



MINISTRY OF WATERWAYS AND ENVIRONMENT

JOB DESCRIPTION: Clerical Officer

CORPORATE INFORMATION

1. Position Level : Band C
2. Salary Range : \$12,081.69 - \$14,095.31
3. Duty Station : HQ, Central, Western & Northern
4. Reporting Responsibilities:
 - a) **Report to:** Senior Management
 - b) **Liaises with:** Ministry staff and stakeholders
 - c) **Subordinates:** Telephone Operator, Cleaner/Messenger, Pool Drivers, Watchmen, Store men

POSITION PURPOSE

This position will provide administrative, logistic and financial support to the Division to achieve its Ministerial goals.

KEY RESPONSIBILITIES

1. Provide Human Resource, Accounting and logistic support to the Division within agreed timeframes;
2. Supervise and manage office staff and government wages earner's welfare and benefits;
3. Manages transportation within the division to be in good running conditions;
4. Manages and administers quarters for Division with liaison with respective Commissioners;
5. Prepares quality reports and returns with recommendation of improvement within agreed timeframe;
6. Create, maintain and sustain proper database and records for retrieval and reference in any point in time;
7. Ensure Occupational Health & Safety is maintained within the Division; and
8. Actively contribute to all requirements of the Ministry's including planning, budgeting, and reporting where required

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed human resource, accounting and logistic support are delivered within the agreed timeframes meeting specific requirement;
2. Effectively and timely management, administration and monitoring of support staff performance, attendance, quarters and vehicles to enable business continuity and delivery of service;
3. Effectively and timely management of OHS, stores and logistic requests and requirements; and
4. Quality reports are submitted and outcomes are actioned in a timely and effective manner.

PERSON SPECIFICATION

In addition to a Diploma in Management and Public Administration, Human Resources, Business Administration or equivalent, the following knowledge, experience, skills and abilities are required:

KNOWLEDGE and EXPERIENCE

1. Demonstrated knowledge and understanding of administrative functions and good governance;
2. Practical knowledge of vehicle management; and
3. Proven knowledge of the constitution of Fiji.

SKILLS & Abilities

1. Demonstrated ability to communicate well at different level (verbal/written);
2. Proven ability to planning and organizing to support logistic;
3. Capacity to utilize computer programs to support the operations including Microsoft Suite and software related to media management;
4. Service orientated approach, with a commitment to supporting the operational/corporate environment of the organization;
5. Demonstrated ability to work cooperatively within a team environment;
6. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation;
7. Ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
8. Ability to implement policies, procedures and guidelines.

Personal Character and Eligibility

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicant must also be Fijian Citizens, under the age of 55, 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 the duty.

The Ministry is an Equal Employment Opportunity Employer. Applicants 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.