



FIJI LAW REFORM COMMISSION

ROLE DESCRIPTION: CLERICAL OFFICER

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:** Executive Officer and Legal Assistant/Secretary
 - b) **Liases with:** Office staff, Government ministries & departments, Fiji Law Reform Commission internal & external stakeholders.
 - b) **Subordinates:** None

POSITION PURPOSE

The Clerical Officer will provide optimum administrative and clerical support for the effective and efficient operation of the Office so it can deliver its functions under section 5 of the Fiji Law Reform Commission Act.

KEY DUTIES

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

1. Administration and clerical duties for the Office, including, photocopying, scanning, binding, data entry, reception duties, dispatching of mail and correspondence;
2. Maintaining files and records so they remain updated and easily accessible;
3. Managing Office registry and its related aspects;
4. Managing procurement of inventories and its related aspects;
5. Sorting and distributing incoming mail and preparing outgoing mail (envelopes, packages, etc.);
6. Attending to clients and answering/redirecting calls to appropriate colleagues;
7. Coordinating with the Executive Officer and Legal Officer in respect of organising the community consultations and all its logistical arrangements;
8. Carry out other duties pertinent to the scope of the post as directed by the Director Fiji Law Reform Commission.

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. All assigned duties are completed and delivered within the specified timelines.
3. Client service standards are achieved.
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/Public Administration (or equivalent), the following knowledge, experience, skills and abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

The applicant should possess:

1. At least 2 to 3 years of experience in the related field
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

The applicant should possess:

1. Excellent organisational 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 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.