



## MINISTRY OF JUSTICE

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### ROLE DESCRIPTION: DIRECTOR CORPORATE SERVICES

#### CORPORATE INFORMATION

1. **Position Level** : Salary Band J
  2. **Salary** : \$51,132.98 - \$65,555.10
  3. **Duty Station** : Suva, travel to districts as required.
  4. **Reporting Responsibilities:**
    - a) **Reports to** : Permanent Secretary for Justice
    - b) **Liases with** : Senior Executive Management, Administrator General and Registry heads and Corporate staff, and Government Agencies
    - c) **Subordinates** : All Corporate Staff (Administration and Accounts)
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#### POSITION PURPOSE

The position provides an effective administrative and accounting support including advice to the Senior Executive Management, Senior Management and staff to ensure the effective promotion of the Ministry's goals and principles for governing actions directed towards success in delivering the objectives of the Ministry's holistic plans.

#### KEY RESPONSIBILITIES

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

1. Manage the overall supervision and implementation of the Ministry's corporate objectives in consultation with the Divisional Heads.
2. Provide sound and proper advice on Human Resources matters relating to Terms & Conditions of employment including appointments, transfers, discipline and remuneration of staffs within the Ministry.
3. Develop and Review policies on Human Resources issues pertaining to the Civil Service Reform and provide sound/proper advice to the Senior Management and staff.
4. Assist the compilation and development of the Planning documents such as the Strategic Development Plan and the Annual Corporate Plan.
5. Drive and cultivate productive working relationship at all levels, which support the nurturing of internal and external relationships, facilitates cooperation, trust and respect, values differences and diversity and mentors and focuses on development of staff.
6. Supervise effective management of Corporate Service Staff to ensure the delivery of best value quality services, proper planning, meeting objectives, management of priorities and the appropriate delegation of responsibilities.
7. Oversee the performance of Section Heads including the establishment of key performance indicators and work plans designed to achieve the prime objectives and the responsibilities of the Corporate Services functions.

8. Attend actively to all corporate outcomes, contribute and follow financial and human resource management guidelines, regulations, principles, and standards in all aspects of work.
9. Perform additional responsibilities assigned from time to time by the Senior Executive Management.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All strategies and business objectives, policy advice, work activities, management of resources and finances, policies and quality reports are delivered within agreed timeframes and compliant with relevant processes, legislation, Acts and policies.
2. Effective and timely management and regular monitoring of Corporate Services staff performance and attendance to enable business continuity and delivery of quality services.
3. Manage and maintain an effective networking communication with stakeholders to ensure a coordinated approach to the Administration and Accounts.
4. All priorities and ad hoc matters are dealt with urgently meeting all requirements and timeframes.

### **PERSON SPECIFICATION**

In addition to a bachelor's degree in management, Public Administration or equivalent from a recognized institution with relevant work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

#### **Knowledge and Experience**

1. At least (ten) 10 years relevant work experience of which five (5) years in a similar supervisory role or in a position equivalent in nature in a public or corporate organization.
2. Proven sound knowledge of the principles and procedures for Recruitment and selection, Learning & Development, Job Evaluation Exercise, Performance Management, employee relations, asset management, project management, records management and workplace health and safety.
3. Established significant supervisory experience in managing staffs, financial and physical resources.
4. Understanding of government financial and human resource legislation and procedures.
5. Demonstrated comprehensive working experience on corporate activities, public relations, developing and implementing policies and procedures.
6. Understanding of the Fijian Constitution (2013) and other relevant applicable laws, rules, regulations and legislations.

## **Skills and Abilities**

1. Demonstrate excellent leadership skills with the ability to lead and provide the team with clear objectives; inspire a positive attitude towards work through maintaining high performers in a high performing team, capacity to work diplomatically to meet tight deadlines in a complex work environment.
2. Strong verbal and written communication skills to communicate and work effectively with executive team, employees and diverse groups of people within the required legislative and policy framework.
3. Well-developed analytical skills with the ability to logically evaluate information identify key issues and draw sound results to solve complex problems.
4. Collaborate to work in a resource constrained environment and respond quickly to Senior Management when required.
5. Highly developed skills to strategize and implement effective change management and reforms in the organisation.
6. Exhibit a pro-active and professional attitude, ability to prioritize, multi- tasks, complete work accurately in a timely manner, maintain confidentiality and neutrality when dealing with all issues of work including sensitive cases.
7. Proficient computer skills with the capacity to utilise tools/ programs, analyse reports to support the operations of complex operation in a sensitive environment.
8. Service oriented approach, with a commitment to supporting the operations of the organisation

## **Personal Character and Eligibility**

Applications for employment in the Ministry of Justice must be a Fijian Citizen, under the age of 60, 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.