



## SECRETARIAT OF THE PACIFIC COMMUNITY

### JOB DESCRIPTION

Job Reference:	
Job Title:	Project Assistant, Joint Secretariat of Governing Bodies (Suva)
Work Unit:	Public Health Division (PHD), Joint Secretariat of Governing Bodies
Responsible To:	Joint Secretariat Coordinator
Responsible For:	N/A
Job Purpose:	Providing the full range of administrative, logistical and document management services required for the Joint Secretariat of Governing Bodies hosted by SPC.
Date:	January 2011

#### Vision

“All CROP (Council of Regional Organisations in the Pacific) agencies contribute to achieving the vision embodied in the Pacific Plan of a region of peace, stability, economic growth, good governance and sustainable development. SPC is committed to these values and to working in partnership with national, regional and international organisations and development partners to serve its members.”

#### Background:

The Secretariat of the Pacific Community (SPC) is an international organization that works with the 26 member countries and territories (PICTs) to assist the people of the Pacific region by delivering a wide range of technical, research, educational and planning services.

SPC's Public Health Division (PHD) focuses on supporting and expanding in-country efforts to address health and non-health determinants of a healthy Pacific Islands community through four broad objectives:

1. Combat and reduce the overall impact and burden of diseases
2. Contribute to strengthening national health systems
3. Increase the capacity of Pacific Island countries and territories (PICTs) to address non-health-sector determinants of health
4. Increase the efficiency and impact of interventions

After a period of very rapid growth, the PHD now has staff based in Noumea, Suva, Pohnpei and Honiara. SPC contemplates establishing other offices in 2010 – 2014.

The primary focus of PHD is to provide technical assistance and to implement programmes in support of countries own priorities and plans. Its 'business model' has expanded substantially in recent years. An increasing amount of PHD work now involves grant management.

The annual grant portfolio was approximately US \$18 million, with the main funding streams being the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund) and the Pacific Islands HIV and STI Response Fund 2009 - 2013 (Response Fund).

SPC has provided Secretariat services to a number of governing bodies of grants oversight and programme mechanisms, such as the Pacific Islands Regional Multi-Country Coordinating Mechanism (PIRMCCM) and the Pacific HIV & STI Response Fund Committee (PRFC). The set up of those grant oversight committees are required by the countries and donors for direction, oversight and high level decision making reasons. These grant oversight committees are to operate independently from SPC.

The organisational structure of the Public Health Division is under review and will be subject to change over 2011. The change in the PHD organisational structure will support the implementation of the new strategic plan (PHD SP) 2010-2014 and strengthen its 'whole of health' approach.

The PHD is in the process of establishing a Joint Secretariat to support PIRMCCM, PRFC, as well as other governing bodies on public health areas that are and will be hosted by SPC. At the initiation stage, the Joint Secretariat will serve PIRMCCM which is in charge of the Global Fund grants managed by SPC and the PRFC which is in charge of the Response Fund.

With the goal of strengthening the governance of the Committees hosted by the Joint Secretariat, the Joint Secretariat plays 4 (four) main supporting roles to the grant oversight committees:

1. Developing and revising policies, procedures, and guidelines to ensure effective and efficient performance of the governing bodies in providing direction and oversight functions.
2. Facilitation to the governing bodies in their oversight and making decisions.
3. Providing technical advice and building the capacity of the members of the governing bodies and/or similar bodies at the national level.
4. Providing administrative and logistical support for the governing bodies.

The Project Assistant (PA) is a member of Joint Secretariat under the Office of the Director of PHD and provides a full range of the Joint Secretariat's administrative, logistical and document management services to the governing bodies. The position will contribute to the whole of health approach of the PHD.

The PA works closely with the Coordinator, Joint Secretariat, and interacts with all governing bodies members to assure overall support and administrative services.

As a result of the organisational reform, the overall scope of the role and in particular the internal and external working relationships at SPC may be affected.

## Organisation Context:

The proposed organisation diagram after the PHD reform is set out below. The position belongs to the Office of the Director (in blue). The Director of PHD will have responsibility for the supervision of the Joint Secretariat as well as the Management Support Team which this position belongs to. The Management Support Team of the Office of the Director provides the overall administrative, logistical, and financial support for the entire PHD. The Management Support Team is led by a Team Leader to whom this position primarily reports to.

## Key Result Areas:

The position of Project Assistant encompasses the following major functions or Key Result Areas:

- KRA 1 **General office administration**
- KRA 2 **Travel, workshop and conference support**
- KRA 3 **Efficient communication systems**
- KRA 4 **Financial management**

The accountabilities for each of the respective Key Result Areas are broadly identified within the table below:

<b>Jobholder is accountable for</b>	<b><i>Jobholder is successful when</i></b>
<b>KRA 1 – General office administration</b>	
<ul style="list-style-type: none"><li>• Ensuring that all governing bodies' contacts and partners are kept up to date in the Joint Secretariat contact data base and SPC's corporate events and travel management system.</li></ul>	<ul style="list-style-type: none"><li>• All meeting invitations are correctly addressed and directed to the most appropriate person relevant to the meeting event.</li></ul>
<ul style="list-style-type: none"><li>• Maintaining electronic and hard-copy filing system and database using agreed internal</li></ul>	<ul style="list-style-type: none"><li>• Secretariat and governing bodies' documents are routinely accessible on a shared document</li></ul>

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
system and processes.	management system.
<ul style="list-style-type: none"> <li>Coordinating and supervising the procurement of services and offices supplies and equipment of the Joint Secretariat.</li> </ul>	<ul style="list-style-type: none"> <li>Secretariat office equipment and supplies are procured according to SPC procurement procedures and are maintained at adequate levels.</li> </ul>
<ul style="list-style-type: none"> <li>Managing grant document tracking systems such as tracking and managing the timely process of signature requirements, electronic votes, ensuring timely contractor reporting and other ad hoc arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>The Secretariat's Coordinator has access to accurate information on the location and status of key agreements and documents required over time to ensure funds are managed according to good governance principles.</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring that all supporting documents from meetings and duty trips made by governing bodies' members or Secretariat staff are prepared, collected and filed appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>All key documents (meeting documents, trip reports and other documents) are prepared, collected and available to all Committee members and Secretariat staff.</li> </ul>
<b>KRA 2 – Travel, workshop and conference support</b>	
<ul style="list-style-type: none"> <li>Planning and managing the annual calendar of on-site visit to PICTs and any business travel required by governing bodies' members and Joint Secretariat staff and consultants.</li> </ul>	<ul style="list-style-type: none"> <li>On-site visits and travel of governing bodies' members and Joint Secretariat staff and consultants are organized in a timely manner.</li> </ul>
<ul style="list-style-type: none"> <li>Preparing cost estimates for travel, per diem, accommodation, meeting venue, caterer costs and equipment hire.</li> </ul>	<ul style="list-style-type: none"> <li>All governing bodies' meetings are held on a cost effective, well planned basis and according to the approved budget.</li> </ul>
<ul style="list-style-type: none"> <li>Making travel, hotel accommodation and other transport arrangement through the approved processes.</li> </ul>	<ul style="list-style-type: none"> <li>All Committee members and Joint Secretariat staff and consultants have early knowledge of appropriate, cost efficient travel arrangements that meet SPC requirements.</li> </ul>
<ul style="list-style-type: none"> <li>Developing and proactively using systems for the effective pre-announcement of meeting to participants.</li> </ul>	<ul style="list-style-type: none"> <li>Communication tools are used effectively to inform the governing bodies' members.</li> </ul>
<ul style="list-style-type: none"> <li>Coordinating with governing bodies' members and other participants to meeting to prepare meeting documents including meeting agenda.</li> </ul>	<ul style="list-style-type: none"> <li>Meeting outcomes are facilitated through the provision of appropriate meeting materials.</li> </ul>
<ul style="list-style-type: none"> <li>Collating and providing per diem to participants and supporting effective meeting logistics with venue support personnel.</li> </ul>	<ul style="list-style-type: none"> <li>Per diem is arranged in advance and received timely.</li> <li>Committee members have timely access to the Secretariat staff, venue contact details and meeting materials.</li> </ul>
<ul style="list-style-type: none"> <li>Preparing and circulating minutes of meetings, tracking and reporting on membership changes and advising on committee policies and procedures when required.</li> </ul>	<ul style="list-style-type: none"> <li>Governing bodies' members have access in a timely manner to the minutes of the previous meetings and regularly updated on any membership change or policies and procedures.</li> </ul>
<b>KRA 3 – Efficient communication systems</b>	
<ul style="list-style-type: none"> <li>Coordinating and processing all internal and external communications (general typing, electronic and hardcopy filing, photocopying, dispatch of faxes and outgoing mails and prepare routines replies as required by the Secretariat Coordinator) in a manner that achieves timely efficient communications.</li> </ul>	<ul style="list-style-type: none"> <li>All written communication of the Joint Secretariat and the governing bodies comply with the governing bodies requirements;</li> <li>SPC's registry team has access to key communications on a timely basis and according to an agreed filing structure;</li> <li>Joint Secretariat and governing bodies' documents are routinely accessible on a selected electronic document management system in a systematically organized manner, and key documents are</li> </ul>

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
	accessible in paper format in a structured manner.
<ul style="list-style-type: none"> <li>Maintaining the governing bodies' website as an up-to-date resource for all stakeholders, proactively suggesting improvements and leading the development of materials to improve the grant oversight.</li> </ul>	<ul style="list-style-type: none"> <li>Materials available to all members and external parties are routinely updated and present high quality data for improved knowledge about the governing bodies and the grant oversight.</li> <li>Governing bodies' members have timely access to key documents, to facilitate sharing with in-country implementers, managers and other country partners.</li> </ul>
<b>KRA 4 – Financial administration</b>	
<ul style="list-style-type: none"> <li>Assisting the Secretariat Coordinator to manage and review the governing bodies' budgets.</li> </ul>	<ul style="list-style-type: none"> <li>Annual budgets of the governing bodies are reviewed and funding requests are prepared in a timely manner to ensure the continuation of funds.</li> </ul>
<ul style="list-style-type: none"> <li>Assisting the Secretariat Advisor and coordinator to prepare financial reports to donors, in close coordination with the designated GMU Finance Team person in charge of the Joint Secretariat funds.</li> </ul>	<ul style="list-style-type: none"> <li>Expenditure matches income and planned activities;</li> <li>Financial statement and reports are produced in a timely manner to meet reporting timelines or as requested by donors and governing bodies.</li> <li>Quarterly financial updates are provided to the Secretariat Coordinator.</li> </ul>
<ul style="list-style-type: none"> <li>Assisting the Secretariat Coordinator to manage and control the finances of the Committees (Financial reporting, budget planning and review of estimated budget).</li> </ul>	<ul style="list-style-type: none"> <li>Monthly financial extractions from SPC Corporate Finance System (Navision) are routinely checked and errors and discrepancies are identified and corrected on a timely basis for all governing bodies' budgets.</li> </ul>
<ul style="list-style-type: none"> <li>Administrating and making all payment required (payment of invoices, internal reimbursement).</li> </ul>	<ul style="list-style-type: none"> <li>Purchase orders, invoices and payments for the Joint Secretariat and the governing bodies' expenditures are processed in a timely manner.</li> </ul>

**Note**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

**Work complexity:**

<b>Most challenging duties typically undertaken:</b>
<ul style="list-style-type: none"> <li>Insuring efficient and good communication and coordination between several members (different countries, different people to liaise with).</li> <li>Responsible for managing multiple tasks as administration, finance, communication and secretariat services.</li> <li>Accurately reflecting the decisions taken at governing bodies' meetings in meeting minutes taken and managing all relevant documentation ready in time.</li> </ul>

**Functional Relationships and Relationship Skills:**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
<b>Internal</b>	
<ul style="list-style-type: none"> <li>Team Leader, Management Support, Director Office.</li> </ul>	<ul style="list-style-type: none"> <li>Giving and receiving information, explaining, collating data, reporting on variances against</li> </ul>

Key internal and/or external contacts	Nature of the contact most typical
<ul style="list-style-type: none"> <li>Coordinator, Joint Secretariat.</li> <li>GMU</li> <li>Management Support Team, PHD</li> <li>Other staff of Public Health Division.</li> <li>Corporate services.</li> </ul>	expectations, providing innovative solutions to problems for review and approval.
<b>External</b>	
<ul style="list-style-type: none"> <li>Ministry of Health staff.</li> <li>Members of regional and national grant management coordinating mechanisms and other related governing bodies.</li> <li>Regional partner representatives.</li> <li>Donor representatives.</li> </ul>	<ul style="list-style-type: none"> <li>Giving and receiving information, providing per diem funds, coordinating logistics data, negotiating agreed time frames for service delivery.</li> </ul>

#### Level of Delegation:

The position holder does not have delegated authority under SPC's Manual of Delegations.

#### Person Specification:

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

#### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>Formal qualification (college degree)</li> </ul>	<ul style="list-style-type: none"> <li>Specialized secretarial, administrative, financial or business organization certificate or other relevant higher education qualification.</li> </ul>

#### Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>Minimum of four years experience in a role requiring high level of organization, attention to detail and interaction with a range of people and organizations.</li> <li>Demonstrated ability to solve problems and manage competing tasks within set timeframes.</li> <li>Demonstrated experience in preparing formal documents, filing and information management.</li> <li>Demonstrated experience organizing complex travel and logistical arrangements and preparing workshops and meetings.</li> <li>Demonstrated proficiency in use of Microsoft Excel, Word and PowerPoint and document filing and retrieval programmes.</li> <li>Excellent interpersonal and coordination skills to facilitate work within a multi-cultural</li> </ul>	<ul style="list-style-type: none"> <li>Two years working in a role requiring the preparation, editing and publishing of high quality documentation within tight deadlines (e.g. minutes and reports).</li> <li>Website content management experience (through Joomla or similar program).</li> <li>At least two years working in a multi-cultural environment, preferably within the Pacific region.</li> </ul>

Essential:	Desirable:
environment. <ul style="list-style-type: none"> <li>Advanced English language written and oral communication skills.</li> </ul>	

**Key Skills /Attributes / Job Specific Competencies**

The following levels would typically be expected for the 100% fully effective level:

<b>Expert level</b>	<ul style="list-style-type: none"> <li>Problem solver</li> <li>Experienced organizer, with a focus on task prioritization and effective follow up</li> <li>Quality and accuracy</li> <li>Effective Communicator</li> </ul>
<b>Advanced level</b>	<ul style="list-style-type: none"> <li>Flexible approach to competing demands</li> <li>Interpersonal skills and cultural sensitivity</li> </ul>
<b>Working Knowledge</b>	<ul style="list-style-type: none"> <li>Commitment to continuous improvement</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>Maintaining confidentiality as appropriate to the particular setting</li> <li>Political awareness</li> </ul>

**Key Behaviours:**

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

**Personal Attributes:**

- Knowing and managing yourself
- Work collaboratively with team members to achieve results
- Relate and work well with people of different cultures, gender and backgrounds

**Change to Job Description:**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the Director Corporate Services. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

**Approved:**

\_\_\_\_\_  
 Manager/Supervisor

\_\_\_\_\_  
 Date

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Employee

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Date