



## **ROLE DESCRIPTION: ADMINISTRATIVE OFFICER**

### **CORPORATE INFORMATION**

- 1. **Position Level** : Salary Band F
  - 2. **Salary** : \$24,261.72 - \$30,615.98
  - 2. **Duty Station** : Suva, with responsibility for all other divisions
  - 3. **Reporting Responsibilities:**
    - a) **Reports to** : Official Receiver
    - b) **Liases with** : Ministry staff, other ministries/departments, liquidated companies, debtors, creditors and all relevant stakeholders
    - c) **Subordinates** : Executive Officers and Clerical Officers
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### **POSITION PURPOSE**

The position provides administrative and clerical support to the Official Receiver's Office, ensuring efficient case management, record-keeping, and communication. The role involves assisting in insolvency and bankruptcy proceedings, maintaining accurate records, and facilitating correspondence with stakeholders.

### **KEY RESPONSIBILITIES**

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

- 1. Provide general administrative support, including managing correspondence, filing documents, and handling telephone inquiries;
- 2. Assist in processing bankruptcy and liquidation cases by maintaining accurate records and ensuring compliance with legal procedures;
- 3. Prepare reports, letters, and other official documents related to insolvency cases;
- 4. Manage databases and update case files with relevant information;
- 5. Liaise with creditors, debtors, legal representatives, and other government departments as required;
- 6. Support the investigation of insolvency matters by gathering and organizing necessary documentation;
- 7. Assist in financial administration, including processing payments and handling financial records related to cases; and
- 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 case files are accurately maintained, ensuring no critical information is missing or incorrect.
- 2. Case records updated in the database to maintain real time accuracy and accessibility.
- 3. All required financial and case reports are submitted within their respective deadlines.

4. Internal and external audits should result in no major compliance issues related to case documentation and financial processes.

### **PERSON SPECIFICATION**

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

### **KNOWLEDGE AND EXPERIENCE**

1. At least 3 years practical work experience in a similar field.
2. Basic knowledge of bankruptcy, liquidation and insolvency regulations.
3. Proficiency in handling correspondence, filing, and document management within a legal or financial environment.
4. Familiarity with database management and electronic record-keeping to maintain and update insolvency case files.

### **SKILLS AND ABILITIES**

1. Ability to manage multiple tasks, maintain records, and handle office operations efficiently.
2. Strong verbal and written communication abilities for drafting official correspondence and interacting with stakeholders.
3. Demonstrated commitment to teamwork and the construction of a supportive, collaborative work environment.
4. Ability to handle sensitive information with discretion and comply with legal and ethical standards.
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.