



JOB DESCRIPTION

Position:	Operations Assistance / Officer
Reports to (Supervisors):	Operations manager/ Director
Location:	Goroka, Papua New Guinea
Country Program:	WCS Papua New Guinea Program, Melanesia region
Position Type:	Full-Time
Expected travel:	If/when needed to field offices or other location

Organization Background:

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

WCS Papua New Guinea Overview:

WCS is the longest established international non-government conservation organisation within Papua New Guinea (PNG). At key and representative landscapes and seascapes, from the country's coral islands to its forested highlands. WCS works with local communities and provincial, national and international partners, to sustainably manage and conserve the biodiversity and cultural values of Papua New Guinea's wildlife and wild places. WCS PNG vision is "Gutpela sindaun, gutpela bus, gutpela solwara" ("Empowered people with healthy forests and seas").

Job Summary:

The purpose of this position to provide effective and efficient logistics support to the program team, assets and inventory management and ensure safety and security WCS Office, support in front office management, general admin and clerical support to WCS Office and contribute to the overall implementation of office operations with in line with WCS policies and procedures.

This Job Description is progressive in nature and shall be reviewed and amended from time to time to meet the current program needs.

Major Responsibilities:

Front Office and Admin support: Provide general administrative and clerical support to operations and management. Handle front office communication and correspondence. Assist in organizing visits, operational meeting, trainings, and workshops. Maintain and update office calendar and share / display appropriately.

Fleet management: Support the fleet of WCS vehicles including coordination and distribution of vehicles and drivers. Ensure and facilitate vehicle maintenance and repairs, vehicle registration and insurance (Ensure all vehicle insurance is up-to-date and accurate)

Asset Management: Maintain fixed assets list / register as well as count and tag at least twice every year.

Logistics: Assist in logistic arrangements of the office. Inquire, plan and implement regular office supply -Maintain supplies by checking stock to determine inventory level; anticipating needed supplies; placing request for supplies; verifying receipt of supplies. Provide timely support in national and international ticketing, hotel booking, and transportation service as per need. Responsible for ensuring that the WCS equipment and field gears are ready and in order for use when requested or needed by staff for work.

Office set up and maintenance: Manage maintenance of the office space and grounds. Assist Supervisor in ensuring smooth and effective running and maintaining of the office building including workplace arrangement and maintenance

Office safety and security management: Maintain a central register of accidents/injuries/security incidents and support development and maintenance of a robust incident reporting system. Supervise and monitor work of WCS security guards

Minimum Requirements:

Education/Credentials

- Minimum 10+2 (preferable Bachelor Degree) in any disciplines

Experience

- Minimum 2 years of experience in front office management or secretarial work. Exposure to non-profit sector (NGO, International organisations) is an added advantage
- Experience in office administrative and logistic works will be an asset.
- Experience in the most current technologies and products used in the industry.

Critical Knowledge, Skills and Abilities

- Excellent computer literacy & skill of MS office applications (Word/Excel/PowerPoint/internet etc.)
- Good analytical and problem solving skills
- Good knowledge of written and spoken English
- Strong interpersonal skills and emotional intelligence
- Being a self-starter with drives and initiative and able to work as a team/individual with a positive attitude and open minded
- Excellent organizational and leadership skills
- Excellent communication and high confidence level
- Considerate and deliberate in dealing with people and manage conflict
- Ability to work with less supervision and under pressure
- Excellent multi-tasking, organized and follow-up skills,
- Demonstrated work experience providing customer service.

Application process

Please send a CV and letter of interest to wcspng@wcs.org with the subject line: **Application for Operations Assistance**. Application accepted until **20 July 2022**. Only short-listed candidates will be contacted for interviews.