JOB DESCRIPTION

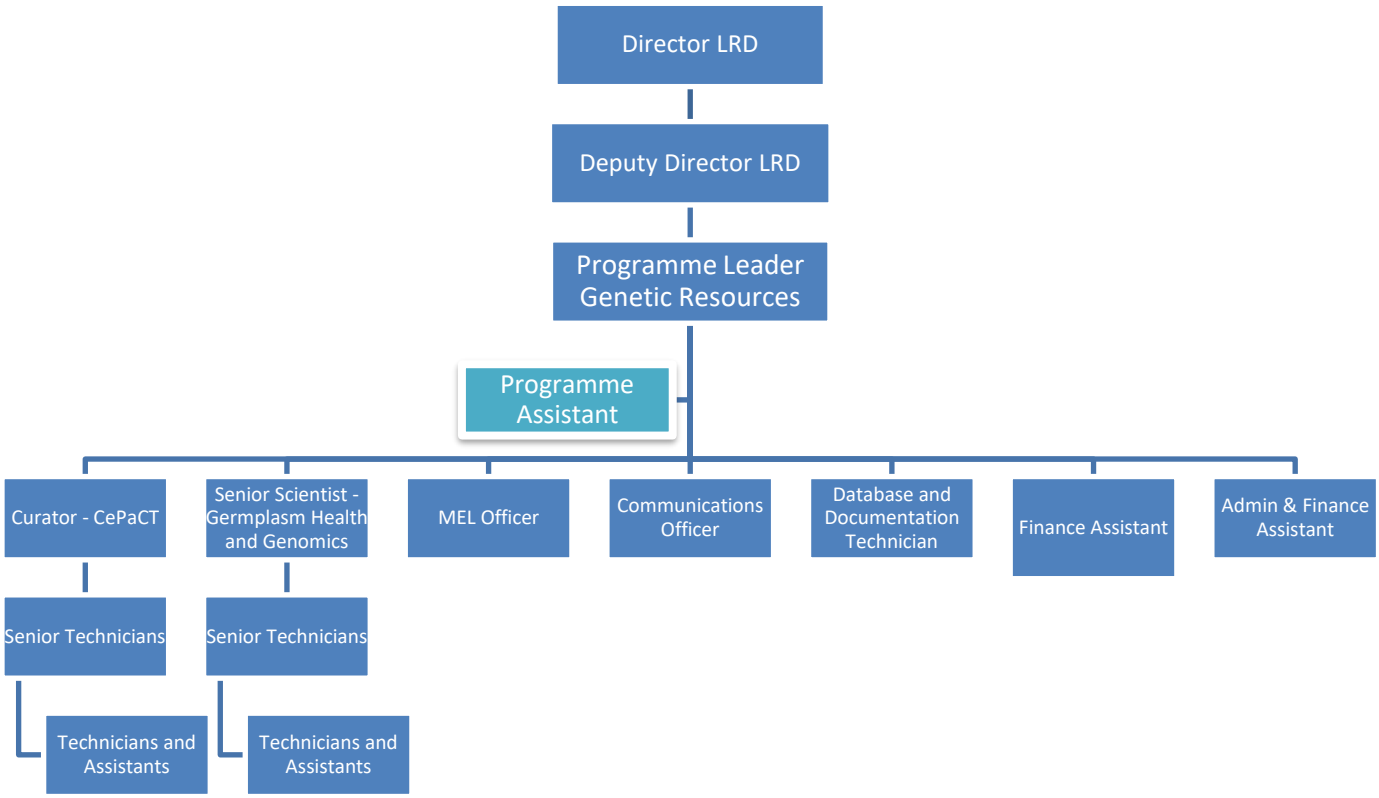
Job Title:	**Programme Assistant**
Division/Programme:	Land Resources Division (LRD) / Genetic Resources Programme (GRP)
Location:	Suva, Fiji
Reporting to:	Programme Leader – Genetic Resources
Number of Direct Reports:	0
Purpose of Role:	The Programme Assistant provides administrative, logistical, coordination and records support to the Genetic Resources Programme, including the Centre for Pacific Crops and Trees (CePaCT), to support the effective day-to-day operation of the programme.
Date:	October 2026

Organizational Context and Organisation Chart

The **Pacific Community (SPC)** is the principal scientific and technical organization in the Pacific region, supporting sustainable development since 1947. It is an international development organisation owned and governed by our 27 country and territory members. We work for the well-being of Pacific peoples through the effective and innovative applications of science and knowledge, guided by a deep understanding of Pacific Island context and cultures. (www.spc.int)

This position is in the **Land Resources Division (LRD)** which provides effective expert scientific advice, capacity building and services on conservation, development and utilisation of plant genetic resources, forest and landscape management, resilient agricultural systems, diversification of livelihood strategies and access to markets to maintain ecosystem services and improve land productivity and the food, nutrition security and resilience of Pacific communities.

LRD has expertise in genetic resource conservation, resilient agriculture, biosecurity, pest and disease management, agricultural extension, plant pathology, entomology, and animal health. It collaborates with governments, regional organisations, civil society and other SPC divisions to pinpoint the needs and priorities of Pacific countries and communities and provide technical expertise to address them. This mission is realised through four main thematic work areas, or pillars, and a progressively integrated approach to programming that works towards achieving SPC's development goals.



Key Result Areas (KRAs):

The position of Programme Assistant - encompasses the following major functions or Key Result areas:

- Administrative Support (30%)
- Logistical Support (30%)
- Documentation Support (30%)
- Other duties (10%)

The performance requirements of the Key Result Areas are broadly described below.

Jobholder is accountable for	***Jobholder is successful when***
KRA 1: Administrative support (30%) • Manage the office front desk and support visitors, stakeholders and client enquiries for the GRP. • Facilitate Programme meetings and hosted stakeholder engagements, including staff, partner and visitor meetings, and coordinate meeting-room arrangements and preparation of meeting minutes/records as required. • Maintain Programme stakeholder contact and distribution lists and circulate approved communications on behalf of the Programme Leader. • Monitor key events, staff movements and relevant calendars. • Coordinate the management and upkeep of the CePaCT staff Tea Room and associated supplies, equipment and appliances. • Coordinate with SPC Facilities and relevant service providers to support the upkeep and functionality of GRP offices, meeting rooms	• Visitors, customers, clients and stakeholders are received and supported professionally, and enquiries are responded to promptly. • Programme meetings and hosted stakeholder engagements are well organised, with meeting spaces and basic logistical requirements prepared in advance. • Meeting minutes and records are prepared accurately, circulated as required and filed in a timely manner. • Programme events, staff movements, and relevant calendars are kept current and communicated as required. • The CePaCT Conference Room booking system is effectively managed, with approved bookings coordinated and the room ready for use. • Facilities issues are appropriately recorded, followed up and escalated through the designated Facilities focal point or directly when required, with actions tracked to resolution.

and common-use areas, including tracking and follow-up of reported facilities issues and assisting with helpdesk reporting when required. • Administer the CePaCT Conference Room booking system, including review and approval of bookings and coordination of room readiness and appropriate use. • Manage office and staff refreshment supplies, including routine stocktaking and replenishment.	• The staff kitchen, office supplies and staff refreshment supplies are appropriately managed, stocked and maintained, with issues identified and followed up in a timely manner. • Programme stakeholders contact and distribution lists are kept current, and approved communications are circulated accurately and on time.
KRA 2: Logistical Support (30%) • Support Programme procurement requirements by obtaining quotations and collating required administrative documentation, in liaison with relevant LRD Finance/Procurement staff. • Coordinate administrative and logistical arrangements for the distribution of germplasm and/or biological samples, in consultation with the Curator or relevant technical staff and the Documentation & Database Technician as required. • Provide administrative support to Programme procurement processes and standard contract documentation, in liaison with relevant LRD Finance/Procurement staff. • Coordinate logistical arrangements for Programme meetings, workshops and stakeholder events, including venues, accommodation, service providers and participant arrangements, in accordance with relevant SPC procedures. • Coordinate Programme travel and related logistical arrangements for external stakeholders and provide travel support to Programme staff as required, ensuring compliance with relevant SPC systems, procedures and requirements and liaising with relevant Finance/Travel staff where required.	• Quotations and required procurement documentation are obtained, collated and submitted in a timely manner in liaison with relevant LRD Finance/Procurement staff. • Administrative and logistical arrangements for germplasm and biological-material distributions are efficiently coordinated with relevant technical and documentation staff and followed through to delivery. • Programme procurement and standard contract documentation is complete, accurate and provided to the relevant Finance/Procurement staff within required timeframes. • Programme meetings, workshops and stakeholder events are logistically well coordinated, with venues, accommodation, service providers and participant arrangements confirmed in a timely manner and in accordance with relevant SPC procedures. • External stakeholder and staff travel arrangements are accurately coordinated and processed in a timely manner in compliance with relevant SPC systems, procedures and requirements.
KRA 3: Programme Records and Filing (30%) • Maintain Programme administrative records and filing in approved physical and electronic storage systems, including SharePoint and shared network drives, in alignment with LRD and GRP administrative document-management and filing structures. • Digitise and appropriately file programme documents and records, including documents provided by the Programme leader and other Programme staff, in approved electronic storage systems. • Collect, organize and archive supporting documentation for meetings, donor and project files, agreements, reports, consultancies, contracts, staff travel and other Programme activities.	• Programme records are complete, current, systematically filed and readily retrievable in approved physical and electronic locations. • SharePoint and shared-drive folders are maintained in an organised and consistent manner and aligned with LRD and/or CePaCT document management and filing requirements. • Assigned Programme documents are digitised, correctly filed and readily retrievable in the appropriate electronic locations. • Assigned registers, trackers and administrative records are accurate and kept current. • Supporting documentation for Programme operations, donor/project requirements, verification and audit purposes is complete and readily available when required.

• Support orderly file structures, naming conventions and retrieval of programme records. • Maintain assigned Programme administrative registers, trackers and records.	
KRA 4: Other Duties (10%) • Provide administrative support to Programme reporting and verification processes, including collation of relevant supporting information and records. • Assist with administrative aspects of staff onboarding and offboarding. • Provide administrative and logistical support to other relevant LRD teams when required and agreed with the supervisor. • Undertake other reasonable duties consistent with the purpose and level of the position.	• Administrative inputs and supporting records required for Programme reporting and verification are provided accurately and on time. • Staff onboarding and offboarding administrative requirements are coordinated efficiently. • Support provided to other LRD teams is timely and does not compromise core Genetic Resources Programme responsibilities. • Other assigned duties are completed to an appropriate standard and within agreed timeframes.

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

- Following up with member countries, territories and other stakeholders on nominations, participant information and other requirements for Programme meetings and workshops.
- Collecting and following up supporting administrative documentation for procurement processes, consultancies, staff travel and other Programme activities for filing, verification and audit purposes.
- Setting up logistical arrangements for meetings, workshops and related support services based on Programme requirements and stakeholder needs.
- Managing changes to travel schedules for staff, workshop participants, consultants and other stakeholders, including where changes occur at short notice or after travel has commenced.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External: • PAPGREN focal points, member country and territory representatives and other Programme partners • Consultants and meeting/workshop participants • Suppliers, vendors, hotels, travel and other service providers • Courier/shipping providers and relevant external agencies involved in Programme logistics • External auditors, where administrative records are required.	• Liaising, coordinating, following up, exchanging information, obtaining documentation and supporting administrative and logistical arrangements.
Internal • Programme Leader – Genetic Resources	

• CePaCT Curator and relevant technical staff • Documentation & Database Technician • MEL and Communications staff • LRD Finance/Procurement and Administration staff • SPC Travel, ICT, Facilities, HR and other relevant Corporate Services staff • Other LRD Programme teams	• Coordinating, providing and receiving information, following up administrative requirements, facilitating Programme activities and working collaboratively across relevant teams.

Level of Delegation:

Routine Expenditure Budget: 0

Budget Sign off Authority without requiring approval from direct supervisor: 0

Personal Specification:

Qualifications

Essential:	Desirable:
• Tertiary certificate or diploma in office management, administration, secretarial studies, or related discipline from a recognised institution or equivalent body of knowledge and experience.	• Additional qualifications or training in administration, project support, records management or related areas.

Knowledge/Experience

Essential:	Desirable:
• At least 3 years of relevant experience in a similar role undertaking programme administration, coordination, logistical support and records management, including physical and electronic filing. • Good computer skills, including experience using Microsoft Office/Microsoft 365 and electronic document and filing systems. • Demonstrated experience coordinating medium- to large-scale meetings, workshops or stakeholder events, including participant liaison, travel and logistical arrangements. • Good interpersonal, customer service and communication skills, with the ability to liaise effectively with internal and external stakeholders. • Fluency in English, both written and spoken. • Demonstrated commitment to gender equality and human rights-based approaches. • Ability to work as part of a team and autonomously in a multi-cultural environment. • Excellent public relations and communications skills.	• Experience working with donor-funded projects or organisations. • Experience with SPC or similar organisational administrative systems, procedures and processes. • Experience supporting regional or multi-country meetings, workshops or programmes involving participants from different countries and organisations. • Experience using SharePoint or similar electronic records/document management systems.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	• Commitment to providing high-quality administrative and customer service support.
Advanced level	• Strong organisational and coordination skills, with the ability to manage multiple tasks and competing priorities. • Strong interpersonal and stakeholder liaison skills. • Accurate records management and filing skills across physical and electronic systems. • Ability to coordinate meetings, travel and logistical arrangements effectively. • Attention to detail and accuracy in administrative work.
Working knowledge	• Ability to work independently, set priorities and meet deadlines with minimal supervision. • Ability to work effectively with LRD teams, Corporate Services, Finance, Travel, ICT, Facilities and other relevant SPC staff. • Working knowledge of the Genetic Resources Programme and CePaCT operating environment, including awareness of the technical, laboratory, biosecurity and phytosanitary context in which administrative and logistical support is provided. • Working knowledge of Microsoft Office/Microsoft 365, SharePoint and shared electronic filing systems. • Working knowledge of relevant SPC administrative, travel and procurement procedures.
Awareness	• Ability to handle sensitive, conflicting or incomplete information professionally and appropriately. • Awareness of role boundaries and when matters should be referred to Finance, technical, MEL, Communications or other responsible staff.

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service.

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.