

VACANCY



ADMINISTRATIVE OFFICER

Salary Range \$30,540 – 50,825

+ Health Insurance, Life Insurance, and Retirement Plan

Closing Date: 25 January 2026

Are you an organised and proactive professional looking to make a real impact? The Western and Central Pacific Fisheries Commission (Tuna Commission) is seeking applications for the post of **Administrative Officer (AO)**, based at its headquarters in Kolonia, Pohnpei State, FSM. In this role, you will help keep the Secretariat running smoothly while supporting its important work across the Pacific.

The Administrative Officer (AO) reports to the Finance and Administration Manager and provides high-level administrative and operational support to the Secretariat. Key responsibilities include ensuring the smooth functioning of the Secretariat, supporting Commission meetings, managing office facilities and assets, coordinating staff and contractor schedules, and providing administrative support across all areas of the organisation. The ideal candidate is attentive, detail-oriented, and able to work independently while liaising with colleagues in a multicultural environment. Strong administrative skills, excellent communication, and the ability to adapt to evolving organisational needs are essential to maintaining the efficiency and effectiveness of Secretariat operations.

Applicants should possess the essential qualifications and experience, along with a proven track record demonstrating their ability to successfully fulfil the responsibilities of the position, as outlined in the Terms of Reference (TOR), which can be found at <https://www.wcpfc.int/vacancies-opportunities>

Applicants are asked to submit a cover letter, resume, and three references by the closing date to the Human Resources Officer, Ms. Natsuko Akinaga at Natsuko.Akinaga@wcpfc.int, or deliver in person to the Tuna Commission office.

For related information and queries, please call 320-1992/1993 or visit our website at www.wcpfc.int.

Terms of Reference

Administrative Officer

Salary Level: Support Grade 2

Reports to: Finance and Administration Manager

Subordinate Staff: Gardeners, Cleaners, and Guards

Key Responsibilities: The Administrative Officer provides high-level administrative and operational support to the Secretariat. The role oversees facilities, assets, and office services, supervises assigned support staff and contractors, and ensures effective day-to-day office operations.

Duties will include:

1. Provide high level administrative support for all Commission meetings, with responsibilities allocated by the Executive Director and Finance and Administration Manager.
2. Develop and manage weekly and monthly work schedules for gardeners, cleaners, guards, and monitor completion and quality of work.
3. Develop travel itineraries for staff, meeting participants, and contractors for approval, coordinate travel logistics, and support related administrative requirements.
4. Manage the maintenance, safe keeping, and lifecycle management of the Commission's property and assets, including:
 - a. Maintain an up to date asset register for equipment, vehicles, furniture, fittings, and other office assets, including location, condition, custodian, and service history.
 - b. Conduct periodic stocktakes and prepare variance reports, follow up discrepancies, and maintain records for audit purposes.
 - c. Coordinate asset issuance, returns, and handover processes for staff movements, including documentation and approvals.
 - d. Plan and oversee cleaning, gardening, and minor repairs to buildings and grounds to maintain a safe and professional workplace.
 - e. Support the administration of insurance policies related to property, vehicles, and equipment, including renewals, records management, and claims documentation.
 - f. Maintain maintenance logs, inspection records, warranties, and service agreements, and ensure documentation is well organized and accessible.
 - g. Obtain quotations, support procurement processes, and recommend vendors based on value, quality, and performance.
5. Maintain the key register and ensure secure safekeeping and controlled issuance of duplicate keys, access cards, and codes.
6. Liaise with utility and other service providers, as well as National and State Agencies, to ensure reliable and cost effective provision of services, and to support permits, inspections, and compliance requirements where applicable.

7. Provide assistance with financial administration and human resource management tasks as required, including basic procurement support, invoice verification, records management, and administrative reporting.
8. Support office operations through effective inventory and supplies management, including stock monitoring, reorder planning, and coordination with vendors.
9. Undertake special projects and additional duties as directed.

Qualifications:

1. Bachelors' degree related to business and administrative responsibilities together with good experience in office administration.
2. Extensive experience in a wide range of administrative responsibilities at supervisor level
3. Strong working knowledge of computer based systems, particularly Word, Excel and Outlook.
4. Demonstrated good attendance record and strong positive work ethic.
5. High level of oral and written communication skills in English and Pohnpeian
6. Excellent interpersonal skills and commitment to teamwork.
7. Demonstrated capacity to work without detailed supervision to meet deadlines.
8. Prior experience in an organization of similar size to the Commission as well as exposure to work with multi-national, multi-disciplinary colleagues.

Updated: 5 January 2026