

THE UNIVERSITY OF THE SOUTH PACIFIC
PACIFIC CENTRE FOR ENVIRONMENT AND SUSTAINABLE DEVELOPMENT
(PACE-SD)

Manager, Administration - FES014

The Environment Centre (PACE-SD) was established in August 2001 in recognition of the need for the University to develop a more focused and collaborative approach to environmental education, research, consultancy, and capacity building in the Pacific Island region. Since its inauguration, the Centre has been actively promoting these goals.

We are looking for a dynamic and ambitious person to join the Centre to manage a number of current and future activities in the areas of environment and sustainable development. The appointee will be required to provide logistics, administrative and supervisory support services for the Centre. Key activities include: manage the Centre's training programs in climate change, community conservation course; liaise with other sections of the University, CROP and international environmental agencies; attend regional and international meetings as appropriate; arrange and coordinate meetings, workshops and training sessions; assist in the preparation of project proposals, synthesis articles, and scientific papers; manage all the projects undertaken by the Centre; and discharge any other duties that may be prescribed by the Director for the smooth running of the centre.

The appointee must have at least a Bachelors Degree in Administration/Management with at least 10 years of administrative experience in an Educational/Industrial Institution, skills in regional project management; good interpersonal and communication skills; good computer skills and the ability to work as part of a team with staff and students in a multicultural environment would be highly desirable.

The position is available for a term of three years and may be renewed by mutual agreement.

Salary Range: F\$48 388 to F\$58 066 per annum
(Inclusive of 15% Gratuity)

In addition to the above benefits, the University contributes 10% of basic salary to an approved superannuation scheme, provides airfare and relocation costs where appropriate.

Closing date for applications 11 February 2011.

Project Team Leader - FES018

The appointee will work with staff within the Pacific Centre for Environment and Sustainable Development and the University on a wide range of duties focusing on adaptation to climate change. These duties will include project coordination, management and implementation of

project activities of the “Meeting the Challenges of Climate Change in the Pacific Islands through Training, Applied Research and Community Engagement Project” within the 15 ACP/PICs in close consultation with the relevant project partners within the university and relevant external stakeholders associated with the project.

It is essential that applicants are well-qualified professionals with integrity and confidence with an accredited professional degree (preferably a doctorate) in an appropriate discipline (Environmental Science or Environmental Management) from a recognized institution with experience in climate change related issues as evidenced by published research papers. Management skills for implementing a large community based technical projects in Island Countries for 3 to 5 years is essential. Applicants must also possess good interpersonal skills.

Preference will be given to applicants with experience with working in small island communities, have previous experience/familiarity with international and/or regional organisations, have experience with multi-stakeholders’ participatory approach, have some experience with supervising staff and more importantly is able to carry out multiple activities within tight deadlines and demonstrate the ability to represent USP at technical meetings.

The position is available on a yearly basis subject to the duration of the said project.

Salary Range: F\$99 311 to F\$111 726 per annum
(Inclusive of 15% Gratuity)

In addition to the above benefits, the University contributes 10% of basic salary to an approved superannuation scheme, provides airfare and relocation costs where appropriate.

Closing date for applications 25 February 2011.

Project Assistant - FES019

The appointee will work with staff within the Pacific Centre for Environment and Sustainable Development and the University on a wide range of duties focusing on adaptation to climate change. These duties will include assisting the Project Team Leader (PTL) with the coordination and implementing of project activities of the “Meeting the Challenges of Climate Change in the Pacific Islands through Training, Applied Research and Community Engagement Project” within the 15 ACP/PICs in close consultation with the relevant project partners within the university and relevant external stakeholders associated with the project.

Applicants must be a well-qualified professional with integrity and confidence with an accredited professional degree, preferably a Bachelor with at least 3 years experience or Postgraduate in environmental science / environmental management from a recognised institution.

Preference will be given to applicants with experience with working in small island communities; possess relevant and verifiable work experience in the appropriate field either with government or a non-government organisation; has experience in project administration and familiarity with international and/or regional organisations.

The position is available on a yearly basis subject to the duration of the said project.

Salary Range: F\$41 874 to F\$52 342 per annum
(Inclusive of 15% Gratuity)

In addition to the above benefits, the University contributes 10% of basic salary to an approved superannuation scheme, provides airfare and relocation costs where appropriate.

Closing date for applications 11 February 2011.

Project Finance Officer - FES020

The appointee will work with staff within the Pacific Centre for Environment and Sustainable Development and the University on a wide range of duties focusing on adaptation to climate change. These duties will include adequate and efficient financial management of project funds for the "Meeting the Challenges of Climate Change in the Pacific Islands through Training, Applied Research and Community Engagement Project" within the 15 ACP/PICs in close consultation with the relevant project partners within the university and relevant external stakeholders associated with the project.

Applicants must be a well-qualified professional with integrity and confidence with an accredited professional degree, preferably a Bachelor or Postgraduate in Accounting or Financial Management from a recognised institution.

Preference will be given to applicants with sound analytical, organizational and coordination skills; Excellent team player and participatory process skills; Excellent command on both written and spoken English; Ability to work with minimal supervision; Good interpersonal and communications skills and most importantly be computer literate (advantage would be to have acquired working knowledge of MIS and Banner Systems).

The position is available on a yearly basis subject to the duration of the said project.

Salary Range: F\$41 874 to F\$52 342 per annum
(Inclusive of 15% Gratuity)

In addition to the above benefits, the University contributes 10% of basic salary to an approved superannuation scheme, provides airfare and relocation costs where appropriate.

Closing date for applications 11 February 2011.

Information Technology Officer - FES021

The appointee will work with staff within the Pacific Centre for Environment and Sustainable Development and the University on a wide range of duties focusing on adaptation to climate change. These duties will include adequate and efficient financial management of project funds for the "Meeting the Challenges of Climate Change in the Pacific Islands through Training, Applied Research and Community Engagement Project" within the 15 ACP/PICs in close consultation with the relevant project partners within the university and relevant external stakeholders associated with the project.

Applicants must be a well-qualified professional with integrity and confidence with an accredited professional degree, preferably a Bachelor or Postgraduate in Accounting or Financial

Management from a recognised institution.

Preference will be given to applicants with Sound analytical, organizational and coordination skills; Excellent team player and participatory process skills; Excellent command on both written and spoken English; Ability to work with minimal supervision; Good interpersonal and communications skills and most importantly be Computer literate (advantage would be to have acquired working knowledge of MIS and Banner Systems).

The position is available on a yearly basis subject to the duration of the said project.

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Closing date for applications 11 February 2011.

For all positions:

Applications with a detailed curriculum vitae can be submitted on-line using the University's E-Recruitment system which can be accessed at this address: www.usprecruits.usp.ac.fj; or by post to The Recruitment Manager, The University of the South Pacific, Private Mail Bag, Suva, Fiji.

Applicants can also submit their applications on-line or by hard copy at any of the University's campuses throughout the region and at the Human Resources Office on Laucala campus.