



**Department of Immigration
Office of the Prime Minister and
Immigration**



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<http://www.immigration.gov.fj>

JOB DESCRIPTION: SECRETARY

CORPORATE INFORMATION

1. **Position Level:** SS04
2. **Salary Range:** Band E
3. **Duty Station:** Suva
4. **Reporting Responsibilities:**
 - a) **Reports To:** Director of Immigration
 - b) **Liaises With:** Relevant Stakeholders
 - c) **Subordinates:** Nil

POSITION PURPOSE

Responsible for providing efficient and effective secretarial support services to the Director of Immigration.

KEY RESPONSIBILITIES

Provision of effective and efficient secretarial support to the office of Director of Immigration
Maintain daily appointment calendar and typing of correspondences
Effective registry procedure
Facilitates travel logistics for the Director
Prepares catering, morning tea for the Director and visitors
Takes Minutes of Meetings
Screens all calls and visitors before confirming appointments

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators;

Effectively communication and retain professional customer relationship between travel agents and applicants.
Timely typing of all correspondences
Timely facilitates all local and overseas travel for Director
Daily maintenance of 5S

PERSON SPECIFICATION

Attainment Diploma in Management & Public Administration, Business Administration or equivalent from a recognized institution is desirable The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience

Must have Secretarial knowledge and understanding

Knowledge of Microsoft (Word and Excel) Programmes and basic typing skills.

Skills and Abilities

Demonstrated ability to produce effective Good writing skills

Sound judgment and discretion skills

Effective Time Management to achieve goal

Personal Character and Eligibility

Applicants for employment within the Fiji Civil Service must be Fijian Citizens, under the age of 55, in sound health with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior as a condition of employment.

The Department of Immigration is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, skills and experience abilities for the job will be considered in assessing the relative suitability of applicants.