



DEPARTMENT OF LEGISLATURE
CORPORATE SERVICES DIVISION



JOB TITLE: EXECUTIVE ASSISTANT (DSG)

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:** Deputy-Secretary General
 - b) **Liaises with:** Manager (MMEC), Senior Secretary (HS & SGP), Secretary (HAFIT, HLS), Parliament Caucus and Secretariat staff, Government Ministries, Stakeholders
 - c) **Subordinates:** None

POSITION PURPOSE

To provide the highest level of secretarial, administrative and logistical support to the Deputy Secretary-General for the effective delivery of executive decisions and support to the Secretary-General.

KEY RESPONSIBILITIES The position will achieve its purpose through the following key responsibilities:

1. Provide timely admin and secretarial support to the Deputy Secretary General (DSG) for effective decision making.
2. Prepare high quality papers/correspondences with analysis and coordinate other high-level communications on matters concerning the office of the DSG.
3. Organize and arrange all logistical arrangements for the DSG in compliance with organizational policies and standard operating procedures.
4. Actively contribute to department requirements, including planning, budgeting and corporate activities

KEY PERFORMANCE INDICATORS (maximum 4)

Performance will be measured through the following indicators:

1. Manage and maintain an effective and efficient records management system to ensure timely access and retrieval of documents.
2. Provision of quality admin and logistical support for effective service delivery in compliance with department policies and standard operating procedures.
3. Quality reports and secretariat services are provided and outcomes are actioned in a timely and effective manner in line with standard operating procedures and department requirements.
4. All other corporate requirements are delivered within agreed timeframes and standard instructions.

PERSON SPECIFICATION

Essential Qualification: *A Diploma in Business Administration or equivalent from a recognized institution. Computing skill/literacy in computing and sound industry knowledge are preferred.*

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 in administrative support role.
2. Good understanding of the Fijian Constitution and Standing Orders of the Parliament of the Republic of Fiji;
3. Understanding of administrative and financial legislation, regulations, policies and procedures.

SKILLS AND ABILITIES

1. Exceptional organizational skills and the ability to be impartial, confidential and to make firm decisions.
2. Ability to perform and prioritize multiple tasks
3. Strong written and verbal communication skills with attention to detail including public relations skills;
4. Demonstrated ability to manage demanding workload and tight deadline;
5. Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels;
6. A good working knowledge in Microsoft Office Suite and in particular Word, Excel, PowerPoint;
7. Service oriented approach and ability to develop, co-ordinate and maintain stakeholder relationships.

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 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 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.