

OFFICE OF THE ATTORNEY-GENERAL

JOB DESCRIPTION: MESSENGER

CORPORATE INFORMATION

1. Position Level: Band B
2. Salary Range: \$6.37-\$7.89 per hour
3. Duty Station: Lautoka
4. Reporting Responsibilities;
 - a) **Reports To:** Deputy State Solicitor
 - b) **Liaises with:** Ministry staff
 - c) **Subordinates:** Nil

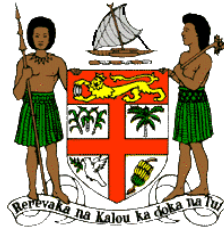
POSITION PURPOSE

The position is responsible to the Director Corporate Services through the Principal Administrative Officer to carry out messenger duties such as dispatching of mails, servicing of documents, assist in office function and Board meetings. In addition, the Messenger ensures that the cleanliness of the office is maintained at all times.

KEY DUTIES

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

1. Receive litigation/court documents and deliver to respective Legal Officers
2. Execute filing/service of court documents to respective court registries, law firms and individuals
3. Prioritize documents according to filing and service deadlines
4. Maintain a proper and updated record keeping system; both in soft and hard copy
5. Ensure and maintain office cleanliness at all times
6. Provide a support service for the various activities in the Office
7. Recording, dispatching, opening and sorting of mails
8. Assist in photocopying, filing and answering telephone and reception duties
9. Any other official duties assigned by the Solicitor-General and Deputy State Solicitor



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KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Ensure the legal documents are executed daily
2. Ensure that the office premises are kept clean at all times
3. Standards, guidelines, procedures of work are properly implemented
4. Attend to copying, sorting, collating, binding, etc. of documents as required
5. Timely delivery of mails to the registry clerk

PERSON SPECIFICATION

Qualification

A pass in Fiji School Leaving Certificate, or equivalent.

Knowledge and Experience

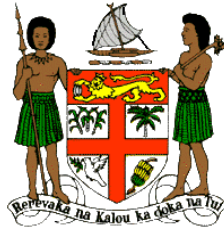
1. Proven working experience as a Messenger/Cleaner
2. Familiarity with the roads/streets and stakeholders locations
3. Knowledge of cleaning chemicals and supplies
4. High integrity

Skills and Abilities

1. Ability to handle office equipment and machinery
2. Very good communication abilities
3. Exceptional organizing and time management skills
4. The ability to work with minimal supervision, autonomously and as part of a team
5. A professional attitude and awareness of confidentiality requirements of the Office
6. Excellent customer service skills for the purpose of interacting with internal and external stakeholders;
and
7. Experience working in a fast-paced office environment

Personal Character and Eligibility

Applicants for employment in the Office of the Attorney-General must be 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 as a condition of employment.



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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.