



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION: OFFICE ASSISTANT – CORPORATE SERVICES

CORPORATE INFORMATION

1. Position Level: Salary Band C
2. Salary Range: [\$14,006.72 - \$17,412.20]
3. Duty Station: Ro Lalabalavu House, Suva.
4. Reporting Responsibilities:
 - a) **Reports To:** Executive Officer - RMU
 - b) **Liaises with:** Ministry staff, Ministries & Departments
 - c) **Subordinates:** Nil

POSITION PURPOSE

The purpose is responsible for managing and maintaining an effective and efficient records management system to ensure timely access and retrieval of documents and smooth flow of information. The incumbent will also be required to provide administrative, logistics and secretarial support services to the Unit.

KEY RESPONSIBILITIES

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

1. Maintaining & ensure proper recording and filing of correspondence in respective files.
2. Update Electronic Data Processing [EDP] records and monitor and control movement of Electronic Data Processing [EDP] files within the Ministry.
3. Repair and maintain files and ensure that files are properly placed in compactors when not in use.
4. Monitor and control movement of files in series allocated by Executive Officer.
5. Attend to telephone calls, email enquiries and assist with customer service to ensure that information provided is accurate and up to date.
6. Ensure and maintain the security and confidentiality of all records and information as per record management system protocols

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Quality record keeping of current and closed files;
2. Timely monitoring of file movements within the Ministry
3. Provide quality customer service
4. Provide quality assistance to members of the team & all divisions.

PERSON SPECIFICATION

In addition to Tertiary qualifications in Management or related field [or equivalent relevant experience], the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

KNOWLEDGE AND EXPERIENCE

- At least 1 years' experience working in an similar role in any organisation

SKILLS AND ABILITIES

1. Ability to respond to queries within agreed timeframes
2. Ability to effectively work in a team and with clients and stakeholders
3. Demonstrated ability to plan and organize activities, and work cooperatively within a team environment
4. Sound communication, interpersonal and representational skills
5. Capacity to utilise computer programs to support daily operations
6. Service 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