



# **VANUATU WOMEN'S CENTRE (VWC)**

**P O Box 1358, Rue d'Anjou, Nambatu, Port Vila, Vanuatu**

**Ph: (678) 25764 / 24000 / Toll Freeline. Website: <https://www.vanuatuwomenscentre.org/>**

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Our Ref:- job description: Finance/HR/Admin Officer-Port Vila

Your Ref:-

## **GENERAL DUTIES for all staff – also apply to all Branch staff:**

- Participate in VWC/Branch Staff Collective Meetings and VWC Annual Staff Retreats.
- Participate in VWC/Branch activities such as Special Events campaigns eg... 16 Days of Activism;
- Participate in all training deemed necessary by VWC/Branch.
- Respect Confidentiality at all times,
- May be required to represent VWC in meetings nationally and internationally.
- Take responsibility for own learning by recording what has been learned and how it has been applied.
- May be required to travel to island for short period.
- Responsible to care for the VWC property, equipment and furniture.
- Respect internal policies including Child Protection policy.

## **FINANCE/HUMAN RESOURCE/ADMINISTRATION OFFICER**

### **Aims and Overview of the Position**

The main roles of the Finance/Human Resource/Administrative Officer are to ensure that all staff records are kept up to date and securely stored; and to assist other members of the finance team with financial and administrative tasks as needed. The Finance/Human Resource/Administrative Officer will work with other members of the finance team in a supportive manner to ensure that all urgent tasks are completed as required and on time by the finance team as a whole. Confidentiality of all staff and financial records is essential for this role, and any breaches may result in warning, suspension or termination of employment.

The Finance/Human Resource/Administrative Officer will be supervised by the Accountant and will be accountable to the Accountant, Program Manager and Coordinator.

### **Duties**

- Ensure that all staff employment records are kept up to date, securely stored and filed so that they are accessible to senior management as needed, including
  - job descriptions (updated as needed) and staff contracts,
  - probation and confirmation records with salary rates,
  - leave entitlements, staff medical costs and other allowances
  - staff performance reports
  - any disciplinary, warning or suspension notices and actions
- Ensure that senior management are informed when probation, confirmation, changes of salary and leave entitlements are due, and when the maximum staff medical allowance is reached by any member of staff; follow up with the Accountant and senior management to ensure that any changes in staff status are dealt with in a timely manner.
- Work with the Program Manager to organise and document staff performance review processes
- Assist other members of the accounting team to ensure that all appropriate documentation is maintained to verify and approve payments and accounts, including by assisting with payments when needed and requested and following up on outstanding documentation (such as invoices, receipts, approvals for clients support fund expenditure, CAVAW payments, court fees, and others as needed)

- Assist with tasks to help to maintain the VWC property, office building, equipment and furniture as requested by the Program Manager, Accountant or Coordinator
- Order stationery and office supplies and oversee administrative needs
- Maintain and update the general office filing system

**General Duties for all staff:**

- Participate in VWC/Branch Staff Collective Meetings and VWC Annual Staff Retreats.
- Participate in VWC/Branch activities such as Special Events campaigns - 16 Days of Activism; Children’s Day, VWC Day, National Women’s Day, International Women’s Day, Peace Day.
- Participate in all training deemed necessary by VWC.
- Respect confidentiality at all times (clients, financial matters, and internal VWC matters).
- Take responsibility for own learning by recording what has been learned and how it has been applied.
- May be required to travel to islands for short periods.
- Responsible to care for VWC property, equipment and furniture.
- Respect and implement internal policies including Child Protection policy and Prevention of Sexual Exploitation and Abuse policy and Codes of Conduct.

**Qualifications and Skills:**

- Honest and reliable (essential)
- Knowledge and experience with personnel management record-keeping and office administration (essential)
- Computer skills (essential)
- Well-organised approach to work, good filing skills (hard copy and soft copy) (essential)
- Good verbal and written skills in Bislama (essential)
- Capacity and willingness to seek advice and information when needed (essential)
- Able to work under pressure, as a team member, and contribute to a good team working environment(essential)
- Willingness to learn about violence against women and children and human rights and to apply these principles and VWC’s values, including respect for client and organisational confidentiality (essential)

Forward Application to “The Selection Committee”, Vanuatu Women’s Centre, PO Box 1358; or email [ywcadverts@gmail.com](mailto:ywcadverts@gmail.com) . Port Vila, before 4:30PM Friday, 5<sup>th</sup> January 2024.