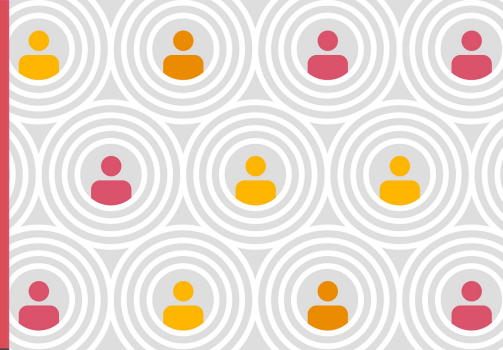


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PwC Careers

Join our community of solvers working to drive long-lasting positive outcomes. Let's create an impact together.

We invite you to apply for the following opportunity based in Port Moresby:

Admin Support Officer

Joining our Advisory Services team, the Admin Support Officer will be project-based and seconded on a short-term contract (three months) to the COVID-19 Vaccine Taskforce (Taskforce) to support the COVID-19 vaccine delivery in Papua New Guinea.

The Admin Support Officer is responsible for supporting the Taskforce with all aspects of each department's activity planning and administrative requirements. The position will provide support for key priorities within the Monitoring and Evaluation (M&E), Expanded Programme on Immunisation (EPI), Partnership and Communications functions including but not limited to liaison with Provincial Health Authorities (PHAs), Lead Partners and PwC in the preparation, completion, collation, and submission of required documentation to support programmatic and financial compliance aligned to the Taskforce Standard Operating Procedures.

The Admin Support Officer key responsibilities include:

Compliance

- Working with the Executive Admin Officer to support the operationalisation and administration of compliance to financial, travel and procurement systems within Taskforce
- Assisting teams in the preparation of required documentation to support finance, procurement and travel – ensuring completeness and maintenance of appropriate records as required - aligned to SOP
- Assisting all team's adherence to HR, administrative, financial security and management policies and procedures
- Working with the Communications for Health Manager coordinate with PwC, PHAs and Lead Partners to ensure submission of required programmatic and financial documentation related Taskforce funded activities.

Administration

- Provide administrative support for the planning, execution, and reporting of key Taskforce COVID Delivery Support (CDS) funded activities including but not limited to:
 - execution of Health Worker Trainings
 - development and distribution of Risk Communication and Community Engagement (RCCE) materials
 - field visits to conduct training quality assurance and communications reviews
 - data entry support for M&E such as pre and post evaluations.
- Assist with event administration, set up and pack down for the Taskforce at workshops, trainings, and other events.
- Provide field support for trainings and other key activities including travelling as required.
- Support other activities as required by the Executive Director.

The ideal candidate for the position must at a minimum possess the following:

- organisational, event and administration skills
- ability to problem solve and be proactive in resolving issues
- attention to detail
- ability to create and maintain good working relationships
- work independently without direction
- be able to meet deadlines and work under pressure
- knowledge of Zoom, PowerPoint, Word and Excel
- admin experience working in health and or government setting
- experience in assisting with workshops, events or trainings
- experience with data entry
- PNG cultural experience
- must be a team player, effective communicator, motivator and lead by example.
- must be a values-driven person with integrity, professionalism, loyalty and command respect with team members
- must be able to work beyond the call of duty.

PwC is Papua New Guinea's leading professional services firm. We offer in return a competitive salary package, commensurate with experience, and an environment that encourages you to do meaningful work and make an impact.

Send your application

Suitably qualified and interested candidates are to submit your curriculum vitae and a cover letter addressing your skills and experience against the above criteria. Please attention your application to Jennifer Lee.

Only shortlisted applicants will be contacted for interviews.

All applications can be submitted through:

- email: pg_taskforcefundmanager@pwc.com
- post or hand delivery to: PricewaterhouseCoopers, Level 6, PwC Haus, Harbour City, P.O Box 484, Port Moresby, NCD, Papua New Guinea.

Applications close Monday, 9 January 2023.