

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: Suva
4. Reporting Responsibilities;
 - a) **Reports To:** Senior Secretary
 - b) **Liases with:** Ministry staff
 - c) **Subordinates:** Nil

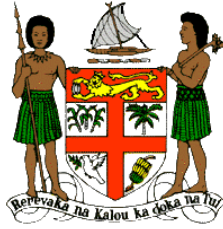
POSITION PURPOSE

The position is responsible to the Director of Corporate Services 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 registry, Law firms and Individuals
3. Always prioritize documents according to Filing and Service deadlines
4. Always have a proper and updated record keeping system in place; both 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 mails
8. Assist in photocopying, filing and answering telephone and reception duties
9. Any other duties assigned by the Solicitor-General and Deputy State Solicitor.



OFFICE OF THE ATTORNEY-GENERAL

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. Promptly open of mail box timely, as rostered and delivery of mails to Registry Clerk

PERSON SPECIFICATION

A pass in Fiji School Leaving Certificate.

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. 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, under Age 60, 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.