



Parties to the Nauru Agreement

PNA Office - P.O. Box 3992

Majuro, Marshall Islands (MH) 96960

Phone: (692) 625-7626/7627

PNAO ADMINISTRATION OFFICER

The Parties to the Nauru Agreement Office (PNAO) is seeking to hire an Administration Officer to support the PNAO with day-to-day administrative tasks to ensure efficient and effective delivery of the PNAO administration services.

Responsibilities include:

- Assist with day-to-day functions, maintain office systems, and ensure equipment works properly.
- Organize physical and digital filing systems while keeping sensitive information secure and confidential.
- Track and order office supplies to maintain adequate stock levels.
- Process basic invoices, track expenses, and help prepare operating budgets
- Greet visitors, answer phone calls, and manage incoming and ongoing correspondence like emails and mail.

Preferred Qualifications

- High School diploma with practical clerical experience.
- Minimum of three (3) years' experience working in an administrative assistant position.
- Ability to manage multiple tasks and set priorities.
- Capacity to handle routine office issues proactively and maintain data privacy.
- Proficiency with Microsoft Excel.

The successful applicant will be offered a three-year contract with the possibility of extension.

The position is open to Majuro residents with priority given to citizens from the PNA Member Countries.

Apply Now

To apply, please submit a letter of interest to the CEO, a brief CV and 2 reference letters to jobs@pnatuna.com. All applications must be submitted electronically. Manual applications will not be accepted. Please also ensure you provide the four required documents or your application will not be considered.

Closing date to submit applications is Friday, 2 October 2026.