



MINISTRY OF JUSTICE



ROLE DESCRIPTION: EXECUTIVE OFFICER [Executive Support Unit]

CORPORATE INFORMATION

1. **Position Level** : Salary Band E
2. **Salary** : \$20,506.50 - \$25,877.25
2. **Duty Station** : Suva, travel to Provinces and Districts when required
3. **Reporting Responsibilities:**
 - a) **Reports to** : Executive Support Manager
 - b) **Liases with** : Ministry staff, other ministries/departments and all relevant stakeholders
 - c) **Subordinates** : Nil

POSITION PURPOSE

To provide high level of administrative and logistical support to the Office of the Minister and Assistant Minister for Justice. This role is critical in ensuring the smooth operation of ministerial engagements, including organisation, prioritisation and management of schedules for official events and visits.

KEY RESPONSIBILITIES

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

1. Assist in coordinating the daily operations of the Executive Support Unit including liaise with internal and external stakeholders to facilitate effective communication;
2. Organise, prioritise and manage schedules for all ministerial tours and visits including assist in coordinating logistics, travel arrangements, accommodations and security protocols;
3. Ensure that the Ministry efficiently and systematically responds to issues raised by the general public with the highest level of courtesy and professionalism;
4. Maintain records, reports and documentation relevant to the Executive Support Unit;
5. Draft correspondence, meeting agendas and ensure efficient handling of confidential and sensitive information;
6. Assist in coordinating with relevant departments to facilitate ministerial programs and initiatives;
7. Coordinate with staff of the Ministry on matters that need to be carried out to improve and maintain protocol of service to the Minister;
8. 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. All events and meetings are organized and coordinated within agreed timeframes;
2. Timely and accurate advice is provided to ensure a consistent approach to operational activities;

3. All reports submitted within the agreed timeframes, and meet the standard of reporting requirements; and
4. Client service standards are achieved.

PERSON SPECIFICATION

In addition to completion of a Degree in Public Administration & Management, Business Administration (or equivalent), the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are set out below.

KNOWLEDGE AND EXPERIENCE

1. At least 3 years work experience in a similar role;
2. Understanding of administrative and financial legislation, regulations, policies and procedures;
3. High proficiency with Microsoft Office applications and demonstrated computer skills.
4. Client service focus, with sound knowledge and understanding of impact of effective client service on the workforce;
5. Experience in managing a high-level workload with competing priorities; and
6. Experience in establishing and maintaining file and correspondence management systems.

SKILLS AND ABILITIES

1. Excellent communication, interpersonal and representational skills with the ability to communicate with people from diverse backgrounds;
2. Demonstrated commitment to teamwork and the construction of a supportive, collaborative work environment;
3. Possesses a pro-active and professional attitude, able to prioritise and multi-task;
4. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
5. 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.