

OFFICE OF THE PRIME MINISTER

JOB DESCRIPTION: MANAGER EXECUTIVE SUPPORT

CORPORATE INFORMATION

1. Position Level : Band H
2. Salary Range : \$38,557.21 – \$49,114.54 per annum
3. Position Type : Permanent
4. Duty Station : Suva
5. Reporting Responsibilities:
 - a) **Reports To:** Head of Executive Support
 - b) **Liaises with:** Advisory role to PSOPM through the HES, Consultations with HODs, Ministries & Departments, International Institutions, Embassies, and Tertiary Institutions and Statutory bodies.
 - c) **Subordinates:** EO and Personal Assistant to PSOPM

POSITION PURPOSE

The position provides high-level evaluative thinking and evidence informed analysis and advice to support the Permanent Secretary's decision-making.

KEY DUTIES

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

1. Research complex matter, drafting briefing materials, reports, presentations and proposals which may be of apolitical nature or politically sensitive for the Permanent Secretary using laws, 2013 Constitution, Hansard, Government reports, media and other sources;
2. Vigilant oversight of implementation of the Permanent Secretary's Vision and decisions to all departments under his portfolio;
3. Ensure the success of the Prime Minister and the Permanent Secretary's bilateral, regional, national and international engagements through the provision of high-level executive support and preparatory groundwork leading up to the Prime Minister and Permanent Secretary's engagements and thereafter the follow up process on what has been agreed to in the meetings;
4. Manage and motivate the staff to ensure that key deadlines are met;
5. Coordination and consolidation of the Ministry's deliverables and quarterly reports from the Annual Operational Plan (AOP) and Strategic Plan (SP) for the Permanent Secretary's dashboard;
6. Assist in the development and reviewing of ESO's Business Work Plan, address the way forward identified in the monthly report;
7. Assist the Head of Executive Support in the coordination of meetings for the Permanent secretary (HOD and Inter-departmental meetings);
8. Coordinate and facilitate ceremonial activities for the Permanent Secretary; and
9. Actively contribute to the Ministry and/or corporate requests, including planning, budgeting and selection activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely facilitation of analysis, reports, briefs, minutes, memos, letters (local and international) and correspondences within agreed timeframe;
2. All Permanent Secretary's engagements and programmes are prepared with accuracy in a timely manner in line with decision and approval; and
3. Effective, accurate and timely facilitation of corporate requirements.

PERSON SPECIFICATION

In addition to an undergraduate Degree (or equivalent relevant work experience) in Economics, Political Science, International Development, Public Administration and Management, Business Administration or another relevant field (a Master's Degree qualification in a relevant discipline would be desirable), the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Must have at least five (5) years' experience at Management level;
2. Good knowledge of political, economic, social and cultural aspects and comprehensive knowledge at either macro or micro levels;
3. Demonstrated ability to conduct research and knowledge of research methods;
4. Understanding of the Fijian Constitution (2013), parliamentary procedures and applicable laws of Fiji;
5. Demonstrated ability to lead and motivate and maintain high performing teams;
6. Demonstrated experience in evaluating, planning, and analytical processes and techniques (quantitative and qualitative) for measuring the effectiveness, efficiency and productivity of program implementation; and
7. Demonstrated ability to problem analysis and solving including negotiations.

Skills and Abilities

1. Demonstrated ability to analyse, interpret information and produce reports;
2. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
3. Strong interpersonal, organisational and time management skills and the ability to work effectively with all staff;
4. Good judgment, initiative, high sense of responsibility, tact and discretion, with sensitivity to different cultures;
5. Ability to follow instructions, work under pressure and prioritise work in order to meet strict deadlines and pay strict attention to detail;
6. Excellent written and oral communication skills to prepare briefings or recommendation to Permanent Secretary and the Prime Minister;
7. Demonstrated ability to assume higher-level responsibilities when required and provide support across all levels within the Executive Support Office to ensure the seamless delivery of executive services; and
8. Demonstrated resilience and capacity to operate effectively in a high-pressure executive environment, managing multiple priorities and delivering quality outcomes within tight timeframes, including support for urgent matters outside normal working hours when required.

Personal Character and Political Neutrality

Applicants for employment in the Office of the Prime Minister must be Fijian Citizens, under Age 60, 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.