

## Position Description

Vacancy Title: **Project Assistant**

Location: **Pohnpei**

Reports To: **None**

### Objective

The Project Assistant plays a crucial role in supporting the successful execution of projects within an organisation. This role involves providing administrative and operational assistance to project managers and teams, ensuring the efficient flow of information, resources, and tasks to meet project objectives. The Project Assistant is an organised and detail-oriented individual who contributes to project planning, coordination, documentation, and communication.

### Outcomes

#### Organisational Stakeholders

##### 1. Effectiveness of Vital's Administrative support project function supported

- Assistance is provided to the leading hand and superiors efficiently in all technical aspects of projects.
- Work schedules are successfully completed on time, within budget, and as per the scope of works.
- Work schedules for team members and Project Managers are ensured.
- Regular updates are provided on:
  - On-site data collection
  - Materials
  - Workforce
  - PRs
- Accurate project records are maintained.
  - Status report supported
- Updated and correct information is provided to Vital officers during inspections.
- Project managers are assisted with scheduling meetings, managing calendars, and maintaining project-related documentation.
- Project-related materials, reports, and presentations are prepared and distributed efficiently.
- Communication among project team members and stakeholders is coordinated and facilitated efficiently.
- Project files, records, and databases are maintained in a timely manner.

##### 2. Teamwork and cooperation

- Cooperation within the team and greater function / department encouraged
  - Meeting Minutes, collated and submitted to relevant Manager
- Cooperation across functions / departments ensured
- Other related duties assigned by the Leading Hand effectively and efficiently addressed

##### 3. Organisation's image and value standards demonstrated and promoted at all times

- Support of the environment aligning deliverables to organisational values and strategic directions ensured
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

### Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
<b>People</b>	
Team Orientation	Work in a team towards a common aim.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.

Competence	Description
Learning	Develop the competencies of self and others to enhance performance.
Self-Management	Manage your priorities and objectives efficiently and effectively
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
<b>Operational</b>	
Health and Safety	Establish and maintain a safe and healthy work environment.
Environment	Establish and maintain an environmentally friendly organisation

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Associate Degree & Bachelor's Degree	College Graduate	A diploma or degree in Business Administration, Project Management, or a related field

## Work Knowledge and Experience

- Experience as a Project Assistant or in a similar administrative role (Desirable)
- Experience in supporting project managers and teams in all phases of project execution. (Desirable)
- Proficiency in MS Office (Word, Excel, PowerPoint) and project management software.
- Familiarity with project management principles and practices.

## Requirements

### Language Proficiency

Excellent command of written and spoken English

### Regulatory Compliance Requirements

Police Clearance

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Project Team	
<b>External</b>		
	Contractors	

## Attributes

### Behavioural Styles

- Accountable: Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
- Detail oriented: Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Reliable: Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
- Integrity: Adherence to moral and ethical principles; soundness of moral character; honesty.

### Interpersonal Styles

- Objective: Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
- Perceptive: Shows keen insight and understanding of issues or situations.
- Team Oriented: Enjoys being with others as part of a group or team.

### Thinking Styles

- Analytic: Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
- Decisive: Reaches conclusions, promptly and firmly.

Initiative Takes action and makes decisions without the help or advice of other people.

## How To Apply

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### Contact for Enquiries

Contact Name: Tracy-Anne Helgenberger

Contact Email: [tracy-anne.helgenberger@fsmc.com](mailto:tracy-anne.helgenberger@fsmc.com)

Further Contact Information: --

**Closing Date: 23 May 2026**