

FIJI IMMIGRATION DEPARTMENT

ROLE DESCRIPTION: **EXECUTIVE OFFICER - DI**

CORPORATE INFORMATION

1. **Salary Range:** **\$20,506.50- \$25,877.25 (BAND E)**
2. *Additional performance payments may be available for our highest performers, in accordance with the Public Service Commission guidelines.
3. **Contract Term:** Permanent Appointment
4. **Duty Station:** SUVA
5. **Reporting Responsibilities:**
 - a) **Reports To:** Director of Immigration
 - b) **Liaises With:** Internal and External stakeholders
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position provides Secretariat and administrative support to the Directors Office

KEY RESPONSIBILITIES

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

- Management of Immigration Department Division Heads performance through analysis of updates on a monthly basis;
- Drafting of Correspondences for the Director of Immigration when required;
- Provide secretariat support to the Director, including diary management, handling visitors, telephone calls and communication with key stakeholders;
- Timely coordination and facilitation of the Directors meetings/dialogues and associated activities;
- Ensure that the Directors' local or international travel and accommodation arrangements are facilitated prior to travel;
- Manage database of all inward and outward correspondences and maintain filing systems; and
- Actively contribute to all requirements, including planning, budgeting and corporate/ Human Resource Management activities as required

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Secretariat services to the Director is provided in an effective manner with accurate record managed and maintained at all times;
2. Ensure that all logistic arrangements for the Directors' travels and meetings is organized in a timely manner; and
3. All tasks assigned by the Director are dealt within the given timeframe.
4. All tasks and reports are submitted within agreed timeframe

PERSON SPECIFICATION

In addition to a Degree in Office Management and Public Administration (or equivalent work experience) or another relevant field, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least two (2) years of work experience in administration and management of logistics or similar field;
2. Understanding of the Fijian Constitution (2013); and
3. Practical working experience, supervising and monitoring staff performance and reporting to management on daily operations

SKILLS AND ABILITIES

1. Capacity to plan for and meet tight and fixed deadlines, in particular with regard to planning and reporting;
2. Strong research and analytical skills; able to develop and interpret statistical data for reporting purposes;
3. Proficient knowledge of Microsoft Office Packages;
4. Demonstrated ability to analyze and solve complex problems, in a resource constrained environment;
5. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
6. A self-starter, innovative, creative, flexible and be able to work within the timeline and resources to achieve results. Strong interpersonal and communication skills and the ability to work effectively with the team;
7. Strong presentation skills and ability to relate or relay information to members of the public;
8. Ability to work under pressure and also additional hours as and when required; and
9. Service oriented approach, with a commitment to supporting the Operational/Corporate environment of the Ministry

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment within the Fiji Civil Service must be Fijian Citizens, under the age of 60, 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 is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.