



PACIFIC POWER ASSOCIATION

The Pacific Power Association (PPA) is a regional organisation supporting power utilities across Pacific Island countries. Headquartered in Suva, PPA delivers technical assistance, training, and capacity-building programs in collaboration with international partners. We are seeking a reliable, organised, and proactive individual to join our team as an **Administrative Clerk / Driver**.

Key Responsibilities:

- Manage filing systems and document control
- Assist with workshops, conferences, and donor reporting
- Support basic accounting tasks (vouchers, receipts, deposits)
- Manage petty cash transactions
- Deliver official correspondence and prepare courier packages
- Ensure proper upkeep and servicing of the organisation's vehicle
- Procure office supplies and liaise with vendors

Requirements:

- Proven administrative or clerical experience
- Good working knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Valid driver's licence with a clean driving record
- Strong organisational and communication skills
- Ability to multitask and work independently

What We Offer:

- Competitive remuneration package
- Exposure to regional and international development work
- Supportive and professional working environment

How to Apply:

Submit your CV and three referees to: reena@ppa.org.fj

Deadline: Friday, 19 June 2026

Only shortlisted candidates will be contacted.