



PACIFIC POWER ASSOCIATION VACANCY: ADMINISTRATIVE CLERK/DRIVER

The Pacific Power Association (PPA) is a member of the Council of Regional Organizations in the Pacific. PPA is a regional Association of the power utilities of the Pacific Islands Countries. Headquarters of the Association is in Suva, Fiji. In addition to 25 power utility members across the region, the Association has a large world –wide Allied private sector membership. The Association conducts technical assistance and administers training and other assistance on behalf of its member’s utilities, often in collaboration with donor organization.

The Association has an immediate vacancy for an **Administrative Clerk/Driver** carrying primary responsibilities for clerical responsibilities of the Association, and in addition he/she will be required to maintain the Association’s official vehicle. As such, a person of appropriate qualifications with Computer MS Office knowledge and a clean driving record with a valid driving license is encouraged to apply. An attractive remuneration package will be negotiated to commensurate with qualification and experience.

DUTY STATEMENT

Reporting to the Administrative Officer, the Administrative Clerk/Driver will be required to keep record of outgoing mail, faxes and assists the accountant with the preparation of payment vouchers for the Association’s creditors, filing of payment vouchers, reconciliation of the creditor’s monthly statement.

- Maintain in-coming/outgoing mail, faxes and email registers
- Stamp outgoing mail and collect the Association’s mail from the post office
- Hand delivers letters and invitations to Regional Organizations, Embassies and other organizations, also prepare all outgoing courier packages to members of the Association
- Assist with the photocopying of all other preparations of the PPA workshops, photocopying vouchers for reports to donors and annual Pacific Power Association Conference
- Filing of all PPA’s correspondence in the Association’s central filing system
- Assist the Accountant with the receipting of all funds received
- Control and issuance of petty cash to make payments or purchase items for the Association
- Ensures that the Association’s vehicle is kept clean, fueled, maintained and serviced as required
- Prepare bank deposit for funds received

- Liaise with suppliers to maintaining/ordering of office supplies and stationeries
- Good working knowledge of Microsoft Office, Word, Excel, PowerPoint and Outlook
- Perform other duties from time to time as directed by the Accountant and Administrative Officer

Information about the Pacific Power Association is available on <http://www.ppa.org.fj>

Please send a detailed CV with three references and to be received before the COB Friday 20th January 2023 to:

The Administrative Officer
Pacific Power Association
Private Mail Bag
Suva

or emailed to:

Email address ppa@ppa.org.fj

Please note that only short-listed applicants will be contacted and advised on this position when the selection is finalized.