

Office Manager

Regional Assistance Mission to Solomon Islands (RAMSI)

RAMSI Public Affairs Unit

The Regional Assistance Mission to Solomon Islands is seeking suitable applicants for the position of Office Manager, Public Affairs Unit.

Job responsibilities will include but are not limited to:

- Budget management including development of annual budget.
- Procurement in accordance with guidelines, including development and administration of contracts, preparation of spending proposals and accurate payment of invoices.
- Office administration in accordance with guidelines including monitoring of performance management systems, oversight of office IT systems, etc.

Selection Criteria

- Demonstrated experience in budget planning, monitoring and management.
- Formal training in Accounting/Finance highly desirable.
- Demonstrated experience in procurement and office administration.
- High level of competency in Microsoft applications particularly Excel, Outlook and Word.
- Good interpersonal and communication skills and the ability to work as part of a team.
- Excellent time management and organisational skills with attention to accuracy and detail.
- Solomon Islands Pidgin language skills are desirable.

Applications must include:

- Current CV with details of experience
- Statement addressing the Selection Criteria above
- Names and contact details of two work-related referees

All applications should be forwarded in a sealed envelope and addressed to:

**First Secretary Administration OSC, Australian High Commission.
PO Box 589 Honiara**

OR emailed to: Janet.booth@dfat.gov.au

Please type "PAU Office Manager - February 2012" in the subject field

*Applications close **10 February 2012**. Applications received after this date will not be considered.*

Only applicants who are shortlisted for interview will be contacted.