



## MINISTRY OF LOCAL GOVERNMENT

### ROLE DESCRIPTION: SENIOR ADMINISTRATIVE OFFICER – POLICY

#### CORPORATE INFORMATION

1. **Position Level** : Salary Band G
2. **Salary Range** : \$28,605.45 to \$38,140.60 (Step 1 to Step 4)
3. **Duty Station** : (HQ) Suva
4. **Reporting Responsibilities:**
  - a) **Reports To** : Director Local Government
  - b) **Liases with** : Ministry Staff and all relevant National and International Stakeholders
  - c) **Subordinates** : Technical Assistant

#### POSITION PURPOSE

The position ensures that Fiji's Municipal Councils conduct its business in full compliance with all laws and regulations pertaining to public sector, as well as professional standards, accepted business practices, and internal policies and standards.

#### KEY RESPONSIBILITIES

The position will ensure that the Municipal Councils undertake the following requirements. Working with Municipal Councils' relevant staff and service providers, in accordance with legislative requirements and Standard Operating Procedures (SOPs):

1. Assist in developing, implementing and monitoring the Strategic Plans and Policies of the Municipal Councils and National Fire Authority in collaboration with other key personnel.
2. Assist in developing and reviewing policies which affect the Municipal Councils and National Fire Authority.
3. Collect, analyze and compile data on social, economic and political issues.
4. Prepare and advise on cost-benefit analysis and economic impact assessments relevant to the Municipal Councils and National Fire Authority.
5. Provide timely, accurate and relevant advice in relation to reforms in legislations and policies nationally and internationally.
6. Prepare working papers, reports and briefs designed to aid in the process of planning, policy formulation and problem solving.
7. Report on developments and changes in legislation, regulations, international standards and other relevant research.

8. Collate research data to identify and evaluate emerging trends and issues to assist in the formulation of appropriate responses and options for resolution of new and emerging issues.
9. Contribute innovative ideas to assist with the development and maintenance of team systems, policies and business processes to improve operational efficiency and effectiveness.

### **KEY PERFORMANCE INDICATORS [KPIs]**

Performance will be measured through the following indicators:

1. Strategic plans, research reports, briefing and policy documents are developed and implemented within the given timeframe.
2. Research data and information are collated in a timely manner.
3. Operations of the Municipal Councils and National Fire Authority are improved.

### **PERSON SPECIFICATION [KESAs]**

In addition to an Undergraduate Degree (or equivalent work experience) in Law, Commerce, Accounting/Finance/ Economics, Management and Public Administration, and Business Administration or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 3 years' experience in similar role;
2. Practical working knowledge of national and international laws and policies;
3. Proven experience in research and evaluation management and methodology including analysing quantitative and qualitative data; and
4. Understanding teams and how to work within a high performing team.

### **SKILLS AND ABILITIES**

1. Excellent interpersonal skills and communication skills across all levels of the organisation;
2. Demonstrate excellent writing skills;
3. Strategic thinker, innovative, performance driven and an effective decision maker;
4. Capacity to utilize computer programs to support the operations of the Ministry;
5. Ability to work effectively autonomously with attention to detail and a high level of accuracy;
6. Demonstrated ability to cooperatively work as part of a team;
7. Demonstrated analytical and problem solving skills;
8. Must be a critical thinker and be able to work independently;
9. Ability to multi – task;
10. Self - Starter, self - organized and motivated;
11. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
12. Demonstrated ability to work under minimum supervision and heed directives;
13. Adheres to the Ministry's communication standards, formats, procedures and style;

14. Places the team's agenda before any personal agenda;
15. Ability to plan and organize work in a timely manner in order to achieve deadlines; and
16. Service oriented approach with a commitment to support the operational/corporate environment of the organization.

## **PERSONAL CHARACTER AND ELIGIBILITY**

All applicants for employment must be Fiji citizens, under age 60, with personal character and background that demonstrates a commitment to the Public Service Values and Code of Conduct. The successful candidate will be subject to confirmation upon receipt of a clear police record.

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 these criteria will be considered in assessing the relative suitability of applicants.