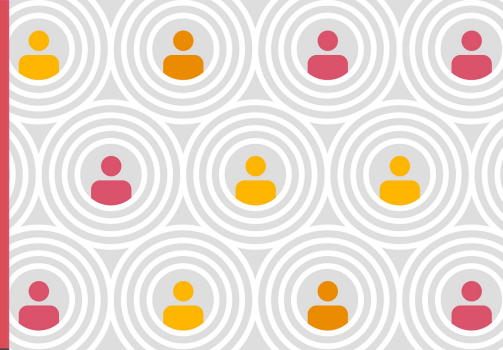


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PwC Careers

Let your purpose and passion take your career to the next level. Be a part of our community of solvers and let's create lasting outcomes together.

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

Executive and Administration Officer

Joining our Advisory Services team, the Executive and Administration Officer will be project-based and will be seconded on a full-time basis to the COVID-19 Vaccine Taskforce (Taskforce) to support the COVID-19 vaccine delivery in Papua New Guinea.

The Executive and Administration Officer is responsible for supporting the Executive Director (ED) of the Taskforce and will assist all aspects of the Taskforce's administrative management. The position will also support the operationalisation and administration of all aspects of compliance to financial, travel and procurement systems within the Taskforce, including assisting teams in the preparation of required documentation for all Fiduciary Agent services to support finance, procurement, travel and human resource (HR) activities.

The Executive and Administration Officer's key responsibilities include:

- providing day-to-day administrative support to the ED, Taskforce teams and all areas of operations
- providing support to organise meetings, trainings and other events
- providing support to the ED with diary management and travel, and to other executives with assistance support as required
- providing support to the Steering Committee and Technical Assistance Groups (TAG) on scheduling and organising meetings, preparing and sending out or distributing agendas, papers and invitations, and minutes taking
- managing the Taskforce's transport functions
- maintaining a communications database and assisting with organising virtual learning sessions
- assisting all teams in the preparation and reconciliation of documentation required for financial reconciliations, trip reports, HR requests, procurement, and other documentation according to Fiduciary policies and procedures
- assisting all team's adherence to HR, administrative, financial, security and management policies and procedures
- ensuring completeness of records and maintaining appropriate records as identified by the Fiduciary Agent
- ensuring all procurement processes meet government and donor's legal regulations and requirements
- supporting other activities as required.

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

- at least three years' experience in public or corporate administration, including as an executive assistant, and in working with donors
- experience in filing, systems and process management
- excellent organisational, administration and problem solving skills
- ability to use initiative and be proactive in resolving issues
- good attention to detail
- ability to create and maintain good working relationships with donors and partners
- ability to work proactively and independently with minimal supervision
- ability to meet deadlines and work under pressure
- strong computer skills and knowledge of Zoom, PowerPoint, Word and Excel
- good understanding of compliance and monitoring and evaluation (M&E) and how program activities link to finance in terms of compliance
- a team player, effective communicator, motivator and the ability to lead by example
- a values-driven person with integrity, professionalism, loyalty and command respect with team members
- able to work on flexible hours and 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.

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 Wednesday, 15 June 2022.