



OFFICE OF THE ATTORNEY-GENERAL

ROLE DESCRIPTION: LEGAL ASSISTANT/SECRETARY

CORPORATE INFORMATION

1. Position Level: Band E
2. Salary Range: \$19,041.75 - \$24,412.50
3. Duty Station: Suva
4. Reporting Responsibilities;
 - a) **Reports To:** Senior Secretary
 - b) **Liases with:** Office staff, Government ministries and departments, all relevant stakeholders
 - c) **Subordinates:** Driver/Messenger

POSITION PURPOSE

The position provides effective and efficient secretarial and administration assistance to the Attorney-General through support to Senior Secretary in providing accurate and efficient delivery of services.

KEY DUTIES

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

1. Provide administrative and secretarial support for the efficient day to day management of official activities and events for the Attorney-General;
2. Assist in facilitating the daily update schedule of meetings and appointment which requires attendance by the Attorney-General;
3. Ensure high levels of customer service, response to queries and requests for information in a professional, courteous and timely manner;
4. Facilitate the efficient flow of incoming and outgoing correspondences received by the Attorney-General through distribution, providing responses or follow ups as required;
5. Prepare reports, correspondences and other documents as necessary;
6. Carry out other duties pertinent to the scope of the post as directed by the Senior Secretary.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All assigned duties are completed and delivered within the specified timelines.
2. Client service standards are achieved.
3. Quality reports and secretarial services are provided, and outcomes are actioned in a timely and effective manner;
4. Accurate record management is maintained at all times.



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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. At least 3 years of experience in the related field;
2. Proven experience in the use of Microsoft Office products, especially Excel, Word, Outlook and PowerPoint;
3. Understanding of the Fijian Constitutional and applicable laws of Fiji; and
4. Working knowledge of personal administration functions, policies, practices and objectives.

SKILLS AND ABILITIES

1. Demonstrated ability to be efficient in time management for meeting deadlines;
2. Excellent written communication including the ability to prepare reports;
3. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
4. Demonstrated ability to work under pressure with given timeline without or less supervision; and
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

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.