

OFFICE OF THE PRIME MINISTER

JOB DESCRIPTION: RECORDS MANAGEMENT OFFICER (CABINET OFFICE)

CORPORATE INFORMATION

1. Position Level : Band E
2. Salary Range : FJ\$21,121.70 to FJ\$ \$26,653.57 per annum
3. Position Type : Full-Time (Permanent)
4. Duty Station : Suva
5. Reporting Responsibilities:
 - a) **Reports To:** Senior Administrative Officer
 - b) **Liaises with:** Administrative Officer (Cabinet), Ministry Staff, Department of Archives and External Government Officials
 - c) **Subordinates:** None

POSITION PURPOSE

The position coordinates and facilitates the daily operations of the Cabinet Office Registry, including control and security of the movement of Cabinet documents in line with the relevant Record Management procedures and policies, and assists in the Cabinet meeting preparation process and arrangement of logistics.

KEY DUTIES

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

1. Ensure that incoming/outgoing mails are recorded in the appropriate register and promptly circulated to intended recipients, including sending Life Certificates to pension recipients bi-annually;
2. Maintain a recording system to allow rapid location of files marked out for action and or actions to be taken to ensure that files are returned to the Registry as soon as the action is required;
3. Ensure that files exist for all subjects in which correspondences are generated by opening and titling Registry Subject Files;
4. Maintain files and their contents in good physical condition by opening new volumes when files get bulky and close inactive files for archives;
5. Facilitate the movement of closed Registry records to the Department of Archives when reaching its period of storage;
6. Ensure the physical security of the Registry by identifying and restrict access to confidential materials within;
7. Provide Analytical Registry report on a Monthly, Quarterly and Annually basis; and
8. Facilitate requests for use of Coat of Arms and National Flag, process and facilitate request for Cabinet papers and decisions from the ministries, and assist in preparing Implementation Update templates.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Manage and maintain an effective and efficient records management system (record, files & database) to ensure timely access and retrieval of documents in accordance with the existing policies;
2. Timely facilitation of the requests for Cabinet papers and decisions from the ministries, requests for use of Coat of Arms and National Flag, and provision of Life Certificates to pension recipients, bi-annually.
3. All reports are submitted within the given timeframe and meet the standard reporting requirements, including recommendations for improvement; and
4. The confidentiality of Cabinet documents and restricted access to the Cabinet Office Registry is secured and maintained.

PERSON SPECIFICATION

In addition to Diploma (or equivalent) in Management, Business Administration, Library and Information Management or similar, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

Knowledge and Experience

1. Two (2) years of work experience in the areas of records management or similar field;
2. Practical work experience in building and sustaining relationships with a network of key people, internally and externally;
3. Understanding of the Fijian Constitution (2013); and
4. Proficient knowledge of Microsoft Office Packages.

Skills and Abilities

1. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
2. Sound communication, interpersonal and representational skills, and ability to relay information to members of the public who seeks queries on their correspondences;
3. Demonstrated ability to lead, plan and work cooperatively within a team environment;
4. Capacity to plan for, coordinate multiple tasks and meet deadlines, in particular with regard to planning and reporting;
5. Ability to analyse correspondences and reports; and
6. 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 of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fiji Constitution. Applicants must also be Fijian Citizens, under Age 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 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.