

1. TERMS OF REFERENCE FOR THE PMU – ADMINISTRATION SUPPORT OFFICER

ROLES AND RESPONSIBILITIES

- The Administration Support Officer will assist the Finance Office
- Responsible for ensuring all logistics for workshops/logistics are in order and confirmed in a timely fashion
- Responsible for regularly update asset registry and prepare robust hard copy/e-copy of archive filing system for all Programme activities including training/workshop reports, purchase orders and labour vouchers, etc.
- Assist the Finance Officer to ensure all financial payment requests regarding the project are requested in a timely fashion to avoid further delays to the implementation of project activities
- Assist the Finance Officer to conduct the procurement for all goods and services in line with procurement policy of DP and or the Donor including the preparation of quotations, specification sheets and evaluation reports for the procurement of goods and services
- Assist the Finance Officer to submit all purchase orders/salary vouchers to PMC to certify all is in order before further submission to DP for processing
- Other work requirements as directed by the PMC and the Executive Director of CSFT

SALARY RANGE

Salary range will be between TOP\$6720, – 10,080.00

QUALIFICATIONS

- Certificate level with relevant experience

SKILLS & WORK EXPERIENCE

- Must have some work experience in the CSO Sector and or Community Based Groups
- Have some work experience in project administration
- Can work well in a team
- Is well organized and ability to manage workload & work under pressure
- Has very good communications skills
- Can speak and write in Tongan/English
- Is proactive and approachable
- Is Honest and can work unsupervised

DURATION

This Project will run for a period of two year (2 years).

PERFORMANCE MONITORING

The Administration Officer will work closely with Finance Officer whom reports directly to the PMC

For further enquiries, please contact the Ministry of Finance (Saane Lolo – Deputy CEO of the AID Management and Resilience Development Division) at slolo@finance.gov.to

Endorse by,

Salesi Pongi

Acting Deputy CEO

Aid Management and Resilient Development Division