

## OFFICE OF THE ATTORNEY-GENERAL

### JOB DESCRIPTION: EXECUTIVE SUPPORT MANAGER

#### CORPORATE INFORMATION

1. Position Level: J
2. Salary Range: \$55,066.28 - \$70,143.96
3. Duty Station: Suva
4. Reporting Responsibilities;
  - a) **Reports To:** Solicitor-General
  - b) **Liaises with:** Senior professional staff, Government ministries, statutory bodies and other external stakeholders of Government.
  - c) **Subordinates:** Senior Secretary, Secretary, Media Liaison Officer, Stakeholder Liaison Officers and Messenger/Driver

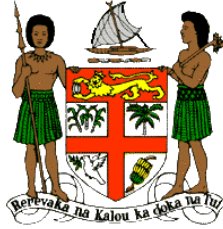
#### POSITION PURPOSE

The position is responsible to the Solicitor-General in providing high quality support to the Attorney-General by working with relevant stakeholders, staff and service providers.

#### KEY DUTIES

The position will achieve its purpose by assisting the Attorney-General and Solicitor-General through the following key duties.

1. Managing all logistics and support in relation to the Attorney-General's daily calendar.
2. Assisting with drafting, researching for and proof-reading Attorney-General's parliamentary submissions/documents.
3. Attending to public complaints relevant to the Attorney-General's portfolio and assist in facilitating any requests to other Government Ministries.
4. Supporting the Attorney-General and his Executive Team in all official events as and when required.
5. Respond to all media queries following consultations with the Attorney-General.
6. Drafting of all official correspondences as and when directed by the Attorney-General.
7. Research on and provide analysis in key areas of concern/opportunity and any other work designated by Attorney-General or Solicitor-General.
8. Provision of all technical support required by the Attorney-General in the discharge of his official duties.
9. Assist in ensuring the adherence to audit and compliance policies/regulations by the Attorney-General's Executive Team.



## **OFFICE OF THE ATTORNEY-GENERAL**

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All activities related to principal accountabilities completed and delivered as planned;
2. All activities carried out in compliance with the policy and procedures, service standards and applicable legislation.
3. Enable organisational changes to suit the demand of the Office.
4. Effective and efficient organisation and conduct of all matters for the Attorney-General and managing reporting staff and issues.

### **PERSON SPECIFICATION**

In addition to postgraduate qualification in management and public administration, business administration or similar field or equivalent relevant experience, the Knowledge, Experience, Skills and Abilities required to successfully undertake this role are set out below.

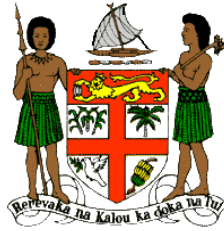
#### **Knowledge and Experience**

The applicant should possess:

1. The capacity to exercise sound judgement and proven administrative ability;
2. Consistently good reports and assessed as having the potential and ability to solve complex problems;
3. Excellent communication and oral presentation skills and an equal command of the English language;
4. A professional attitude, awareness of the confidentiality requirements of the Office and demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
5. Excellent organisation skills and attention to detail;
6. The ability to contribute to a high performing team;
7. The ability to utilise computer programs in order to produce high quality documents; and
8. The ability to handle a heavy workload, complete work accurately and according to strict timelines and demonstrated intellectual capacity, drive, innovation and leadership.

#### **Skills and Abilities**

1. Excellent organisational skills;
2. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
3. Ability to follow instructions and meet set deadlines, in particular with regard to stakeholder liaison and administrative activities;
4. Demonstrated ability to work cooperatively within team environment;



## **OFFICE OF THE ATTORNEY-GENERAL**

5. Demonstrated ability to maintain confidentiality, in a public sector environment;
6. Capacity to utilise computer programs to support the operations of complex organization; and
7. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organisation.

### **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.

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.