



Ministry of Local Government

ROLE DESCRIPTION: CLERICAL OFFICER - [1 POST]

CORPORATE INFORMATION

1. Salary Band : Band C
2. Salary range : \$12,081.69 - \$14,095.31

**Additional performance payments may be available for our highest performers, in accordance with the Public Service Commission guidelines.*

3. Duty Station : Sub Division Of Land [HQ] - with limited travel

4. Reporting Responsibilities:

a) Reports to : Senior Technical Officer – Subdivision of Land

b) Liaises with: Internal -

- All Sections of the Ministry

External –

- Line Ministries and Departments, Ministry's Stakeholders

c) Subordinates : None

POSITION PURPOSE

The position supports an effective and efficient administrative service for the Sub Division of Land Unit at Department of Town and Country Planning and ensures that all tasks in the unit are completed through proper filing, ease of reference and administrative support.

KEY RESPONSIBILITIES

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

1. Assist in the preparation of meeting papers and arrangement of meeting refreshments for the unit;
2. Ensure the timely collation of information for the preparation of weekly, monthly and quarterly reports for the unit
3. Provide timely and efficient filing of correspondence, sub-division of scheme plan application maintenance of old files , Assist in the organizing, planning and executing of all desired outcomes that is needed for an event
4. Send referrals to stakeholder agencies in timely manner
5. Send Acknowledgment to applicants and stakeholders
6. Attend to customer service enquiries
7. Effective update of Sub Division Application registers manually and electronic
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely and accurate advice is provided to ensure a consistent approach to operational activities.
2. All agreed activities are completed and delivered as outlined in the Individual Work Plan.
3. All Administrative activities are carried out within specified regulations, approved procedures and given timeframe.

PERSON SPECIFICATION

In addition to a School Leaving Certificate or similar with the following Knowledge, Work Experience, Skills and Abilities required to successfully undertake this role:

Knowledge and Experience

1. At least 6 – 12 months experience working on a broad range of administrative functions; and
2. Practical, working knowledge of town planning matters and functions.

Skills and Abilities

1. Requisite excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Ability to follow instructions and meet set timeframes, in particular with regard to human resource administrative activities;
3. Demonstrated ability to work cooperatively within a team environment;
4. Demonstrated ability to maintain confidentiality at all times;
5. Capacity to utilize computer programs to support the operations of complex organization; and
6. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

Personal Character and Eligibility

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under Age 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job as this criteria will be considered in assessing the relative suitability of applicants.

Review Date: 17/10/23