



# DEPARTMENT OF LEGISLATURE



## JOB TITLE: DEPUTY SECRETARY-GENERAL

### CORPORATE INFORMATION

1. Position Level: Salary Band M  
Salary Range: \$74,710.90 – \$95,783.20
2. Duty Station: Government Buildings, Suva
3. Reporting Responsibilities:
  - a) **Reports To:** Secretary-General to Parliament.
  - b) **Liaises with:** Office of the Speaker, Secretary-General, Members of Parliament, Executive Management, development partners, Ministries/Departments/Statutory Body officials, Party Caucus Staff and Parliament Staff.
  - c) **Subordinates:** Direct – 2 direct reportees and other staff are indirect reportees.

### POSITION PURPOSE

The position exists for the purpose of supporting the Office of the Secretary-General to Parliament in providing corporate leadership and management to the Secretariat of the Parliament to ensure excellent service and optimum support for the functioning of Parliament as mandated by the Constitution, Standing Orders of Parliament and other relevant legislation. It also exists to provide effective and timely management on the constitutional, legal, procedural advice and ceremonial responsibilities of Parliament.

### KEY RESPONSIBILITIES

1. Ensures that the Department strategy is implemented through the coordination and direction of resources, establishment of performance objectives, the monitoring of adherence to the budget to maximise/optimize the use of resources and ensuring that action is taken to keep performance in line with the budget.
2. Develop an overall corporate plan for the Department and for strategic planning in specific areas.
3. Vet and clear for approval, key strategic plans by sensing environmental trends, evaluate alternatives and establish evaluation of alternatives, and ensuring short- and long-term plans which are compatible to the Department's mission to ensure the development and co-ordination throughout the organisation.
4. Ensures the implementation of the Department's mission through preparing detailed financial and planning documents, identifying financial operating needs, advocating the Department's needs for consideration by Parliament and the Office of the Speaker, and securing sufficient and timely resources from the Government.
5. Ensures that an effective, competent and motivated workforce is recruited and retained through the establishment and implementation of training, performance management and development programmes, effective communications to staff, constructive industrial relations practices and policies and by implementing a management style and culture conducive to maintaining high morale and performance.

6. Ensures that the Department's assets are protected, properly accounted for and fully utilised through the implementation and control of financial and management policies, the co-ordination of budgetary and financial systems, initiating actions where standards are not met and monitoring expenditure against the budgetary allocation.
7. Ensures continual development of management information and financial systems, procedures, processes and policies which meet all internal and external needs and which ensures efficiency opportunities are optimised.
8. Ensure that all the Department's operations/activities comply and adhere to the Government's financial, human resource policy controls and requirements, rules, regulations, existing laws and Standing Orders of the Parliament.
9. Ensure that a formal report of a Statement of Activities of the Parliament is submitted in a timely manner for tabling in Parliament.
10. Ensures that a responsible and fitting image is presented for the Department in all its dealings with the public including regional and international organisations and promote greater public awareness of the role, functions and work of Parliament in line with the Media and existing policies of the Department.
11. Ensures the development and provision of well-reasoned, well-researched and sound policy and procedural advice which meets the Parliament's constitutional role in a timely, accurate and impartial manner.

#### **PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Reliable and accurate high-level policy and procedural advice to the Executive Management and Members of Parliament;
2. Organisational abilities and the ability to be impartial, confidential and to make firm decisions;
3. Achievement of outputs of the functional units in the Legislative Services Division and the Corporate Services Division; and
4. Ability to supervise and motivate staff to achieve the Department's short, medium and long term goals.

#### **PERSON SPECIFICATION**

##### **Essential Qualification:**

A relevant Post Graduate qualification with an Undergraduate Degree or equivalent from a recognised institution with three to five years relevant work experience.

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

##### **KNOWLEDGE AND EXPERIENCE**

1. At least 3-5 years of working knowledge on management supervisory role;
2. Excellent working knowledge and good understanding of the Fijian Constitution, current Standing Orders of the Parliament of the Republic of Fiji, Parliamentary Remunerations Act 2014, Parliamentary Powers and Privileges Act 1965 and other relevant legislation;
3. Working knowledge of the public sector administration and financial management policies and procedures.

## **SKILLS AND ABILITIES**

1. Strong leadership and management skills with the ability to positively influence decisions and effect change in a high-level governance organisation.
2. Experience in the management and leadership of political relationships, and evidence of being accustomed to working and succeeding in a complex political and governmental setting.
3. Ability to effectively manage matters of a confidential or politically sensitive nature and to maintain strict confidentiality.
4. Demonstrated ability to manage demanding workloads and tight deadlines.
5. Ability to effectively work within a team environment with people from diverse backgrounds and communicate with people at all levels and proven team leadership skills and abilities.
6. Ability to analyse complex policy issues and evaluate competing arguments.
7. Excellent written and verbal communication skills.
8. Service oriented approach and ability to develop, co-ordinate and maintain stakeholder relationships.
9. A good working knowledge of Microsoft Office Suite, in particular Word, Excel and PowerPoint, and some competency in MS Office 365, and virtual meeting platforms such as Microsoft Teams, Zoom etc.

## **PERSONAL CHARACTER AND POLITICAL NEUTRALITY**

The Department of Legislature operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly engage and continue with such activity, may compromise the strict political neutrality of the Department of Legislature and cannot be considered for employment.

All applicants for employment in the Department of Legislature must be under the age of 55, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Department of Legislature is an Equal 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.

Advisory on COVID-19 vaccination: Please note that in order to ensure regulatory compliance with the Health and Safety at Work (General Workplace Conditions) (Amendment) Regulations 2021, it is now mandatory for all civil servants to be vaccinated as a condition of employment to protect employers, employees, customers and the general public at workplaces from COVID-19. The successful appointee should be fully vaccinated against COVID-19 unless exempted.