



FIJI LAW REFORM COMMISSION

ROLE DESCRIPTION: SENIOR SECRETARY

CORPORATE INFORMATION

1. Position Level: Band F
2. Salary Range: \$22,528.74 - \$28,883.00
3. Duty Station: Suva
4. Reporting Responsibilities;
 - a) **Reports To:** Director, Fiji Law Reform Commission
 - b) **Liases with:** Office staff, Government ministries and departments, Fiji Law Reform Commission stakeholders
 - c) **Subordinates:** Legal Assistant/Secretary.

POSITION PURPOSE

The Senior Secretary is required to provide secretarial and administrative support to the Chairperson and the Director, Fiji Law Reform Commission in respect of the day-to-day office operations

KEY DUTIES

The incumbent will be expected to carry out the following key duties:

1. Attending to telephone calls, counter service and appointments;
2. Coordinating travel arrangements, both local and overseas;
3. Registering all official correspondence, communications with key stakeholders and filing of correspondence;
4. Taking appointments and scheduling meetings together with logistical arrangements in an efficient manner;
5. Transcribing, dictation and providing accurate and timely typing;
6. Providing secretariat support and submission of timely minutes and reports;
7. Effectively facilitating urgent submissions for clearance; and
8. Carry out other duties pertinent to the scope of the post as directed by the Chairperson Fiji Law Reform Commission.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Quality reports and secretarial services are provided with outcomes actioned in a timely and effective manner.
2. All logistics arrangements for meetings, travel and accommodations are effectively organised and arranged in a timely manner as planned.
3. Manage and maintain an effective and efficient records management system to ensure timely access and retrieval of documents.
4. Client service standards are achieved.



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PERSON SPECIFICATION

In addition to a Diploma in Secretarial Studies/ Office Administration from a recognised institution or equivalent relevant experience, the Knowledge, Experience, Skills and Abilities required to successfully undertake this role are set out below.

KNOWLEDGE AND EXPERIENCE

1. At least 3 years' experience working in a fast-paced office environment;
2. High proficiency with Microsoft Office applications and demonstrated computer skills;
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. Excellent communication and oral presentation skills and an equal command of the English language;
2. Ability to prioritise, complete work accurately in a timely manner;
3. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
4. Ability to work autonomously and as part of a team; and
5. Strong attention to detail.
6. Ability to utilise computer programs in order to produce high quality documents.

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

The Fiji Law Reform Commission 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.