



DEPARTMENT OF LEGISLATURE
JOB DESCRIPTION — CORPORATE SERVICES DIVISION



JOB TITLE - EXECUTIVE OFFICER ASSET

CORPORATE INFORMATION

1. **Position Level** : Band F
2. **Salary Range** : \$22,528.74 - \$28,883.00
3. **Duty Station** : Government Building, Suva
4. Reporting Responsibilities;
 - a) **Reports To**: Senior Estate and Properties Officer (AMU)
 - b) **Liaises with**: Internal Staff, Senior Management, External stakeholders
 - c) **Subordinates**: N/A

POSITION PURPOSE

The position is responsible for facilitating work under all servicing contracts, security and minor repair works identified within the parliament premises.

KEY RESPONSIBILITIES

1. Effective facilitation of servicing, minor repair and general maintenance works;
2. Proper facilitation of events and related logistics when required;
3. Assist the Senior Officer on the facilitation for provision of efficient security services and project works;
4. Ensure collation, recording, filing and maintaining (soft and hard copy) of accurate information and data for the unit;
5. Compile required reports and submitted within the required timelines;
6. Actively contribute to the Department and corporate requirements, including quality initiatives, and HRAT activities where required.

PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All required servicing, maintenance and required activities are carried out within the stipulated contracts, policies, process, standard and timeframes;
2. Maintain updated Units data within the required standards;
3. All reports are submitted in compliance to the reporting standard and timeline given;
4. All agreed tasks/activities/corporate requirements are delivered and in compliance with relevant process/policies/legislation.

PERSON SPECIFICATION

In addition to a Diploma in Management & Public Administration, Business Administration or equivalent from a recognized institution the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Have 2-3 years relevant work experience;
2. Practical working knowledge on Asset Management practices;
3. Good understanding of the Fijian Constitution, relevant legislations, policies and practices.

Skills and Abilities

1. Demonstrate ability to plan and organize effectively;
2. Ability to meet deadlines and achieve results through effective team support;
3. Sound communication, interpersonal skills;
4. Ability to follow instructions and guidelines;
5. Capacity to utilize computer programs to support daily operations;
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

PERSON 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 carry on this 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 selected applicants will be required to provide a medical certificate, COVID-19 vaccination/exemption evidence and police clearance prior to taking up duty.

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 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.

***CONTINUAL LEARNING**

Displays an ongoing commitment to learning and self-improvement.

***MANAGING CHANGE**

The ability to demonstrate support for innovation and for organizational changes needed to improve the organization's effectiveness; initiating, sponsoring, and implementing organizational change; helping others to successfully manage organizational change.

***PROFESSIONALISM**

Demonstrates behaviour that reflects high levels of performance and a strong work ethic; has a focus on results, ethical decisions and balance.