

Position Description

Vacancy Title: **Administration and Liaison Support Officer, SPREP Fiji Office (For Nationals and Permanent Residents of Fiji Only)**

Location: **Suva, Fiji**

Reports To: **Director Biodiversity Conservation & Fiji Office**

Objective

This job exists to: • Coordinate and assist with the management and administration of SPREP core activities through the SPREP Fiji Office • Provide a liaison function between SPREP and Fiji-based Members and Partners

Outcomes

Organisational Stakeholders

1. SPREP Fiji Office management coordination

- Coordinate the management of the SPREP Fiji office and oversee all essential functions, including maintenance and administrative support.
- Prepare and manage the budget for the SPREP Fiji Office and ensure compliance with SPREP's financial management procedures and relevant policies
- Assist and support the SPREP Director BCP and Fiji Office in managing the SPREP Fiji Office
- Provide regular reports on the operations of the SPREP Fiji Office including areas for improvement
- Manage the lease agreement with the Fiji Met Office
- Provide logistical support for onboarding and offboarding staff in Suva, and assist with required documentations
- Support the SPREP Director BCP and Fiji Office at key meetings and relevant events

2. Liaison with SPREP Fiji-based Members and Partners

- Compile and maintain a list of SPREP Fiji-based Members and Partners
- Act as focal point for coordinating contact with SPREP Fiji-based Members and Partners
- Schedule, coordinate, and facilitate meetings, visits, events, and official activities involving the Executive, SLT, and SPREP staff.
- Maintain effective communication with members, partners, government agencies, and stakeholders.
- Coordinate and follow up with the Government of Fiji on SPREP official correspondence and administrative matters.
- Assist in organising SPREP meetings and events involving SPREP Fiji-based Members and Partners
- Establish and maintain good relations and network with SPREP Fiji-based Members and Partners

3. Logistical, administrative and secretariat support

- Coordinate and organise logistics, transportation, and accommodation for official visits by the Executive, SLT, staff, and project partners.
- Accompany the SPREP Exec and SLT to official meetings in Fiji and provide administrative and secretariat support.
- Undertake administrative tasks such as official correspondence, document management, and follow-ups.
- Liaise and work closely with SPREP HRA Department, Finance Department and relevant SPREP Departments on administrative, financial, and operational matters for the Fiji Office involving taxation, national provident fund, occupational health & safety and permits and similar works.
- Manage and administer all SPREP assets under the SPREP Fiji Office including equipment, IT, vehicle, furniture, and others in line with relevant SPREP policies.

4. Communication and visibility

- Liaise with and work closely with the SPREP Communications team on official communications and visibility of SPREP activities in Fiji
- Coordinate and organise communication and promotional activities of the SPREP Fiji Office

Responsibilities - Key Competencies

Competence	Description
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Customer	
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Self-Management	Manage your priorities and objectives efficiently and effectively

Qualifications

Preferred

Doctoral Degree

Office Management, Business Administration or a related field.

Work Knowledge and Experience

Minimum qualifications of a Bachelor degree in Office Management, Business Administration or a related field.

At least three years relevant experience in administration support, office management, logistical support in a similar capacity in a medium to large organisation.

Excellent office management, coordination, organisational, secretarial and communications and public relations skills and networking with internal and external stakeholders.

Demonstrated ability to do research, be proactive and keep ahead with office management trends and work with minimal supervision.

Demonstrated experience to work with high-level Executives, Senior Leadership Team and Staff with excellent written and verbal communication skills including high level of presentation and inter-personal skills.

Demonstrated experience in working within a multi-disciplinary and multi-cultural team environment with a demonstrated ability to motivate teams and establish and implement work plans objectives, including strong coordination and facilitation skills amongst key partners and member countries.

Ability to work with integrity and maintain confidentiality with a demonstrated level of diplomacy and tact.

Requirements

Other Required Statements

Work Complexity

Most challenging duties typically undertaken:

- Coordination between SPREP HQ, Fiji Office and donor partners and relevant stakeholders.
- Ensuring SPREP policies on Procurement, Travel, Environmental & Social safeguards, Gender inclusion and other related policies are followed
- Establishment of relevant and practical policies, systems and procedures
- Maintenance and operations of the SPREP Office
- Maintenance of the SPREP vehicle

Level of Delegation

The position holder:

- Has no delegation of authority

Key Behaviours

All staff are expected to uphold SPREP's Organizational Values and Code of Conduct which are Key Behaviors forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Suva, Fiji

Duration: Appointment is for a term of three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance

Salary: Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be FJD34,318 per annum. This will be adjusted to FJD38,607 upon confirmation of probation. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Term: Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19 and clean police report, as well as a 6 months probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

Performance Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

Retirement Age: SPREP's retirement age is set at 65 years.

Education Allowance: Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of SAT1,000.

Annual Leave: 15 working days a year (up to a maximum accumulation of 50 days).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions also exist for maternity, compassionate, paternity, examination and special leave (without pay).

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Suva on official business.

Life and Accidental Death and Disability Insurance: All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: All employees and their dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

Superannuation: All employees are required to contribute to a recognised Superannuation Fund. SPREP will pay the local minimum legal requirement of basic salary to the Fiji National Provident Fund. For Fiji, this is currently 10%.

Overtime: Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

Gratuity Payment: The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, provided the contract is not extended or renewed.

Learning and Development: Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

Definitions:

'Dependent' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

More Information on SPREP and its work in the region can be found on the SPREP website www.sprep.org

Interactions

Type	Interaction	Comments
Internal		
	SPEP Executive.	Advice and support

Type	Interaction	Comments
	Senior Leadership Team.	Programme work and collaboration
	SPREP Programmes and Departments.	Reporting
External		
	Crop agencies.	Liaison
	Government Ministries, Donors and Partners.	Operational issues
	Member countries.	Advice and assistance

Attributes

No attributes found.

How To Apply

Please submit your online application via this link: <https://jobs.hrmonise.com/details/4788/sprep/ALSO-Fiji>

Contact for Enquiries

Contact Name: Shinae Sosene-Feagai

Contact Email: shinaesf@sprep.org

Further Contact Information: (685) 21929 ext 233

Closing Date: 26 Jun 2026