



## MINISTRY OF LOCAL GOVERNMENT

### JOB DESCRIPTION: PRINCIPAL ADMINISTRATIVE OFFICER

#### CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Range: \$34,760.31 - \$44,564.50
3. Duty Station: Suva
4. Reporting Responsibilities:
  - a) Reports To: Permanent Secretary
  - b) Liaises with: Staff, government ministries, and all relevant stakeholders.
  - c) Subordinates: Administrative Officers, Clerical Officer, and other Admin staff

#### POSITION PURPOSE

The Principal Administrative Officer plays a crucial role in facilitating the implementation of corporate outputs by coordinating management practices and procedures. Reporting to the Permanent Secretary, the officer ensures effective and efficient handling of administrative and support service activities within required timelines.

#### KEY DUTIES

The Principal Administrative Officer will achieve their purpose through the following key duties:

1. Assisting the Permanent Secretary in performing general administration and support functions of the Office.
2. Providing leadership and direction to staff for efficient and effective operation of administrative matters, based on the legal framework and approved practices and procedures.
3. Compiling annual corporate plans, annual reports, succession plans, and learning development initiatives and all other HR policies.
4. Overseeing timely and accurate operation of the Annual Board of Survey.
5. Overseeing Work Health, Safety, and Wellness matters, including committee involvement and injury management, to ensure a safe and supportive work environment.
6. Providing policy and operations advice on training-related activities and coordinating training initiatives to meet present and future manpower needs.
7. Ensuring timely logistics arrangement for all travel and events of the Ministry.
8. Assisting management in developing strategies to improve the delivery of general administration services.
9. Assisting in the compilation of the Office's Business Plans, Position Descriptions, and Individual Work Plans.
10. Managing and assess staff performance to enable business continuity and the delivery of quality outcomes aligned with individual and business objectives.

## **KEY PERFORMANCE INDICATORS**

Performance in this role will be measured by the following indicators:

1. Completion and delivery of all administration-related activities as planned.
2. Administration functions carried out in accordance with stipulated requirements.
3. Implementation of continuous improvement initiatives.
4. Succession planning and skills improvement to bridge gaps between position holders and their successors.

## **PERSON SPECIFICATION**

To successfully undertake this role, the candidate should have a relevant postgraduate qualification or an undergraduate degree in management, public administration, business administration, or a similar field. In addition to qualification the following knowledge, experience, skills, and abilities are required:

## **KNOWLEDGE AND EXPERIENCE**

1. At least 8 years of proven experience in a senior administrative role or a similar discipline.
2. Strong understanding of human resource management practices.
3. Good knowledge of Human Resource principles, practices, and strategies.
4. Good knowledge of the employment related laws of Fiji.
5. Experience and expertise in recruitment and selection processes, including sourcing strategies, interviewing techniques, and candidate evaluation.
6. Proven experience in managing employee relations and resolving workplace conflicts. This including handling disciplinary actions, grievances, and investigations, as well as promoting a positive and inclusive work culture.
7. Demonstrated ability to lead, plan, and organize activities and projects, as well as contribute to a high-performing team.
8. Experience in leading and managing organizational change initiatives, including restructure and culture transformation.

## **SKILLS AND ABILITIES**

1. Strong leadership skills to effectively guide and inspire the team.
2. Excellent communication skills both written and listening, including the ability to prepare high-quality written reports, policies, action plans, correspondence, and other documentation as required.
3. Problem solving skills to address challenges and issues, therefore there is need for critical thinking and problem-solving skills.
4. Strong interpersonal skills to build positive relationships with employees at all levels of the Ministry.
5. Strategic thinker, who is able to align the HR initiatives with the Ministry's overall goals and objectives.
6. Adaptability should be able to adjust strategies, processes, and approaches to align to new technologies and organizational change.
7. Ethical conduct and ability to handle sensitive employee information and are responsible for upholding ethical standards. Must demonstrate integrity, maintain confidentiality, and ensure fairness and compliance with laws and regulations.

## **PERSONAL CHARACTER AND ELIGIBILITY**

Applicants for employment in the Ministry of Local Government must be Fijian Citizens, in sound health, aged below 60 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 Local Government 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.