



DEPARTMENT OF LEGISLATURE
CORPORATE SERVICES DIVISION



JOB DESCRIPTION: EXECUTIVE OFFICER (REGISTRY & STORES)

CORPORATE INFORMATION

1. Position Level: Salary Band F
2. Annual Salary: \$22,528.74 - \$28,883.00
3. Duty Station: Government Building, Suva
4. **Reporting Responsibilities:**
 - a) Reports To: Senior Properties Officer
 - b) Liaises with: Parliament Caucus, Secretariat and other stakeholders
 - c) Subordinate: None

POSITION PURPOSE

The position is responsible for the provision of efficient and effective inventory and records management in accordance with the governing regulations, legislations, guidelines and orders.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Ensure provision of an efficient and effective filing records in compliance to established policy guidelines and regulations;
2. Receive and dispatch duties of inventory and collate information for trending analysis.
3. Manage inventory records and prepare stock requests as per defined procedures.
4. Ensure efficient and effective handling of the Parliament Mailing System and registry database
5. Maintaining and timely updating of non-expendable ledger for the Department
6. Provision of timely reports and advice on records management;
7. Actively contribute to the Department and Corporate requirements, including quality initiatives, planning, budgeting and human resources activities where required.

KEY PERFORMANCE INDICATORS

1. Ensure all stock procured are utilized and available at all times with no wastage;
2. Timely and accurate recording of inventories with relevant information for trending analysis;
3. Proper maintaining, updating and accurate recording of inventories and record management;
4. All reports for inventory and records and technical advice are accurately submitted within the required timeframe and the required standard.
5. All agreed tasks, activities, corporate requirements, are delivered and in compliance with relevant process, policies and legislation.

PERSON SPECIFICATION

In addition to a Diploma in Management or equivalent from a recognized institution (or equivalent relevant experience), the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 2 -3 years' experience in a similar role.
2. Practical working knowledge of stores and inventory management.
3. Practical working knowledge in records management procedures and principles.
4. Good understanding of the Fijian Constitution, SC Act/Regulations 1999, Finance Act and Instructions, Procurement Regulations, General Orders and any other departments policies.

Skills and Abilities

1. Demonstrated ability to manage different priorities and work under minimum supervision.
2. Ability to work independently with minimal supervision and as a part of a diverse team.
3. Ability to prioritise and manage multiple tasks to meet deadlines.
4. Good written and verbal communication including public relations skills.
5. Service oriented approach with commitment to serving customers.
6. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
7. Demonstrated ability to use computer software to achieve operational and corporate goals.

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.