



Ministry of Justice

Role Description: Team Coordinator

CORPORATE INFORMATION

Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 (Step 1 to Step 4)
Location:	Suva, Labasa or Nadi
Reports to:	Registrar General
Liaises with:	Internal and External Stakeholders
Subordinates:	Enrollment and Issuance Officer (16x)

POSITION PURPOSE

The purpose of the position is to oversee the operations of Vaxx Pass teams and facilitate the implementation & updating of policies and standard Operating Procedures (SOP) for the division.

KEY RESPONSIBILITIES

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

1. Providing accurate and timely policy advice to the Registrar General on Vaccine Pass rollout issues;
2. Oversee the operations of Vaccine Pass rollout for the respective division;
3. Ensure accurate records and information are maintained by the users;
4. Ensure that staff are performing and that all activities are aligned with the Section Plan in order to meet business objectives;
5. Ensure security of office and premises;
6. Ensure that reports are prepared and submitted within agreed timeframes;
7. Proper management of Assets and finances in accordance with the relevant policies, guidelines and Act;
8. Actively contribute to all corporate requirements of the Ministry.

KEY PERFORMANCE INDICATORS

1. All activities in the Business Plan implemented, outcomes and achievement along with recommendation for improvements are reported to the Registrar General in a timely manner;
2. Implementation and updating of policies & SOPs as and when required; and
3. Timely submission of reports.

PERSON SPECIFICATION

In addition to a Bachelor's degree (or equivalent experience) in Business, Public Administration or Commerce or any other relevant field or, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Minimum of 2 year's proven experience in similar role;
2. Understanding of teams and how to work cooperatively in a high performing team; and
3. Experience in managing a team and resources.

SKILLS AND ABILITIES

1. Good communication and interpersonal skills;
2. Ability to work efficiently under time constraints
3. Exceptional customer service skills
4. Organisational skills and the ability to manage competing priorities
5. Demonstrated ability to maintain confidentiality in a sensitive environment;
6. Demonstrated ability to analyse and contribute to solutions to complex problems;
7. Capacity to utilize computer programs to support daily operations
8. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment within the Fiji Civil Service must be Fijian Citizens, under the age of 55, in sound health with a clear police record. The successful applicant will be required to provide a medical certificate, police clearance and COVID-19 full vaccination card prior to as a condition of employment.

The Ministry 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.