



DEPARTMENT OF LEGISLATURE

JOB DESCRIPTION — PARLIAMENTARY SUPPORT SERVICES DIVISION



JOB TITLE: ADMINISTRATIVE OFFICER

CORPORATE INFORMATION

1. Position Level : Administrative Officer – Inter-Parliamentary Relations & Protocol (AO-IPRP)
2. Salary Range : MIG 01 [\$28,605.45-\$47,675.75]
3. Duty Station : Suva
4. Reporting Responsibilities;
 - a) **Reports To:** Senior Protocol Officer (SPO)
 - b) **Liaises with:** **Internal Clients:** Speaker, Members of Parliament, Secretary-General to Parliament, Deputy Secretary General, and Parliamentary Staff.
External Clients: Ministry of Foreign Affairs, Ministry of Economy, IPOs and other key stakeholder agencies
 - c) **Subordinates:** 1 - Executive Officer Inter-Parliamentary Relations & Protocol (EO-IPRP)

POSITION PURPOSE

The post provides logistical and administrative support for the efficient and effective facilitation of parliamentary delegations for all international, regional and local events. It also provide professional and timely protocol facilitation to all the incoming and outgoing dignitaries as well as professional development and capacity-building opportunities for Members of Parliament.

KEY RESPONSIBILITIES

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

1. Provide logistics and administrative support to parliamentary delegations to international, regional and local meetings in fulfilling the Fijian Parliament's obligation as a member of the international parliamentary organizations.
2. Provide professional and timely protocol facilitation to incoming and outgoing visiting dignitaries, Guests, Speaker and Members of Parliament.
3. Prepare logistics and administrative support for Members of Parliament's local trainings and actively contribute to parliamentary strengthening and capacity building.
4. Provide active support in the membership of the Fijian parliament to the Inter Parliamentary Union (IPU), Commonwealth Parliamentary Association (CPA) and other International parliamentary bodies.
5. Actively contribute to all department and corporate requirements.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Efficient and effective administrative and logistical support services provided to all parliamentary delegation in-line with agreed timeframes and in accordance with required standards and feedback;
2. Professional and timely protocol facilitation accorded to incoming and outgoing visiting dignitaries, guests, Speaker and MPs in line with required standards and within agreed timeframes;
3. Administrative and logistics for MPs trainings, strengthening and capacity buildings in-line with agreed timeframes and in accordance with required standards and feedback;
4. Timely payment of annual subscription to the IPU, CPA and other Parliamentary Bodies.

5. All other agreed tasks and corporate requirements/activities are submitted to SPO and MIPR within agreed timeframes and required standards

PERSON SPECIFICATION

Essential Qualification: *An Undergraduate Degree in International Relations or Management, Public Administration, Business Administration, Economics, Accounting or equivalent from a recognized institute with relevant work experience of at least 3 years..*

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

KNOWLEDGE AND EXPERIENCE

1. At least 3 years' experience in similar responsibilities;
2. Good understanding of the Fijian Constitution and other related policies and legislations.
4. Good understanding of formal protocol and etiquettes;
5. A good working knowledge in Microsoft Office Suite and in particular Word, Excel, PowerPoint.

SKILLS AND ABILITIES

1. Organizational abilities and the ability to be impartial, confidential and to make firm decisions.
2. Ability to supervise and motivate unit staff to achieve the Legislature Divisions short, medium and long term goals;
3. Demonstrated ability to manage demanding workload and tight deadline;
4. Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels and proven team leadership skills and abilities;
5. Excellent written and verbal communication skills including public relations skills;
6. Strong communications, organization and negotiation skills;
7. Service oriented approach and ability to develop, co-ordinate and maintain stakeholder relationships;

PERSON CHARACTER AND POLITICAL NEUTRALITY

The Parliament of Fiji 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.