



PARLIAMENT OF THE REPUBLIC OF FIJI



Job Title: Senior Secretary

CORPORATE INFORMATION

1. **Position Level:** Band G
2. **Salary Range:** \$28,605.45 - \$38,140.60
3. **Duty Station:** Parliament Complex, Government Buildings, SUVA.
4. **Reporting Responsibilities:**
 - a) Reports To: Executive Office of the Parliament of the Republic of Fiji
 - b) Liaises with: Secretary-General, Deputy Secretary-General, Head of Legislative Services, Head of Corporate Services and Parliament Secretariat Staff.
 - c) Subordinates: None

POSITION PURPOSE

To provide the highest level of secretarial, administrative, and logistical support to the Executive Office of the Parliament of the Republic of Fiji for the effective delivery of her constitutional roles.

KEY RESPONSIBILITIES

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

1. Attending telephone calls, counter service, and appointments.
2. Registering all official correspondence, communications with key stakeholders, and filing of correspondence.
3. Taking appointments and scheduling meetings together with logistical arrangements in an efficient manner.
4. Providing secretariat support and submission of timely minutes and reports.
5. Effectively facilitating urgent submissions for clearance.
6. Oversee timely coordination and implementation of customer/stakeholder requests and/or requirements.
7. Organize and manage all logistical arrangements for Executive Management.
8. Actively contribute to Parliament requirements, including planning, budgeting, and corporate activities.

KEY PERFORMANCE INDICATORS

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. Timely and accurate delivery of services that support customer/stakeholders' requests and requirements, compliant with standing operating procedures

3. All logistics arrangements for meetings, travel, and accommodations are effectively organized and arranged in a timely manner in compliance with Parliament policies and standing operating procedures.
4. Quality reports and secretariat services are provided, and outcomes are achieved in a timely and effective manner in accordance with the department's timeline and policies.

PERSON SPECIFICATION

A Diploma in Secretarial Studies/Office Administration from a recognised institution OR more than three years' of experience in a secretarial or administrative support role.

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

KNOWLEDGE AND EXPERIENCE

1. At least 3-5 years of working knowledge in a secretarial or 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.
4. High proficiency with Microsoft Office applications and demonstrated computer skills.

SKILLS AND ABILITIES

1. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment.
2. Ability to perform and prioritize multiple tasks with excellent attention to detail.
3. Demonstrated ability to manage demanding workloads and tight deadlines.
4. Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels.
5. Strong written and verbal communication skills, including public relations skills.
6. Service-oriented approach and ability to develop, coordinate, and maintain stakeholder relationships.
7. Ability to utilize computer programs in order to produce high-quality documents.

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.