OFFICE OF THE PRIME MINISTER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# JOB DESCRIPTION: EXECUTIVE OFFICER (PRIVATE OFFICE)

# CORPORATE INFORMATION

1. Position Band: E
2. Salary Band: $19,041.75 to $24,412.50

\**Additional performance payments may be available for our highest performers, in accordance with the public Service Commission guidelines.*

1. Duty Station: Suva
2. Reporting Responsibilities;
3. **Reports To:** Administrative Officer (Private Office)
4. **Liaises with:** Internal and External Stakeholders
5. **Subordinates**: None

## POSITION PURPOSE

The position assists with the logistical arrangement and provides support services to the Private Office in terms of programme management and travel arrangement.

 **KEY DUTIES**

The position will achieve its purpose through the following key duties:

1. Facilitation of matrices for the Hon. Prime Minister’s invitations;
2. Assist with the follow-up of draft programmes and speech from the relevant agencies;
3. Draft the Hon. Prime Minister’s local and overseas engagement programmes;
4. Verification of meal claims and retirements submitted by the Hon. Prime Minister’s Security Personnel;
5. Facilitation of procurement requests from the Hon. Prime Minister’s residence;
6. Draft responses to the invitations and correspondences received by the Private Office; and
7. Assist in the preparation and arrangement of all travel and accommodation logistics for the Hon. Prime Minister and his entourage during his official engagements locally and overseas.

**KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All Hon. Prime Minister’s engagements and programmes are prepared in a timely manner; and
2. All logistical arrangements are done within the given timeframe.

**PERSON SPECIFICATION**

In addition to a Degree (or equivalent work experience) in Management & Public Administration, Business Administration or another relevant field, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

**Knowledge and Experience:**

1. At least two (2) years of relevant work experience;
2. Proficient knowledge of Microsoft Office Packages;
3. Understanding of the Fijian Constitution (2013); and
4. Practical work experience in building and sustaining relationships with a network of key people, internally and externally.

**Skills and Abilities:**

1. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
2. Sound communication, interpersonal and representational skills;
3. Capacity to plan for, coordinate multiple tasks and meet deadlines, in particular with regard to planning and reporting;
4. Ability to work cooperatively in a team environment;
5. Good judgment, initiative, high sense of responsibility, tact and discretion, with sensitivity to different cultures;
6. Ability to perform and produce results in a resource constraint environment; and
7. Service oriented approach, with a commitment to supporting the operational/corporate environment of the Ministry.

### Personal Character and Eligibility

Applicants for employment in the Office of the Prime Minister must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Office of the Prime Minister is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.