style-type: none">• Office Manager• Deputy Head of Secretariat• Head of Secretariat |

¹ **Pacific Immigration Directors' Conference Member Administrations:**

Australia, Cook Islands, Federated State of Micronesia, Fiji, French Polynesia, Kiribati, Marshall Islands, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu and Wallis & Futuna

- Other external stakeholders and working partners

KEY ACCOUNTABILITIES:

The statements in this section are intended to describe the general nature and level of work. It is not necessarily an exhaustive list of responsibilities. Due to the size of the office, it is expected that all staff will understand the need and provide support and services in the absence of any other staff member.

| Responsibility | Expected Outcomes |
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| <p>Office Administration</p> <ul style="list-style-type: none"> • Procure quotes office supplies and liaise with goods and services suppliers including insurance brokers, contractors, travel and ICT • Office management duties including procurement of stationery, office supplies and staff amenities, and preparation of corresponding payment vouchers and purchase requisitions • Assist the Office Manager in administrative and logistics as and when required. • Welcome all visitors to the PIDC office • Other duties as assigned | <ul style="list-style-type: none"> • Office supply levels are adequately maintained • Office is maintained to an appropriate standard with minimal disruption to work • Travel itineraries are sought from travel agent for approval • Visitors are made to feel special, wants and needs accommodated as much as possible |
| <p>Financial Records Management</p> <ul style="list-style-type: none"> • Assist in the data input and payment process • Assist the Office Manager in maintaining necessary registers • Raise orders for authorisation • Assist in maintaining records of business transactions and office activities as required | <ul style="list-style-type: none"> • All invoices are processed for authorisation consistently • All Register is current and accurate • All quotes and relevant documents are in order for order authorisation • Filing of correspondence and other documents are done in a timely manner |
| <p>Event Organisation</p> <ul style="list-style-type: none"> • Assist Office Manager in coordinating the venue, catering and travel for Board meetings, Regular Annual Meeting and other Regional and Sub Regional Workshops. | <ul style="list-style-type: none"> • Timely compilation of data obtained from nomination forms and other necessary information. |

| Responsibility | Expected Outcomes |
|--|--|
| <p>Organisational Commitment and Health & Safety</p> <ul style="list-style-type: none"> • Model the standards of integrity and conduct expected in the PIDC • Active contribution to the maintenance of a safe and healthy work environment | <ul style="list-style-type: none"> • PIDC's vision, mission, values and services are promoted building commitment to the organisation • Adherence given to the PIDC Code of Conduct and Equal Employment Opportunities (EEO) principles • Compliance with all legislative requirements • Willingness to undertake any duty required within the context of the position |

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| | <ul style="list-style-type: none"> • PIDC health and safety policies and procedures are understood and followed • Identified hazards are efficiently and effectively addressed • Participation in health and safety audits of work is proactive • An understanding of emergency and evacuation procedures is demonstrated |
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ORGANISATIONAL CONTEXT:

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|----------------------------|--------|
| Head of Secretariat | Tier 1 |
| Deputy Head of Secretariat | Tier 2 |
| Office Manager | Tier 3 |
| This role | Tier 4 |

KEY RESULTS AREA:

The role of the Finance / Travel Clerk encompasses the following major functions or key results area:

- Office Administration
- Financial Records Management
- Event Organisation
- Organisational Commitment and Health & Safety

This is a position of trust and you will become aware of sensitive, confidential and private information that must not be disclosed to others – either internally or externally.

AUTHORITIES:

Delegations/Contractual - Initial investigation only – Procurement of quotations only
 Staff - nil
 Financial - nil

PERSON SPECIFICATION:

To be successful in this position you will be very organised with a strong personal drive and integrity. You will have some financial records management, accounting and travel organisation.

| Mandatory | Desirable |
|---|---|
| Formal Qualifications | |
| <ul style="list-style-type: none"> • A relevant Diploma qualification preferably in Accounting and/or Management | <ul style="list-style-type: none"> • A recognised accounting / management qualification |
| Knowledge and Experience | |
| <ul style="list-style-type: none"> • Some experience in a travel organisation | <ul style="list-style-type: none"> • Experience in computerised financial systems • Experience in travel arrangements |

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|--|---|
| <ul style="list-style-type: none"> • Some financial accounting administration experience | <ul style="list-style-type: none"> • Experience in working in a multi-cultural environment focused on continuous improvement to enhance organisational performance and value to members |
| Skills | |
| <ul style="list-style-type: none"> • Excellent communication skills, both written and verbal in English • Excellent interpersonal skills • Computer literacy with at least intermediate level MS Word and Excel • Ability to work well within a team | <ul style="list-style-type: none"> • Self-management skills (organisation and time management) |
| Attributes | |
| <ul style="list-style-type: none"> • Positive 'can do' attitude • Professional • Trustworthy with strong moral ethics • Common sense, practical and results focused approach | <ul style="list-style-type: none"> • Resilient, agile and self-motivated • Cultural and gender sensitivity • Exceptional Customer Service commitment • Ability to work effectively in a multidisciplinary, cross-cultural environment |