



VACANCY NOTICE

Administration Manager

The Tina River Hydropower Development Project (TRHDP) is a national project of the Solomon Islands and is managed by a dedicated Project Office under the national Ministry of Mines, Energy and Rural Electrification.

The TRHDP is currently seeking applications from suitably qualified candidates to fill the position of **Administration Manager** to be based in the Project Office in Honiara. The Administration Manager will be responsible for a wide variety of tasks and will work closely and provide support to the Project Manager (PM) and Deputy Project Manager (DPM) in administrative duties and processes.

Qualifications

The following qualifications are required for this role:

- Certification in Administrative Management or related qualification
- Five years of related experience
- Proficiency in MS Office, with exceptional knowledge of Excel, Word and PowerPoint
- Knowledge of Public Sector administrative practices

Key Selection Criteria

The successful candidate should possess the following:

- A sound understanding of the project's development objectives
- A sound understanding of the development context of the Solomon Islands, particularly in regards to the project
- Well-developed interpersonal and communication skills and an ability to liaise with people from diverse socio/cultural backgrounds
- Excellent knowledge of and understanding in general office management and operations principles and practices
- Sound knowledge of and experience in working with multi-disciplinary teams to achieve shared outcomes through internal and external partnerships
- Knowledge of project management, flowcharts, technical documentation, etc.
- Strong leadership skills, team player, deadline-driven, organized and focused
- Computer literate, able to type 50-60 words per minute
- An ability to focus on and manage multiple activities and tasks concurrently.
- An ability to work independently with minimum supervision.
- Full proficiency of the English language, with exemplary written and verbal communication skills.
- Able to work methodically, accurately and neatly
- Able to work as part of a team

The initial contract is full-time for a one-year period with the possibility of extension pending performance.

A copy of the full position description and role responsibilities can be obtained via the project website at <https://www.tina-hydro.com/employment>.

Applicants should send their CV and formal cover letter to office@tina-hydro.com, with "Administration Manager Application" as the subject line. Cover letters must be a maximum of one page in length and address the key selection criteria.

Applications close 23:59 SBT on the 20th of October, 2021. Only shortlisted applicants will be contacted.