



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION: SECRETARY TO HEAD OF ADMINISTRATION

CORPORATE INFORMATION

1. Position Level: Salary Band E
2. Salary Range: \$20,506.50 – \$25,877.25
3. Duty Station: Ro Lalabalavu House, Suva.
4. Reporting Responsibilities:
 - a) **Reports To:** Head of Administration
 - b) **Liaises with:** Ministry staff, other stakeholders, general public
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position is responsible for providing administrative and secretarial duties, typing functions by utilizing information technology and computer skills that ensures the effective operational support for Corporate Services Division.

KEY RESPONSIBILITIES

This position will achieve its purpose through the following key duties.

1. Undertaking high level of typing and be able to scrutinize letters, document and minutes forwarded to Head of Administration from staff for grammatical correctness, proper layout and presentation.
2. Ensure and maintain the security and confidentiality of all records and information by receiving, recording and filing all correspondences, information and related documents in accordance with the record management system protocols;
3. Arrange for meetings, appointments and facilitate logistics both local and aboard for the Head of Administration;
4. Ensure the Division is well stocked with necessary office equipment and supplies required to ensure successful delivery of services;
5. Attending to telephone calls, email enquiries and assist with customer services to ensure that information provided is accurate and up to date; and
6. Actively contribute to the Ministry and corporate requirements including planning, budgeting and human resources activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All reports are compiled with appropriate information and submitted within agreed timeframes.
2. Manage and maintain an effective and efficient records management system to ensure timely access and retrieval of documents
3. Effective and timely management of maintenance, stores and logistic requests and requirements.
4. Timely and accurate delivery of services that support customer/stakeholders requests and/or requirements, compliant with standard operating procedures.

PERSON SPECIFICATION

In addition to, *Diploma in Secretarial Studies/ Office Administration* or equivalent relevant work experience with the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

KNOWLEDGE AND EXPERIENCE

1. At least 1-2 years' experience providing high level administrative support to senior management of a large organisation
2. Possess sound knowledge of Government Financial Procedures, procurement regulations and law.

SKILLS AND ABILITIES

1. Ability to achieve results personally and through effective team leadership
2. Demonstrated ability to lead, plan and organize activities, projects and work cooperatively within a team environment
3. Sound communication, interpersonal and representational skills
4. Ability to follow guidelines and appropriately apply processes
5. Demonstrated ability to maintain confidentiality
6. Capacity to utilise computer programs to support daily operations
7. Services oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

PERSONAL CHARACTER

All applications for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution. Applicants must also be a Fijian Citizen, preferably 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 prior to taking up duty.

The Ministry of Finance is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants