

VACANCY

Secretary/Receptionist



Deadline for Submission: 7th August 2023

Salary in range USD 10,540 – USD 17,558

The Western and Central Pacific Fisheries Commission (WCPFC) invites applications from suitably experienced and qualified individuals for the 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. The successful candidate will work as a member of a small, multi-national team in a challenging environment. The incumbent will report to the Finance and Administration Manager. **Starting Salary \$10,540.** Higher salary may be considered depending upon qualifications and experience.

Responsibilities of the position include but are not limited to receiving individuals at the office and ensuring efficient processing and distribution of mail and telephone calls; collecting mail from the post office and assisting with customs clearances, bill of lading, and airway bills; assisting with the preparation of purchase orders for office supplies, delivery, and payments to vendors; and providing necessary support services.

The basic qualifications for the job require demonstrating a good attendance record and a strong positive work ethic, possessing a high level of oral and written communication skills in English and Pohnpeian, having excellent interpersonal skills and a commitment to teamwork with demonstrated maturity and good judgment, demonstrating the ability to work unsupervised and meet deadlines, and possessing a proficient understanding of computer systems and Microsoft Office products, particularly Word, Excel, and Outlook.

The terms of reference for the position are available online at <https://www.wcpfc.int/vacancies-opportunities>. To apply, please submit a resume with three references addressed to Aaron Nighswander, Finance and Administration Manager, WCPFC Secretariat, P.O. Box 2356, Kolonia, Pohnpei State, Federated States of Micronesia 96941. Alternatively, applications may be dropped off at the office between 8:00 a.m. and 4:35 p.m. Monday through Friday or preferably sent via e-mail to aaron.nighswander@wcpfc.int.

Terms of Reference

Secretary/Receptionist

Salary Level: Support Grade 7

Reports to: Finance and Administration Manager

Key Responsibilities: The Secretary/Receptionist provides support to the Secretariat's work in supporting the reception area of the office and conducting errands around Pohnpei.

Duties will include:

1. Receive individuals at the office and ensure efficient processing and distribution of mail and telephone calls.
2. Act as the petty cash holder and maintain related records.
3. Collect mail from the post office and assist with customs clearances, bill of lading, and airway bills.
4. Maintain time and attendance logs for guards, cleaners, and gardeners.
5. Assist with the preparation of purchase orders for office supplies, delivery, and payments to vendors.
6. Maintain subsidiary records for telephones, electricity consumption, and fuel usage.
7. Assist with the collection of private phone charges.
8. Provide necessary support services.

Qualifications and Experience

Essential:

1. Demonstrates a good attendance record and strong positive work ethic.
2. Possesses a high level of oral and written communication skills in English and Pohnpeian.
3. Has excellent interpersonal skills and commitment to teamwork with demonstrated maturity and good judgment.
4. Demonstrates ability to work alone and meet deadlines.
5. Possesses a proficient understanding of computer systems and Microsoft Office products, specifically Word, Excel, and Outlook.
6. Good understanding of telephone switchboard as well as basic reception procedures.
7. Possesses a valid driver's license.

Desirable:

1. Relevant academic qualifications.
2. Appropriate experience in secretariat and reception roles and or related activities.
3. Prior experience in an organization of similar size to the Commission as well as exposure to work with multinational and multidisciplinary colleagues.

Revised: 7-19-23