



OFFICE OF THE ATTORNEY-GENERAL

JOB DESCRIPTION: PROOF READER

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:** Deputy Chief Law Draftsperson
 - b) **Liaises with:** Office staff
 - c) **Subordinates:** Nil

POSITION PURPOSE

The Proof Reader supports the Office's core legislative drafting and publication functions by proof reading laws and official documents.

KEY DUTIES

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

1. proof reading legislation, amendments to legislation, legal memoranda and other written work product, including graphical presentation materials, for grammar, spelling, punctuation, adherence to the Office's style guide and format requirements and typographical errors;
2. supporting the legislative drafting team in preparing Bills and subsidiary legislation;
3. assisting with the consolidation of laws and the preparation of updates to the Revised Edition of the Laws of Fiji;
4. liaising with internal and external stakeholders;
5. marking proofs with standard proof reading marks to notify writers and editors of necessary changes;
6. adding or deleting words, phrases or sentences to improve the reading of a text;
7. checking facts and statistics to ensure a text is accurate and correct;
8. completing special projects and other tasks, which may include administrative tasks, assigned by supervising officers; and
9. any other duties assigned by the Solicitor-General.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:



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1. Provide accurate and timely proofing assistance to legislative drafting;
2. Effectively assisting legal officers in organising and compiling legal documents;
3. Timely entering and dispatching correspondence

PERSON SPECIFICATION

A good pass in the Fiji Seventh Form Examination with relevant work experience.

Knowledge, Experience, Skills and Abilities

The applicant must possess:

1. sufficient expertise regarding general rules of grammar and punctuation to accurately proof read written documents;
2. excellent written and verbal communication skills in the English language. Proficiency in iTaukei and Hindi languages is advantageous;
3. the ability to prioritise, multi-task and complete work accurately in a timely manner;
4. the ability to work autonomously and as part of a team and interact with internal and external stakeholders;
5. a professional attitude and awareness of the confidentiality requirements of the Office;
6. strong attention to detail; and
7. high proficiency with Microsoft Office applications and demonstrated computer skills.

Personal Character and Eligibility

Applicants for employment in the Ministry of Civil Service must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.