



## POSITION VACANT: ADMINISTRATION & OPERATIONS OFFICER

Transparency International PNG (TIPNG) is a non-government organization dedicated to fighting corruption in PNG and promoting transparency, honesty and accountability in public and private dealings.

TIPNG is an equal opportunity employer who promotes respect in the work place. We take pride in also offering the following:

- A fun & exciting work environment with the opportunity to contribute to positive societal change
- Training & development for our employees
- Exposure to local, regional & international networks
- A competitive salary to attract the right person
- Access to supportive coaches and mentors

We are looking for suitable applicants to fill this new and exciting position as **ADMINISTRATION & OPERATIONS OFFICER**.

The Administration & Operations Officer will work with the Organizational Development team and ensure the efficient and effective running of the organization's overall operations.

### Generic Responsibilities

1. Ensure adherence to TIPNG policies and guidelines
2. Prepare and develop reports as required by management
3. Ensure proper filing of documents - online and offline
4. Actively seek Membership for TIPNG amongst stakeholders
5. Live and breathe the values of TIPNG within and outside of the organization and throughout all work carried out on behalf of the organization

### Specific Responsibilities

Reporting to the Finance Officer, the Administration & Operations Officer shall:

#### 1. Administration

- Maintain office equipment and systems, including data and information management, filing and back up systems
- Respond to incoming emails, social media posts and requests in a timely and professional manner
- Keep a record of all incoming and outgoing correspondence
- Maintain strong relationships with suppliers and clients and other TIPNG staff
- Manage stationery, staff amenities and any items needed for the office
- Keep a Master Contact list for all organizations and individuals involved in the work of TIPNG
- Ensure the Insurance covers are renewed and updated

#### 2. Projects & Programs

- Assist with the coordination of logistics of projects and programs if and when required
- Compile donor reports for Management to review

#### 3. Finance

- Manage the payroll, under the supervision of the Finance Officer
- Collect Invoices and Statements of Accounts from all suppliers at month end

- Ensure timeliness of all fund requisitions and preparation of payment vouchers on a weekly basis
- Raise payments through BSP online system
- Send out payment receipts

#### **4. Property**

- Attend to any issues reported under the rental lease agreement
- Attend to security concerns raised
- Oversee the work of the Cleaner and Groundskeeper

#### **5. Board**

- Ensure board reports are ready 7 days before a meeting
- Ensure minutes of board minutes are recorded and circulated within 7 days of the meeting occurring
- Organize refreshments for meetings held at the TIPNG office
- Lead the organizing of the Annual General Meeting, in close consultation with the Executive Director

Develop Administration and Finance Manuals for the TIPNG Handbook

Keep Calendar of the Executive Director

Other duties as directed by the Finance Officer and/or Executive Director

#### **SKILLS & REQUIREMENTS**

- 2-3 years of experience in administration work
- Be computer literate, able to use MS Office Suite
- Some experience in Finance and Human Resource
- Great communication skills
- Be exceptionally well organized, flexible and have the ability and multi-task
- Must have experience of working effectively under pressure, to tight deadlines, for long hours, whilst maintaining professionalism
- Be a team player, willing to support team members in their roles, and to be able to seek support from them when you need it
- Must be highly flexible

APPLICATION CLOSE: Monday 27<sup>th</sup> January 2020

Applications must include a CV no longer than 3 pages, a Letter of Application, 3 most relevant certificates and a list of 3 referees with reliable telephone number and/or email address.

Send applications to:

**The Executive Director**

Transparency International PNG Inc.

P O Box 591, Port Moresby, NCD

Applications can be dropped off at the TIPNG office: Section 54, Lot 31, Lokua Avenue, Boroko

For more information, call Tel: 3234917 or 3237517 or email: [info@transparencypng.org.pg](mailto:info@transparencypng.org.pg)