Title	Cleaner and Administrative Assistant
Section	Corporate
Reports to	Senior Property Officer
Salary range	VUV 900,300 to 1,302,200

About the Pacific Fusion Centre

The Pacific Fusion Centre supports Pacific countries to strengthen regional security through high-quality analysis, information sharing, collaboration and capacity development. The Centre works in a professional, inclusive and secure environment and engages with Pacific governments, regional organisations and other partners.

About the role

Under the direction of the Corporate Adviser, the Cleaner and Administrative Assistant is responsible for maintaining a clean, safe and professional working environment at the Pacific Fusion Centre. The position also provides routine catering, office support and basic administrative assistance. The occupant must demonstrate reliability, discretion, respect for confidentiality and a strong commitment to workplace health and safety and security requirements.

Key responsibilities

- Maintain a high standard of cleanliness and presentation across PFC office areas, including workstations, meeting and training rooms, reception areas, kitchens, refrigerators, storage spaces and toilet amenities.
- Clean entrances, walkways and other external areas within the PFC premises, and promptly report hazards or access issues.
- Prepare meeting and training rooms, including arranging furniture, replenishing water and supplies, and restoring rooms after use.
- Assist with tea, coffee and light catering arrangements for meetings, training activities, official visitors and PFC events.
- Monitor cleaning materials, kitchen consumables and other routine supplies; maintain basic stock records and advise the Corporate Adviser when replenishment is required.
- Use cleaning products and equipment safely and in accordance with instructions, including correct storage, labelling and disposal practices.
- Identify and report maintenance, safety, hygiene, pest-control or equipment issues as soon as practicable.
- Undertake routine administrative tasks such as photocopying, filing, document preparation, delivery or collection of items, and other office support as directed.
- Provide relief reception support when required, including receiving visitors courteously and notifying the appropriate PFC officer.

- Protect official information and comply with PFC security, privacy, access-control and records-management requirements.
- Comply with workplace health and safety procedures, including emergency and evacuation arrangements, and immediately report incidents, injuries and hazards.
- Perform other reasonable duties consistent with the classification and operational needs of the PFC.

Qualifications and experience

- Previous experience providing cleaning services in an office, hotel, government, diplomatic or other professional environment.
- Experience in administration, reception, hospitality or catering support is desirable.
- Sound spoken communication skills in Bislama and English; basic written English is desirable.
- Basic computer skills, or a willingness to learn routine office systems.
- Knowledge of safe cleaning practices and the appropriate use of cleaning products and equipment.
- Ability to manage routine tasks, prioritise work and maintain consistent standards with limited supervision.

Capabilities and personal attributes

- Reliable, punctual and able to maintain regular attendance.
- Professional, respectful and service-focused when dealing with staff, visitors and service providers.
- Honest and discreet, with the ability to maintain confidentiality in a sensitive workplace.
- Good attention to detail and pride in maintaining a clean and orderly workplace.
- Able to work cooperatively in a multicultural Pacific environment.
- Flexible and willing to support meetings, training and events when operationally required.

Employment requirements

- The successful applicant must have the legal right to work in Vanuatu.
- Employment is subject to satisfactory reference and background checks and any security or vetting requirements applicable to the position.
- The role involves regular standing, walking, bending, lifting and carrying of cleaning supplies, catering items and light office equipment. Reasonable workplace adjustments may be considered where appropriate.
- The occupant may occasionally be required to work outside normal business hours to support approved PFC activities or events.