

MINISTRY OF LOCAL GOVERNMENT

JOB DESCRIPTION: PRINCIPAL ADMINISTRATIVE OFFICER

1. Position Level: BAND H
2. Salary Range: \$34,760.31
3. Duty Station: Head Quarters, Ministry of Local Government , Suva
4. Reporting Responsibilities;
 - a) Reports To: Permanent Secretary.
 - b) Liaises with: HODs
 - c) Subordinates: Admin staff/ Divisional Corporate Staff

Position Purpose

The position manages the effective and efficient coordination, timely facilitation and implementation of administrative and support services of MLG. Assist in the development and implementation of relevant Policies/ Guidelines and procedures.

Key Duties

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

1. Management of day to day administrative functions of MLG;
2. Offering leadership and direction to staff for the efficient and effective operation of Administration matters based on the legal framework and approved practices and procedures;
3. To drive efficiency and productivity of staff;
4. Formulating, implementing and reviewing the business plan for the administration section and assisting in the formulation, compilation and review of MLG planning document such as the Strategic Plan, Strategic Workforce Plan, Succession Plan, Learning and Development Plan, Annual Corporate Plan, Annual Report and Budget submission;
5. Formulate; implement, monitor and compile the PS Deliverables Report and Agency Annual Report;
6. Facilitate re-organised Sustainable and Structural Changes in consultation with HODs through constant and continuous assessments of the current system;
7. Monitor and review Agency Service Charter, Identify areas of weaknesses and deficiencies and formulation and implementation of appropriate strategic measures to address the problems;
8. To direct and supervise the preparation of monthly, quarterly and annual status of
9. Administrative report updates to Management and the responsible Ministries;
10. To provide support to HODs in the formulation of the Budget and internal financial strategies;
11. Provide input to key sections of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All activities within the operational plans completed and delivered as planned;
2. All external and internal communication is coordinated, factual and in accordance with the relevant Act and procedures;
3. Communication is maintained with stakeholders to ensure a coordinated approach to the Administrative operations.

Person Specification

The Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

- Demonstrated knowledge and experience in human resource management and development, particularly in leading and managing complex change oriented Human Resource projects that are strategic in nature and national/international in scope
- Demonstrated knowledge and experience in developing operational plans and strategies;
- Thorough understanding of Human Resource Management and Development phases;
- Understanding of Financial Management, Procurement and other related laws;
- Experience in managing high performing teams;
- Demonstrated experience in negotiation and building stakeholder relationship with sound understanding of contract management and costs containment.
- The ability to provide sound knowledge of policy advice on administrative related matters and have collaborative communication and resource management skills;
- Excellent communication, interpersonal, organisational and team skills;
- Strong business leadership with the ability to inspire and motivate staff;

Bachelor's Degree in Management (HRM & HRD), Public or Business Administration with a Post Graduate Degree from a recognised institution or equivalent qualification in Public Sector Management (or equivalent work experience of more than 3 years) at a senior level in related or similar, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Skills and Abilities

- Strong organisational, Human Resource Management and Development, Analytical and Decision making skills;
- Demonstrated ability to manage and motivate staff at different levels and from different backgrounds
- Capacity to plan for and meet deadlines, in particular with strategic planning, human resource management and development including provision of analytical reports.
- Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment; must have the ability to undertake continual adjustments with stakeholders in a persuasive manner to keep the project on course by the use of positive win/win negotiation;
- Service oriented approach with the commitment to supporting the operational environment of the Ministry;
- Strong interpersonal and communications skills (verbal and written) and the ability to work effectively with all subordinates.
- Ability to plan, multi-tasks and coordinate activities and develop improvements and innovations to enhance performance.
- Demonstrated ability to analyse and solve complex administrative and HR problems and to provide assistance to a wide range of staff, in a resource constrained environment;
- Demonstrated ability to meet tight and immovable deadlines;
- Capacity to utilise tools/ programs to support the operations of complex organisation;

Personal Character and Eligibility

Applicants for employment in the Ministry of Local Government Housing and Environment must be Fiji Citizens, under Age 55, in sound health, with 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, Housing and Environment is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible and qualified applicants.

