



ROLE DESCRIPTION: SENIOR ADMINISTRATIVE OFFICER [ADMINISTRATION]

CORPORATE INFORMATION

1. **Position Level** : Salary Band G
 2. **Salary** : **\$28,605.45 - \$38,140.60**
 3. **Duty Station** : Suva, travel to districts as required.
 4. **Reporting Responsibilities:**
 - a) **Reports to** : Principal Administrative Officer
 - b) **Liases with** : Management and Registry heads and staff, Government Agencies, Training Providers and Suppliers
 - c) **Subordinates** : Administrative Officer, Executive Officers and Clerical Officers
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POSITION PURPOSE

This position manages the resources and operations of the General Administration Department to support the Registries and Units of the Ministry of Justice by ensuring that well-established and functional Human Resources and Assets and Refurbishment services are consistently provided. The position ensures a customer service ethos and structured approaches to service delivery.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties. Working with relevant customers, staff and service providers, in accordance with legislative requirements and Standard Operating Procedures (SOPs):

1. Manage, motivate and monitor the performance of the department staff;
2. Contribute to continuously improving, developing, implementing and monitoring adherence to standard operating procedures (SOPs) within the Ministry;
3. Ensure that Open Merit Recruitment and Selection (OMRS) processes are implemented and monitored in full compliance with the OMRS Guideline (March 2016 / updated May 2018) including appointments of Justice of Peace and that Leave Management is administered in compliance with Civil Service Policy;
4. Implement initiatives for staff Learning and Development (L&D) that ensure return on investment and are in full compliance with the L&D Guideline (June 2018);
5. Ensure that all Assets and Records Management activities are accurately documented and monitored in line with Ministry policies and that any Refurbishment work in divisions is in line with the Government Housing Act;
6. Provide accurate, factual and timely information, advice and reports as required and Secretariat support to the Management Board;

7. Support the implementation of a coordinated programme of change, to achieve high levels of service delivery in the Ministry; and
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All staff duties are carried out in accordance with the Ministry policies and procedures and SOPs and the relevant Laws of Fiji;
2. All HR, Asset and refurbishment plans are completed and delivered as planned and budgeted;
3. Initiatives for staff development are implemented, monitored and reviewed to ensure return on investment and application of learning implemented effectively; and
4. Contributions to all corporate requirements of the Ministry, including planning, budgeting and human resources activities are actively undertaken when required.

PERSON SPECIFICATION

In addition to an Undergraduate Degree (or equivalent work experience) in Public Administration, Business Administration, Human Resource Management or another relevant field, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least three (3) years' experience working on a broad range of human resource functions in a corporate or public sector environment;
2. At least one year of people management experience;
3. Practical working experience in Asset Management, Records Management or Leave Planning;
4. Understanding of the Fijian Constitution and relevant Fijian legislation relating to Human Resource Management; and
5. Understanding of teams and how to build and maintain high performing teams.

Skills and Abilities

1. Demonstrated people management skills with the ability to motivate and empower team members.
2. Excellent communication skills and the ability to tactfully deal with staff and customers;
3. Capacity to plan for and meet deadlines
4. Ability to analyse and solve complex problems, in a resource constrained environment;
5. Demonstrated ability to maintain confidentiality;
6. Capacity to utilise computer programs support operations;
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character and Eligibility

Applications for employment in the Ministry of Justice Affairs must be a Fijian Citizen, under the age of 55, in sound health and with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Justice is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities of the job will be considered in assessing the relative suitability of applicants.