



OFFICE OF THE ATTORNEY-GENERAL

ROLE DESCRIPTION: CLERICAL OFFICER [FIPO]

CORPORATE INFORMATION

1. Position Level: Band C
2. Salary Range: \$12,081.69 - \$15,489.35
3. Duty Station: Suva
4. Reporting Responsibilities;
 - a) **Reports To:** Administrative Officer & Executive Officer (Fiji Intellectual Property Office)
 - b) **Liaises with:** Office staff, Government ministries and departments, clients/stakeholders, public and private firms.
 - c) **Subordinates:** Nil

POSITION PURPOSE

To provide administrative support in ensuring efficient client management, administration and coordination of the FIPO services in the Office.

KEY DUTIES

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

1. Perform basic administration and clerical duties for the office; including photocopying, scanning, binding, data entry, dispatching of mail and correspondence;
2. Maintaining files and digital records so they remain updated and easily accessible;
3. Attending to clients and answering/redirecting calls to appropriate officers; and
4. Carry out other duties pertinent to the scope of the post as directed by the Solicitor-General and Professional Officers.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Provide accurate and timely clerical assistance for the day to day functions of the Office;
2. Timely entering and dispatching correspondence and book-keeping; and
3. All assigned duties are completed and delivered within the specified timelines.



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PERSON SPECIFICATION

In addition to successful completion of a Diploma in Office/Business Administration or Public Administration (or equivalent), the following knowledge, experience, skills and abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Proven experience in a clerical position with fundamental knowledge of paralegal work;
2. Familiarity with office procedures and basic administrative principles;
3. Working knowledge of office devices and processes; and
4. Knowledge and proficiency in the use of Microsoft Office Applications.

SKILLS AND ABILITIES

1. Excellent organizational and multi-tasking abilities;
2. Excellent customer service and oral communication skills and the ability to deal with clients within the required legislative and policy framework;
3. Ability to follow instructions and meet set deadlines;
4. An understanding of teams and how to work effectively within a team environment
5. A professional attitude, awareness of the confidentiality requirements of the Office and demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment; and
6. A service oriented approach, with a commitment to supporting the operation and corporate environment of the Office.

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. Applicants must also be a Fijian Citizen, in sound health, aged below 60 with a clear police record. The successful applicant will be required to provide a medical and police clearance prior to taking up the duty.

The Office of the Attorney-General 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.