



The Asia Foundation

THE ASIA FOUNDATION PACIFIC ISLANDS

Position Description

TITLE: Program Assistant – Pacific RISE-CTIP

UNIT: Pacific Islands Office

REPORTS TO: Deputy Chief of Party

SUPERVISES: None

SUMMARY OF JOB RESPONSIBILITIES

The Pacific Regional Initiative and Support for More Effective Counter Trafficking in Persons (Pacific RISE-CTIP) program is a five-year program implemented by The Asia Foundation with funding from the United States Agency for International Development (USAID). Pacific RISE-CTIP aims to address trafficking in persons (TIP) through a holistic, multi-sectoral approach that engages an inclusive cross-section of PIC stakeholders from government, civil society, and the private sector to strengthen TIP prevention, protection, and prosecution.

Pacific RISE-CTIP seeks applications from qualified Fiji nationals, or Pacific Islanders who are eligible to work from Fiji, for the position of program assistant. The successful recruit is expected to closely coordinate and liaise with Pacific RISE-CTIP's partner organizations, consultants, and other stakeholders to ensure alignment with program objectives, timely delivery of outputs, and compliance with Asia Foundation rules on expenditures and overall program management. S/he is also expected to coordinate with the Foundation's Finance and Administration unit on all logistical, administrative, and financial aspects of program and grants management related to the project.

Internal: Interaction with the Pacific RISE-CTIP Team, other program units within the Foundation, as well as with the Finance and Administration unit of the Foundation.

External: Regular contact with Pacific RISE-CTIP project partners, government agencies and stakeholders for project implementation and monitoring.

REQUIREMENTS

Education: Relevant tertiary qualification.

Experience: Minimum of five (5) years professional experience, preferably in a development organization.

Skills:

- Proven ability to work with respect and sensitivities to specific contexts.
- Demonstrated flexibility and adaptability to perform and collaborate in changing project environment.
- Excellent capacity to handle information with diligence.
- Must have exposure to the implementation, monitoring, and reporting for development projects.
- Familiarity with Pacific Island government institutions, agencies, and systems and procedures, civil society, the private sector, and academia.
- Must have strong verbal and written communication skills in English
- Strong interpersonal and intercultural skills, including ability to work with cross-cultural teams, and adaptability to developing country contexts.
- Strong attention to detail and ability to multi-task.
- Strong time management skills and professional organizational abilities.
- Ability to self-manage, independently prioritize tasks, and confidently develop plans of action with minimal direction.
- Ability to travel domestically, including to remote locations.
- Computer proficient in MS office, spreadsheets, and database management.
- Must comply with the Foundation's Child Protection Policy, Code of Conduct, and other internal policies.

JOB FUNCTIONS MAY INCLUDE THE FOLLOWING:

Program Support and Management

- Assist the Program Officers in planning, implementation, and monitoring of activities.
- Provide technical support to prepare activity design/s to support Pacific RISE-CTIP activities.
- Perform project monitoring and evaluation functions – including supporting the project partners and ensuring the project activities of partners meet the agreed objectives.
- Aid in collecting information and systematizing documentations from project partners.
- Monitor reporting schedules and due dates of Consultants' Contracts and Sub-Awards Agreement.
- Undertake monitoring visits to project partners to assess and ensure that activities are conducted as planned (subject to Covid-19 protocols).
- Support coordination of project activities with the CSO and local partner organizations.
- Coordinate travel arrangements for Pacific RISE-CTIP's staff and consultants, including booking accommodation and flights, calculating per diems, and arranging visas.
- Develop and maintain travel/movements calendar to track location of all Pacific RISE-CTIP's team members.

- Support Program's team in coordinating logistics and stakeholder participation for Pacific RISE-CTIP's events (e.g. Regional Learning events, meetings, trainings and workshops) including travel arrangements for participants, venue selection and preparation, catering, participant liaison, and providing support on preparation of resource materials.
- Initiate procurement of goods and services with vendors, following USAID and TAF processes procedures.
- Provide orientation, training and other necessary support to project partners to ensure proper execution of the project activities, as may be assigned.
- Represent The Asia Foundation on project activities as approved by the chief of party or Pacific Islands office director.
- Perform other tasks as maybe assigned from time to time.

Administration and Financial Management

- Facilitate administrative processes for project activities including procurement requests, routing of consultant contracts, and organizing and managing logistics requirements etc..
- Support the management of the Pacific RISE-CTIP filing systems (i.e. consultant contracts, subawards agreements) in both electronic and physical forms.
- Follow Foundation policies and practices, ensuring that all financial documentation related to project activities are prepared, updated, and settled, including supporting documents.

Representation

- Support meetings and events with development and local partners, governments, business, and civil society organizations.
- Contribute to articles, written materials, and documentation for publication.
- Participate in Foundation meetings and other relevant professional forums and events.

Other Responsibilities

- Provide support to other on-going programs and activities of the Foundation as may be necessary.
- Perform other tasks as maybe assigned from time to time by the Pacific Islands office director, chief of party, deputy chief of party and program officers.