



Job description for YIP Administrator 14 February 2013 to 14 August 2013

Transparency International (TI) Fiji is a non government organization working towards the eradication of corruption in Fiji. TI Fiji established the Youth Integrity Promotion (YIP) project in 2012, with the aim of encouraging and enabling youth to act with integrity and reject corruption. Further information on TI Fiji and the YIP project is available on the TI Fiji website, www.transparencyfiji.org.

The YIP Administrator will work with a small team and support the successful delivery of the programme.

Main function: Administrative support to the Youth Integrity Promotion (YIP) Programme

Agreement duration: 14 February 2013 to 14 August 2013

Duration: 6 months

Location: Suva

Reporting lines: Reports to the Programme Coordinator YIP

Responsibilities:

1. Carry out the Administrative function of the YIP project which may include, but is not limited to the following:
 - a. Administer and record all incoming and outgoing correspondence;
 - b. Collects and files publications on all information relevant to YIP publications/press releases etc;
 - c. Prepare, type, photocopy disseminate reports as and when required;
 - d. Obtain Quotations, invoices and all necessary documentation in the purchasing or expending of funds/items;
2. Assist in areas of finance such as petty disbursements, budgeting, maintenance of YIP finance and administrative filing;
3. Assists the Programme Coordinator as and when required.

Qualifications, Knowledge, Experience and Skills:

1. Must have at least a university diploma in management, accounting or social and community work.
2. At least two (2) years of work experience with particular focus on events management.
3. Must be able to work with minimal supervision and be culturally sensitive.
4. Must be able to work to tight deadlines and be able to set competing priorities.

Supervision:

1. Assists the Programme Coordinator and works together with other staff on administrative and financial matters.

Ends