

OFFICE OF THE PRIME MINISTER

JOB DESCRIPTION: EXECUTIVE OFFICER

CORPORATE INFORMATION

1. Position Level : Band E
2. Salary Range : \$21,121.70 - \$26,653.57 per annum
3. Position Type : Permanent
4. Duty Station : Suva
5. Reporting Responsibilities:
 - a) **Reports To:** Head of Executive Support
 - b) **Liaises with:** Internal & External Stakeholders
 - c) **Subordinates:** None

POSITION PURPOSE

The position assists with all administrative support activities of the Executive Support Office including the gathering of relevant information for reporting purposes and preparation of Unit planning documents.

KEY DUTIES

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

1. Draft letters and memoranda;
2. Conduct research and analyse complex data, issues and trends. Proactively contribute to the development, implementation, evaluation and continued improvements of policies and other related frameworks;
3. Assist with the follow-up on marked submissions to the respective staff and ministries;
4. Assist with the preparation of the Unit's Annual Reports, Business Plan, Operational Plan and Strategic Plan;
5. Gather information for the preparation of monthly and quarterly reports for the Unit;
6. Assist in administration, schedules of presentations, research and analysis of feedback forms;
7. Assist in preparation for guests of Government meetings;
8. Actively contributes to all corporate requirements of the Ministry, including planning, budgeting, performance management, discipline and selection activities where required; and
9. Fill in for Senior Secretary when required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All tasks assigned by the Permanent Secretary and Head of Executive Support are dealt within the given timeframe;
2. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including recommendations for improvement; and
3. All agreed activities in terms of administrative/executive support are completed and delivered as outlined in the work plan/business plan work schedule.

PERSON SPECIFICATION

In addition to a Diploma (or equivalent work experience) in Economics, Management and Business Administration or another relevant field (a relevant degree would be desirable), the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Two (2) years of relevant work experience;
2. Knowledge in research and data analysis; and
3. Experience in the use of Computer Programs such as Word, Excel, Powerpoint, etc.

Skills and Abilities

1. Capacity to follow instructions, plan for service delivery and coordinate multiple tasks/activities, meet tight and fixed deadlines with the ability to work under pressure and additional hours as and when required;
2. A self-starter, innovative, creative, flexible and be able to work within the timeline and resources to achieve results;
3. Ability to gather and interpret data, compile information, and prepare reports;
4. Demonstrated ability to analyze and solve complex problems in a resource constrained environment;
5. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
6. Strong interpersonal and communication skills and the ability to work effectively with the team;
7. Strong presentation skills and ability to relate or relay information to members of the public; and
8. Service oriented approach, with a commitment to supporting the Operational/Corporate environment of the Executive Support Office.

Personal Character and Eligibility

Applicants for employment in the Office of the Prime Minister must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fiji Constitution. Applicants must be Fijian Citizens, under the age of 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.