

## Annex 4: Executive/Finance Assistant JD

### JOB DESCRIPTION – PIDC SECRETARIAT

<b>JOB TITLE:</b>	Executive/Finance Assistant	<b>AREA:</b>	Administration
<b>REPORTS TO:</b>	Finance & Corporate Manager	<b>LAST REVIEWED:</b>	March 2023
<b>EMPLOYMENT TERM:</b>	1 year	<b>SALARY BAND:</b>	Band 5

#### BACKGROUND:

The Pacific Immigration Directors' Conference (PIDC) represents the interests of 21 member countries in the Pacific region. 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 enhance national immigration border to contribute to international security
2. To facilitate cross border travel support to social and economic development and
3. Collaborate to create effective national immigration agencies.

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 research and administrative support to the Office Manager and management employees and ensure that 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"> <li>• PIDC Members and regional organisations</li> <li>• Other external stakeholders and working partners</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Secretariat</li> <li>• Deputy Head of Secretariat</li> <li>• Office Manager</li> <li>• PIDC Members</li> <li>• PIDC Staff</li> </ul>

**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
<ul style="list-style-type: none"> <li>• Provide support and assistance to the Finance &amp; Corporate Manager in the management of the Head of Secretariat and Deputy Head of Secretariats offices and schedules</li> <li>• Support the preparation, dissemination and printing of meeting papers</li> <li>• Contribute to the team's strategic plan activities.</li> <li>• Coordinate activities with others across the teams.</li> <li>• Manage all telephone calls and route as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Programme schedules and deadlines are met</li> <li>• Short turnover time for requests</li> </ul>
<ul style="list-style-type: none"> <li>• Support the coordination of Board and Regular Annual Meeting filing records.</li> <li>• Provide supportive role in relevant meetings approved by HoS.</li> <li>• Coordinate information requests from Members and higher officers and officials.</li> <li>• Manage and update PIDC databases.</li> <li>• Manage PIDC website by regularly updating information on the site, uploading Board papers and sending user account reports that seek access to the site to HoS for approval.</li> <li>• Assist in the coordination of any PIDC event arrangement including preparation of circulars, meeting agendas, reports, presentations and issue papers.</li> <li>• Proofread PIDC documents before dissemination for typos and consistency frames.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely distribution and collection of questionnaires</li> <li>• Data entry completed and analysed for questionnaires</li> <li>• Reports are circulated amongst staff for comments and edits</li> </ul>

<ul style="list-style-type: none"> <li>• Other duties as assigned</li> </ul>	
<ul style="list-style-type: none"> <li>• Procure quotes office supplies and liaise with goods and services suppliers including insurance brokers, contractors, travel and ICT and prepare payment vouchers, purchase orders and payment requisition for internal approval</li> <li>• Performing office administrative duties like scanning, printing and photocopying requests for PIDC team and Board Members.</li> <li>• Assist the Office Manager in administrative and logistics as and when required</li> <li>• Monitor the use of stationery and ensure timely replenish</li> <li>• Maintaining Office equipment and ensuring machines are in clean and in good working condition</li> <li>• Model the standards of integrity and conduct expected in the PIDC</li> <li>• Active contribution to the maintenance of a safe and healthy work environment</li> </ul>	<ul style="list-style-type: none"> <li>• Office is maintained to an appropriate standard with minimal disruption to work</li> <li>• Travel itineraries are sought from travel agent for approval</li> <li>• Administrative support duties are completed accurately and timely.</li> <li>• Day-to-day work of the team is not compromised due to non-functioning office equipment or the lack of stationery.</li> <li>• Preparation and completion of documentation and correspondence are accurate and timely.</li> </ul>

#### **ORGANISATIONAL CONTEXT:**

Head of Secretariat	Tier 1
Deputy Head of Secretariat	Tier 2
Finance & Corporate Manager	Tier 3
This role	Tier 4

#### **KEY RESULTS AREA:**

The role of the Executive/Finance Assistant encompasses the following major functions or key results area:

- Events Management & Support
- Administrative Services and Support
- Record Keeping
- 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
<b>Formal Qualifications</b>	
<ul style="list-style-type: none"><li>• A University Degree in Economics, Governance or other related discipline</li></ul>	<ul style="list-style-type: none"><li>• A recognised tertiary qualification</li></ul>
<b>Knowledge and Experience</b>	
<ul style="list-style-type: none"><li>• Some experience office administration and record keeping</li><li>• Experience in research and report writing</li></ul>	<ul style="list-style-type: none"><li>• Excellent written and verbal communication skills including high level of presentation and inter-personal skills, with excellent word processing, computer and administrative skills</li><li>• Experience in working in a multi-cultural environment focused on continuous improvement to enhance organisational performance and value to members</li></ul>
<b>Skills</b>	
<ul style="list-style-type: none"><li>• Excellent communication skills, both written and verbal in English</li><li>• Excellent interpersonal skills</li><li>• Computer literacy with at least intermediate level MS Word and Excel</li><li>• Ability to work well within a team</li></ul>	<ul style="list-style-type: none"><li>• Self-management skills (organisation and time management)</li><li>• Demonstrated experience in policy advisory work, monitoring and evaluation, proposal and report writing including financial management and analysis experience</li></ul>
<b>Attributes</b>	
<ul style="list-style-type: none"><li>• Positive 'can do' attitude</li><li>• Professional</li><li>• Trustworthy with strong moral ethics</li><li>• Common sense, practical and results focused approach</li></ul>	<ul style="list-style-type: none"><li>• Resilient, agile and self-motivated</li><li>• Cultural and gender sensitivity</li><li>• Exceptional Customer Service commitment</li><li>• Ability to work effectively in a multidisciplinary, cross-cultural environment</li></ul>

