



## MINISTRY OF LOCAL GOVERNMENT

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### JOB DESCRIPTION: SECRETARY

#### CORPORATE INFORMATION

1. Position Level: Band E
2. Salary Range: \$19,041.75 - \$24,412.50
3. Duty Station: Suva
4. Reporting Responsibilities;
  - a) **Reports To:** Director Town & Country Planning
  - b) **Liaises with:** Ministry staff
  - c) **Subordinates:** Nil

#### POSITION PURPOSE

The position provides Secretariat and administrative support to the Directors Office.

#### KEY RESPONSIBILITIES

The position will achieve its purpose through the following:-

1. Provide secretariat support to the Directors, including diary management, handling visitors, telephone calls and communication with key stakeholders;
2. Timely coordination and facilitation of the Directors meetings/dialogues and associated activities;
3. Ensure that the Directors local or international travel and accommodation arrangements are facilitated prior to travel;
4. Manage database of all inward and outward correspondences and maintain filing systems; and
5. Actively contribute to all corporate requirements of the Ministry.

#### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:-

1. Secretariat services are provided in an effective manner with accurate record managed (Office of the Directors) and maintained at all times;
2. Organise and arrange all logistic arrangements for the Directors travel in a timely manner; and
3. Provision of customer service in a timely manner.

## **PERSON SPECIFICATION**

A relevant Diploma in Management, Public Administration, Business/Office Administration, Secretarial studies from 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 two (2) years working on a broad range of administration and management of logistics functions;
2. Proficient knowledge of Microsoft Office Packages; and
3. Understanding of the Fijian Constitution (2013).

## **SKILLS AND ABILITIES**

1. Strong oral and written communication skills;
2. Ability to work independently with minimal supervision;
3. Ability to maintain confidentiality and neutrality in a sensitive environment;
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organisation.

## **PERSONAL CHARACTER AND ELIGIBILITY**

Applicants for employment must be Fijian Citizens, under Age 60, in sound health, 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 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.