**Temporary Executive Assistant**

**WWF-Pacific**

We are seeking to recruit a temporary Executive Assistant for WWF-Pacific to assist the Representative to enhance effectiveness of the organization by providing information management support and daily administrative duties.

**Location:**

WWF-Pacific, 4 Ma’afu Street, Suva, Fiji.

**Duration:**

This is a 6 months contract with stipulated conditions.

**Terms of Reference (TOR)**

Please refer to attached TOR for more information.

**What you need:**

**Requirements for the position**

* Provide their own laptop, given that this is a temporary position.
* 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.
* 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.*

**How to Apply?**

Email a cover letter and CV with the subject line **‘Temporary Executive Assistant’ to:** [ppo.hr\_recruit@wwfpacific.org](mailto:ppo.hr_recruit@wwfpacific.org)

**Deadline for applications: Friday, 05th September 2014**

*WWF is an equal opportunity employer and committed to having a diverse workforce.*