

# VACANCY

## SECRETARY/RECEPTIONIST



**Deadline for Submission: August 4, 2017**

The Western and Central Pacific Fisheries Commission (WCPFC) invites applications from suitably experienced and qualified individuals for the Support Staff post of Secretary/Receptionist to be based at its headquarters at Kolonia, Pohnpei State, Federated States of Micronesia. Information about the WCPFC is available at [www.wcpfc.int](http://www.wcpfc.int). The successful candidate will work as a member of a small, multi-national team in a challenging environment.

The incumbent will Provide reception and related support services. Receive visitors to the Commission as well as ensure the efficient reception, processing and distribution of postal, courier, telephone and fax communications; act as petty cash holder; monitor and maintain sufficient office supplies; provide support for meetings. Terms of reference are available at <https://www.wcpfc.int/vacancies-opportunities> or on request from Mr Aaron Nighswander, Finance and Administrative Manager, WCPFC Secretariat ([aaron.nighswander@wcpfc.int](mailto:aaron.nighswander@wcpfc.int)).

Starting salary is \$9,393. Higher salary may be considered depending upon experience and qualifications.

Applications should include a cover letter, resume and three references be addressed to Mr Aaron Nighswander, Finance and Administrative Manager, WCPFC Secretariat and clearly identified as an application for the post of Secretary/Receptionist. Alternatively, applications may be dropped off at the office between 8:00 am and 4:35 pm Monday through Friday or sent via e-mail to [aaron.nighswander@wcpfc.int](mailto:aaron.nighswander@wcpfc.int).