

VACANCY



GENERAL SERVICES ASSISTANT

Starting Salary – USD 10,991

+ Health Insurance, Life Insurance, and Retirement Plan

Closing Date: 27 February 2026

Are you a dependable and proactive professional looking to support the smooth operation of a regional organisation? The Western and Central Pacific Fisheries Commission (Tuna Commission) is inviting applications for the post of General Services Assistant (GSA), based at its headquarters in Kolonia, Pohnpei State, FSM. In this role, you will provide practical and logistical support to ensure the Secretariat operates efficiently while contributing to its important work across the Pacific.

The General Services Assistant (GSA) reports to the Finance and Administration Manager and plays a key role in supporting the day-to-day operations of the Secretariat. Responsibilities include handling mail, packages, and official documents; assisting with office supplies and procurement pickups; supporting the maintenance of vehicles, boats, and office facilities; helping set up, coordinate, and support meetings, workshops, and events; organizing storage areas, tools, and supplies; and performing other duties as required to support Secretariat operations.

We are looking for a reliable, organized, and proactive professional who can adapt to changing priorities and contribute to the smooth running of the Secretariat.

Applicants are requested 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.

WESTERN AND CENTRAL PACIFIC FISHERIES COMMISSION
General Services Assistant
TERMS OF REFERENCE

Support Staff Member: Responsible to the Finance and Administration Manager (FAM) or other designated staff member

Subordinate Staff: None

Essential Qualifications:

- (a) Experience in maintenance or general services work.
- (b) Ability to perform basic repairs and operate maintenance tools or equipment.
- (c) Reliable, trustworthy, and able to work with minimal supervision.
- (d) Good understanding of English
- (e) A valid driver's license

Desirable Qualifications:

- Experience in a similar role within an office or organizational environment.
- Basic knowledge of vehicle or boat mechanics.
- Good communication and interpersonal skills.

Duties:

1. Collect, deliver, and distribute mail, packages, and official documents.
2. Assist with procurement pickups and transport of office supplies.
3. Support customs clearance and delivery of incoming shipments.
4. Check and maintain vehicles and boats; arrange repairs and keep usage logs.
5. Perform minor building and office maintenance, including furniture and utilities.
6. Help keep storage areas, tools, and supplies organized and orderly.
7. Assist with setup, logistics, and cleanup for meetings, workshops, and functions.
8. Work with contractors and support staff to ensure venues are ready.
9. Set up furniture, banners, and equipment as needed, and provide on-site support during events.
10. Support office waste management, recycling, and outdoor cleanliness.
11. Perform errands and other tasks as requested by the Administration & Finance Officer.