

OFFICE OF THE PRIME MINISTER

JOB DESCRIPTION: EXECUTIVE OFFICER (SUPPORT SERVICES)

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 Operations and Development
 - b) **Liaises with:** Internal and External Stakeholders
 - c) **Subordinates:** None

POSITION PURPOSE

The position provides administrative and logistical support to the Head of Operations and Development on projects and corporate services related matters and assists in conducting research for process improvements.

KEY DUTIES

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

1. Maintain a database of all inward and outward correspondence, internal telephone directory, and manage a confidential filing system and records management;
2. Draft letters and memoranda;
3. Assist with administrative and logistical support in terms of the preparation of official Handover/Commissioning of Small Grant Scheme (SGS) projects;
4. Provide comprehensive secretariat support to the Head of Division for Corporate Services Division and Project Division meetings, including preparation of agenda, minute-taking, and tracking action items;
5. Assist in the compilation of Ministry planning documents and reports such as Annual Operational Plan, Annual Reports, and Units Monthly and Quarterly Reports under the guidance of the Head of Division;
6. Assist in conducting research on productivity management for continued improvements and review of systems and processes;
7. Maintain the inventory of assets in the Head of the Division's Office; and
8. Assist with the follow-up on the marked submissions to the respective staff of the Corporate Services and Project Divisions.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Database information are accurate and reliable and all official records are managed and filed in accordance with legislative requirements;
2. Commitment to ensuring quality services are delivered to both internal and external stakeholders through continuous review of plans;

3. All administrative and logistical support are provided within the given timeframe; and
4. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including recommendations for improvement

PERSON SPECIFICATION

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

Knowledge and Experience:

1. Two (2) years of work experience in administration and management of logistics or similar field;
2. Proficient knowledge of Microsoft Office Packages;
3. Knowledge in research and data analysis
4. Understanding of the Fijian Constitution (2013); and
5. Understanding of the machinery of government.

Skills and Abilities:

1. Strong interpersonal, communication and writing skills and the ability to work effectively with all staff;
2. Ability to follow instructions, plan, develop and coordinate multiple tasks/activities, work under pressure and meet deadlines;
3. Demonstrated ability to work effectively within a team;
4. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
5. Ability to perform and produce results in a resource constraint environment;
6. Good judgment, initiative, high sense of responsibility, tact and discretion, with sensitivity to different cultures; and
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the Ministry.

Personal Character and Political Neutrality

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.