Administrative Officer

Duty Station: Fiji or Solomon Islands
Duration: 10 months (with a possible extension depending on funding availability)

Job Description

We are seeking an organized and detail-oriented Administrative Officer to join our team. As an Administrative Officer, you will play a crucial role in ensuring the smooth and efficient operation of our organization. Your responsibilities will include managing administrative tasks, coordinating office activities, and providing support to the campaign team. The ideal candidate is proactive, adaptable, and possesses excellent communication and organizational skills.

- Oversee day-to-day administrative operations.
- Assist in managing emails, and correspondence, and direct them to the appropriate personnel.
- Coordinate and schedule appointments, meetings, and travel arrangements for staff members.
- Assisting the treasurer in the facilitation of the financial payments, employee’s payroll and other expenses of the organization.
- Maintain accurate records, files, and databases, both physical and electronic.
- Assist in the preparation of reports, presentations, and documents.
- Assist in budget preparation and monitor expenses.
- Assist in organizing events, conferences, and meetings.
- Ensure compliance with organizational policies and procedures.
- Provide administrative support to the campaign team as needed.
Required Qualifications and Experience

- Proven experience as an Administrative Officer or in a similar administrative role.
- Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Excellent written and verbal communication skills.
- Proficient in using office software, such as MS Office (Word, Excel, PowerPoint, Outlook) and in MYOB.
- Attention to detail and accuracy in handling administrative tasks.
- Ability to handle confidential information with integrity and professionalism.
- Strong problem-solving skills and the ability to work independently or as part of a team.
- Knowledge of administrative procedures, record-keeping, and office management.
- Bachelor’s degree in business administration, accounting or a related field is preferred.

About the Pacific Islands Students Fighting Climate Change

The Pacific Islands Students Fighting Climate Change is a youth led organisation that has been leading the youth and civil society campaign to seek an advisory opinion from the International Court of Justice (ICJAO) on climate change and human rights. While its primary campaign is the ICJAO campaign, PISFCC also is focused on building youth agency in the Pacific by educating and activating young people on the nexus between the climate and human rights crises.

Closing Date of application 18th August 2023

Contact hi@pisfcc.org for more details.