



## FIJI LAW REFORM COMMISSION

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### ROLE DESCRIPTION: STENO/ TYPIST

#### 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:** Director Fiji Law Reform Commission
  - b) **Liases with:** Office staff, Government ministries and departments, internal and external stakeholders
  - c) **Subordinates:** None.

#### POSITION PURPOSE

The incumbent is to provide optimum secretarial support to the Fiji Law Reform Commission functions as per section 5 of the Fiji Law Reform Commission Act.

#### KEY DUTIES

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

1. Provide optimum office secretarial and administrative support to Office staff to fulfil their functions;
2. Provide quality customer service for the Office such as attending to customer queries through the counter and over the phone;
3. Collate and compile factual, accurate and timely reports to the standard required;
4. Facilitate the efficient flow of incoming and outgoing correspondence;
5. Comply with relevant standard operating procedures regarding documentation and record keeping and ensure a high standard of general housekeeping is maintained;
6. Enter data and update registers ensuring attention to detail; and
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resource activities where required

#### 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 documentation, data entry, record keeping and reporting is processed within the agreed time frames.
3. All agreed activities are completed and delivered as outlined in the work plan.
4. Client service standards are achieved.



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### **PERSON SPECIFICATION**

In addition to a relevant Diploma in Office Administration/Business Administration from a recognised institution (or equivalent) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are set out below:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 1 year of relevant experience in a related field;
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. Demonstrated ability to work under minimum supervision and achieve targeted outputs within set timeframes.
2. Demonstrated ability to accurately collate data, transcribe verbatim proceedings from consultations, oral hearings and transpose this information into quality reports for informed decision making.
3. Good communication, interpersonal and representational skills.
4. Demonstrated ability to work with high performing teams and effectively interact with people/stakeholders from diverse cultural backgrounds.
5. Excellent customer service etiquette and demonstrated ability to handle challenging customer interactions.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

### **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.