



## **ROLE DESCRIPTION: SECRETARY**

### **CORPORATE INFORMATION**

1. **Position Level** : Salary Band E
  2. **Salary** : \$20,506.50 - \$25,877.25
  2. **Duty Station** : Suva, with responsibility for all other divisions
  3. **Reporting Responsibilities:**
    - a) **Reports to** : Director Corporate Services
    - b) **Liases with** : Ministry staff, other ministries/departments and all relevant stakeholders
    - c) **Subordinates** : Nil
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### **POSITION PURPOSE**

To provide high level of secretarial and administrative support to the Director Corporate Services for the effective and efficient operation of the Corporate Services Division.

### **KEY RESPONSIBILITIES**

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

1. Provide administrative and secretarial support for the efficient day to day management of the Office of Director Corporate Services ('DCS');
2. Facilitate the update of daily schedule for meetings and appointments that the DCS needs to attend;
3. Screening of all phone calls and ensure that visitors have an appointment and a scheduled time to meet the DCS;
4. Organise scheduled appointments and meetings and arrange transport and travel itineraries for the DCS;
5. Prepares meeting folders for the Director and undertake record-keeping, indexing of documents, filing and ensuring official & confidential documents are property stored and easily retrievable when required;
6. Maintain a positive attitude and contribute positively to the morale and output of the Corporate Services team;
7. Actively contribute to the Ministry and corporate requirements, including planning, budgeting and human resource activities where required.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following instructions:

1. Daily upkeep of records, files and updating inward and outward correspondence register;
2. All agreed secretariat and support services are rendered in an effective and efficient manner and compliance with relevant processes;
3. Quality reports and secretariat services are provided, and outcomes are actioned in a timely and effective manner; and
4. Client service standards are achieved

## **PERSON SPECIFICATION**

In addition to completion of a Diploma in Secretarial Studies, Office Administration, Business Administration (or equivalent), the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are set out below.

### **KNOWLEDGE AND EXPERIENCE**

1. At least 3 years of working knowledge in a secretarial or administrative support role;
2. Understanding of administrative and financial legislation, regulations, policies and procedures;
3. High proficiency with Microsoft Office applications and demonstrated computer skills.

### **SKILLS AND ABILITIES**

1. Demonstrated capacity to work collaboratively and proactively and communicate effectively with others at all levels of the Ministry, Government and stakeholders;
2. Demonstrated commitment to teamwork and the construction of a supportive, collaborative work environment;
3. Ability to perform and prioritise multiple tasks with excellent attention to detail;
4. Demonstrated ability to manage demanding workloads and tight deadlines;
5. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

### **PERSONAL CHARACTER AND ELIGIBILITY**

All applicants for employment in the Ministry of Justice must be of good character, with a background that demonstrates their commitment to the public service values contained in the Constitution of the Republic of Fiji. Applicants must also be Fijian Citizens, aged below 60 years, 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 Justice 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.