



Training & Field Operations Coordinator

PITA is seeking to recruit a dynamic individual for the position of Training & Field Operations Coordinator.

PITA is a non-profit regional telecommunications organisation with 130 Members, including 22 Pacific Island countries and territories. PITA's main purposes are to represent the interests of the small islands and developing states of the Pacific and to promote and facilitate the development of telecommunications and ICT in the region.

This high profile position is to be based at its Suva Office in Fiji. Reporting to the PITA Manager your main function will be to assist the PITA Manager in administering PITA programs and in particular with the coordination of training.

General duties include organizing training programs, conducting field operations such as research, surveys, database update, events, travel and its related administrations works and coordination. The work will include office accounts, receivables, general clerical and administration tasks and other tasks as assigned by the PITA Manager. Travel may be required to PITA events held outside of Suva.

To be successful you must have the following:

- Excellent communication abilities (verbal and written) and presentation skills
- Proven organisations skills with a credible organisation
- A good understanding of the telecommunications and ICT industry at the regional and international level
- Computer proficiency in MS Office applications

Your ability to develop good interpersonal relations is essential as this work will require networking, soliciting and lobbying at senior levels to various members, regional and international organisations. Appreciation of the issues and requirements of the region in the field of telecommunications and ICT are also required.

Remuneration will be commensurate with the skills, experience and qualifications of the successful applicant with a salary range of F\$19,000 – F\$25,000. A full description of the position is available on the PITA website www.pita.org.fj.

All written applications and CVs will be treated with the strictest confidence and should be received by Krystal Smith by Monday 8 February 2010 quoting "Training & Field Operations Coordinator".

Post: PO Box 000, Suva; Fax: 330 0981; or Email: krystal.smith@fi.pwc.com

Phone queries may be directed to Krystal Smith on 331 509.