



### **SOUTH PACIFIC TOURISM ORGANISATION**

The South Pacific Tourism Organisation (SPTO) is the mandated inter governmental agency for tourism in the Pacific. The current full government membership comprises of 14 Pacific countries; the Cook Islands, Fiji Islands, French Polynesia, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu. In addition, the Peoples Republic of China is a full government member. SPTO is based in Suva and is funded by both Government and private sector member contributions.

### **PACIFIC REGIONAL TOURISM CAPACITY BUILDING PROJECT**

The European Union is funding the Pacific Regional Tourism Capacity Building Program (PRTCBP) as a key component under the overall Strengthening Pacific Economic Integration through Trade (SPEITT). The aim of the PRTCBP is to improve PACP economic integration through strengthened national systems and institutional frameworks to develop trade capacity, increase private sector competitiveness and increase international market access in the tourism sector.

## **PROJECT SUPPORT STAFF**

### **FINANCE OFFICER**

The Finance Officer will maintain the financial records and accounts for the PRTCBP and ensure project financial reporting requirements are met. This includes compliance to EU guidelines, monthly reporting, records management and procurement.

The successful applicant will have recognised tertiary qualifications in financial management or accounting and a high level of computer literacy. Prior successful experience in the financial management of donor funded projects is an advantage.

### **ADMINISTRATION ASSISTANT**

The Administration Assistant will be responsible for providing administrative and clerical services in order to ensure effective and efficient project operations. Duties include reception services, bookkeeping, preparing and distributing correspondence, travel and meeting coordination. The incumbent may also be required to undertake research, compile data and prepare papers for consideration and presentation to the CEO and staff.

To be successful in this position you will have exceptional communication and organisational skills supported by exceptional proficiency in MS Office products. Prior experience in donor funded projects is an advantage.

**Further Details:** Role descriptions and further details are available from the website [www.pacificrecruit.com](http://www.pacificrecruit.com).

**Contact:** Laisa +679 3303137

**How to Apply:** Email applications to [SPTOjobs@pacificrecruit.com](mailto:SPTOjobs@pacificrecruit.com).

Please include the specific role title you are applying for in the subject of the email.

**Closing Date:** 15th January 2012



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