**Terms of Reference (TOR)**

**Position title**: **Temporary** **Executive Assistant**

**Reports to**: Representative

**Supervises**: Nil

**Position Location:** Suva, Fiji

**Contract Status/:** Temporary

**Period:** 6 months

**Date:** August 2014

1. **Purpose:**

Assist the Representative to enhance effectiveness of the organization by providing information management support and daily administrative duties.

1. **Major Duties and Responsibilities:**

* **Research:**
* Undertake research as and when directed in support of programme development.
* **Senior Management Team (SMT):**
* Provide follow-up action from monthly meetings with SMT and direct reports and stringently monitor progress with updates to the Representative.
* Schedule one to one meetings with SMT and track any follow ups to ensure actions are timely completed prior to the next scheduled meetings.
* Consistently follow-up with SMT on any email action items.
* Maintain a good relationship with all SMT to ensure strengthened unity and understanding among them for progressive results.
* **Pacific Strategic Plan:**
* Provide specific support as directed with the planning and development of the PPO Strategic Plan.
* **Events/Functions/Meetings:**
* Organise and facilitate preparations for events, functions or meetings as requested by the Representative.
* **Fundraising:**
* Provide support actions as directed.

* **Travel Arrangements:**

**Prior to travel:** Work with Program Officer on travel itineraries, hotel bookings and preparation of profiling material and readings for trips including timely completion of travel advance forms;

**Post travel:** Organization of travel receipts and preparation of travel acquittal forms.

* **General:**
* Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
* Conserve Representative's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
* Maintain Representative's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel (local, regional and international).
* Provide courteous and professional service in person or on the telephone; answering or directing inquiries.
* Maintain confidentiality and integrity by keeping all information confidential.
* Prepare reports by collecting and analyzing information.
* Provide institutional information by developing and utilizing filing and retrieval systems; recording meeting discussions and completing necessary backups of relevant documents.
* Maintain Representative’s stationery & other supplies inventory by checking stock to determine inventory level; anticipating needed supplies; and liaise with Administration staff to expedite orders for supplies;
* Ensure operation of IT equipment by following manufacturer's instructions; troubleshooting any malfunctions and liaising with IT Administrator for repairs.
* Maintain professional and technical knowledge by attending relevant workshops; review professional publications and establish personal networks.
* Contribute to Representative’s effectiveness by accomplishing related results as and when required.

**IV Profile:**

**Minimum Required Qualifications:**

* Relevant training and qualifications.
* At least 2-5 years’ experience in administration or in a similar occupation.
* A good understanding of basic IT trouble-shooting and social media platforms.
* Familiarity with IT applications such as google applications (gmail (email), google drive – docs, scheduling/calendars), teleconferencing – Skype and web-bex, would be an advantage.

**Requirements for the Position**

* Provide their own laptop, given that this is a temporary position.
* Excellent administrative writing skills including report writing.
* Scheduling, planning and logistical experience, including travel logistics.
* Demonstrated excellent PC based computer skills, preferably with current Microsoft Word, Excel, Outlook, PowerPoint and Access.
* Excellent organization & time management.
* Good presentation Skills.
* Knowledge of equipment maintenance.
* Excellent written and verbal communications.
* Good people-management skills with the ability to work confidentially with staff and managers.
* Optimistic attitude with an approachable disposition.
* Ability to work under pressure and meet reporting deadlines.
* Adheres to WWF’s values, which are: *Knowledgeable, Optimistic, Determined and Engaging.*

1. **Working Relationships:**

**Internal** - Engage and build relationships with internal staff and the senior management team.

**External** - Liaison with other stakeholders.

This TOR covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Approved by the Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accepted by Temporary employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_