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JOB DESCRIPTION

Position	Administration and Logistics Support officer
Reports to:	Fiji Administration Coordinator
Supervises:	Nil
Location:	Suva, Fiji
Date:	2026
Duration:	3 years

I. **Mission of the Department:**

To construct and introduce structured procurement processes and policies in accordance with the WWFI standard and standardize processes across the three country offices. To improve service delivery to internal and external stakeholders and the timely processing of administrative and logistical requests to ensure that the project activities are implemented as planned.

II. **Major Functions:**

Ensure the effective day-to-day administration of the WWF-Pacific Fiji Country Office in accordance with WWF Administration policies and procedures. The role provides comprehensive administrative support to all staff and works closely with WWF Fiji project teams to facilitate smooth operational deliveries through timely processing of administration and logistical support to WWF Fiji office and from the partner networks.

III. **Major Duties and Responsibilities:**

Administrative Management

- Assist the Fiji Administration Coordinator in the achievement of annual plans and related key performance indicators.
- Ensure the timely completion of KPIs assigned through the Panda Pathway Performance Management System.
- Ensure own staff development plan is monitored and achieved enabling own staff engagement, motivation and growth.
- Ensure compliance and adherence to Administration and Procurement Policies and Procedures.
- Ensure monthly Administration meetings are organized to discuss key business updates.
- Ensure Administration meeting minutes are completed within 3 days with action items submitted to FAC.
- Ensure action items from administration meetings are followed on a weekly basis.
- Assist FAC to evaluate supplier performance in accordance with WWF Supplier Feedback channels.
- Assist Admin team and provide guidance and support in the completion of daily tasks assigned.
- Provide clerical support to all staff, including photocopying, binding and scanning.
- Assist with preparing requisition for all service level payments and utility and rental bills.

Procurement and Logistics

- Ensure compliance with procurement policy and procedures for all procurement requests.
- Ensure timely travel logistics – air, road (rentals/taxis), sea, (local & int'l) for all local and international staff and visitors to WWF-Fiji.
- Facilitate accommodation requests (local & int'l) for all staff.
- Ensure timely procurement of assets, equipment, catering and any other goods and services.
- Ensure procurement falling within three-quote threshold requirement has a quotation analysis approval sorted before LPO is issued.
- Ensure procurement committee approval is obtained for all procurement via a tender process.
- Ensure procurement and replenishment of office stationery, refreshments, first aid kit, cleaning supplies and other general office supplies in a timely manner.
- Ensure timely courier of documents and parcels oversea via courier express and maintain a register.
- Oversee hire of office equipment, meeting rooms, and use of office premises after office hours.
- Organize meeting and workshop arrangements for WWF Fiji as and when required.
- Manage end-to-end procurement lifecycle from requisition to execution and payments.
- Negotiate with suppliers on payment terms, discount, quality, and quality of items to ensure the best value for money is attained.
- Assist FAC and the program team with preparing procurement planners for projects.
- Assist Head of Finance, Admin, Risk and compliance and Fiji Administration Co-Ordinator in administering office and property insurances.
- Ensure tenancy agreements for all WWF premises are renewed on timely basis with the assistance of Administration coordinator.
- Ensure e-copies and physical filing copies are maintained for all donor contracts.

WWF Assets & Office Equipment / Repair and Maintenance

- Oversee the safekeeping and maintenance of all office equipment and assets including WWF vehicles, generator.
- Oversee and carry out periodic stock take of disaster relief containers.
- Manage office key distribution and replacement records.
- Oversee hygiene services are carried out and all service agreements with suppliers are updated as needed
- Update, maintain and carry out yearly stock take of WWF assets.
- Carry out annual asset verification of WWF assets for insurance purposes. Report on any variances to FAC and the line manager of the respective staff.

Any other duties

- Perform any other duties assigned by Fiji Administration Coordinator
- Assist in preparing monthly utility payments and petty cash administration as needed
- Update south pole carbon entries data.
- Update stationery stock cards
- Share monthly vehicle report with the Fiji Administration Coordinator
- Manage insurance related claims for travel-related incidents

IV. Profile:

Required Qualifications and Experience:

- A Degree in Public Administration and Business Administration
- Professional membership at accredited procurement institutions such as CIPs
- Three to five years' work experience in the relevant/similar role
- Experience in clerical/administration/logistics and procurement will be an advantage

Required Skills and Competencies:

- Excellent organizational skills in the management of administrative work and processes.
- Ability to set priorities, work across multiple tasks and successfully meet deadlines.
- Good interpersonal skills and ability to work effectively in a team and deal with people in a friendly and professional manner.
- Attention to detail.
- Demonstrated ability to take initiative and work without close direction.
- Professional telephone etiquette, skills and disposition.
- Strong communications skills: verbal & active listening that maintain positive.
- Excellent written and spoken communication skills in English language.
- A valid driving license is mandatory.
- Must be available to work flexible working hours as necessary.
- Knowledge and understanding of logistics & administration processes.
- Demonstrated excellent PC-based computer skills, preferably with current Microsoft Word, Excel, and PowerPoint.
- Clearly demonstrate behavior aligned to the culture of WWF: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly.
- Identifies and aligns with WWF Core Values: Courage, Integrity, Respect & Collaboration.

V. Working Relationships:

Internal:

Internal: WWF-Pacific:

Direct line report to the Administration Coordinator to ensure timely completion and adherence to work planning and performance assessments and delivering of activities according to WWF internal procedures, and compliance with WWF Anti-Fraud and Corruption Policy. Nurture and maintain positive relationships with all WWF staff members. Support internal program events when required.

External

Regular liaison with WWF’s external supplier to ensure that the value for money is obtained when purchasing good and services. To maintain professional relations with suppliers by establishing regular channels and methods of communication, such as emails, calls, meetings, or reports, and use them to share information, updates, feedback, and concerns.

This job description covers the main tasks. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor: _____ Date: _____

Accepted by Employee: _____ Date: _____