



Job Title: Governance and Compliance Officer

CORPORATE INFORMATION

1. **Position Level:** Band H
2. **Salary Range:** \$ 34,760.31 - \$ 44,564.50
3. **Duty Station:** Parliament Complex, Government Buildings, Suva.
4. **Reporting Responsibilities:**
 - a) Reports To: Manager, Monitoring, Evaluation and Compliance
 - b) Liaises with:
 - Internal** - Secretary-General to Parliament, Deputy Secretary-General, Head of Corporate Services, Head of Legislative Services, Managers and Secretariat Staff.
 - External** - other Ministries and Departments and other Parliaments.
5. **Subordinates:** Nil

POSITION PURPOSE

The position is responsible for the:

- i) development and review of existing institutional plans, corporate policies and guidelines;
- ii) secretariat support for the various planning and governance forums; and
- iii) coordination and implementation of the monitoring and evaluation framework and the adoption of key approaches and tools for measuring impact and performance.

KEY RESPONSIBILITIES

1. Ensure high-quality policy briefs are prepared for the purpose of policy development and reviews.
2. Ensure developed policies and plans are widely consulted and disseminated to all users.
3. Provide effective and efficient secretariat support to all planning and governance forums;
4. Maintain an effective records management system on policies and plans for the Parliament.
5. Ensure efficient coordination and implementation of monitoring and evaluation systems and processes pertaining to divisional and unit deliverables.
6. Design and implement qualitative and quantitative data collection methodologies to assist the monitoring and evaluation of output and outcome performance.
7. Develop and communicate quarterly monitoring and evaluation reports on the overall performance of the Parliament.
8. Provide positive contribution to the implementation of standards and assigned Parliament corporate requirements and activities.

KEY PERFORMANCE INDICATORS

1. All policies and plans developed and reviewed are in compliance with relevant guidelines and within agreed timeframes;
2. All administrative and secretariat support services to planning & governance forums are carried out within required procedures and agreed timeframes;

3. All relevant reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.
4. Actively contribute to the corporate requirements and other assigned activities of/to the Unit;

PERSON SPECIFICATION

An undergraduate degree in commerce, business, management, public administration or relevant discipline from a recognized institution OR more than 3 years' experience in corporate services in the following areas strategic planning, monitoring and evaluation and policy level analysis.

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

KNOWLEDGE AND EXPERIENCE

1. At least 3 to 5 years' experience in undertaking research and policy level analysis, hands-on experience in design and formulation of programmes in the Governance area.
2. Good understanding of the Fijian Constitution, and related policy and legislative requirements.
3. Experience in liaising and engaging with high-level stakeholders and related agencies.
4. Sound knowledge of planning processes from the organisational to individual level.
5. Experience in the usage of computers and other Microsoft Office 365 programs.

SKILLS AND ABILITIES

1. Ability to organize, manage and resolve complex situations.
2. Ability to be impartial, confidential and to make firm decisions;
3. Demonstrated ability to manage demanding workload and tight deadlines.
4. Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels;
5. Demonstrates initiative to develop innovative processes and systems to improve performance
6. Ability to build strong relationships with operational staff across units and organizations, including external partners
7. Excellent written and verbal communication skills including public relations skills;
8. Service-oriented approach and ability to develop, coordinate and maintain stakeholder relationships.

PERSON CHARACTER AND POLITICAL NEUTRALITY

The Parliament of the Republic 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 Parliament of the Republic of Fiji and cannot be considered for employment.

All applicants for employment in the Parliament of the Republic of Fiji must be under the age of 60, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Parliament of the Republic of Fiji 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.