



ROLE DESCRIPTION: CLERICAL OFFICER

CORPORATE INFORMATION

1. **Position Level** : Salary Band C
 2. **Salary** : \$14,006.72 - \$17,412.20
 2. **Duty Station** : Suva, with responsibility for all other divisions
 3. **Reporting Responsibilities:**
 - a) **Reports to** : Team Leader - Justice of the Peace Services
 - b) **Liases with** : Justice of the Peace, Ministry staff, other ministries/departments and all relevant stakeholders
 - c) **Subordinates** : NIL
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POSITION PURPOSE

Performs a variety of accurate, clerical and basic bookkeeping support work for the Justice of the Peace ('JP') services in accordance with the Ministry of Justice ('Ministry') procedures and statutory regulations.

KEY RESPONSIBILITIES

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

1. Provide customer service and interact with the general public in person, over the telephone or through correspondence;
2. Provide timely advise and information to senior management when requested and when there are changes in Ministry operations or applicable legislation, regulations and government policy;
3. Using available technology efficiently and effectively manage records of JP's to ensure records are organised, updated, preserved, digitised and compliant with legislation, regulations and Ministry policies and procedures;
4. Assist in efficiently and effectively manage, review and facilitate JP applications, document filing and processes, including verifying and authenticating information provided to support such applications;
5. Assist in updating relevant information systems and ensure data entered are verified and accurate, maintained and secure;
6. Assist in preparing and organising and providing secretariat services and logistical support for JP workshop and meetings, when required; and
7. Actively contribute to the Ministry and corporate requirements, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following instructions:

1. Accurate and timely advice and information is provided.
2. Information systems data are accurate and kept up to date.

3. Records management meets requirements and best practices.
4. All activities are completed within the set time frame and in accordance with relevant policies and procedures.

PERSON SPECIFICATION

In addition, a relevant Diploma in Management and Public Administration, Business Management, and other relevant fields (or equivalent), the Knowledge, Experience, Skills and Abilities required to successfully undertake this role are set out below.

KNOWLEDGE AND EXPERIENCE

1. At least 2 years practical work experience in a similar field.
2. Knowledge of record management and preserving documents for archiving.
3. Understanding of the Fijian Constitution and the applicable Laws of Fiji.
4. Understanding and exemplifies Public Service Code of Conduct and Values.

SKILLS AND ABILITIES

1. Ability to prioritize and perform multiple tasks with strong attention to details while meeting deadlines.
2. Demonstrated commitment to teamwork and the construction of a supportive, collaborative work environment.
3. Excellent communication skills including the ability to prepare quality written reports, action plans correspondence and other documentation as required.
4. Ability to handle confidential and sensitive information.
5. Capacity to utilise computer programs to support operations.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Justice must be of good character, with a background that demonstrates their commitment to the public service values contained in the Constitution of the Republic of Fiji. Applicants must also be Fijian Citizens, aged below 60 years, in sound health, with a clear police record.

The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Justice is an Equal Employment 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.