



MINISTRY OF FISHERIES

CORPORATE SERVICES DIVISION

ROLE DESCRIPTION: SENIOR ADMINISTRATIVE OFFICER [1 POST]

VACANCY NO: MFish 22/18

CORPORATE INFORMATION

1. **Position Level:** Band G
2. **Salary range:** \$28,605.45 - \$38,140.60
**Additional performance payments may be available for our highest performers in accordance with the Public Service Commission guidelines.*
3. **Appointment Period:** Up to 3 years
4. **Duty Station:** Headquarters, Suva.
5. **Reporting Responsibilities;**
 - a. **Reports to:** Principal Administrative Officer
 - b. **Liaises with:** Divisional Heads and staff, Government Agencies, Stakeholders and the general public.
 - c. **Subordinates:** Administrative Officer-HR, Executive Officers, Clerical Officers, Government Wage Earners.

POSITION PURPOSE

The position is responsible for providing support and supervision in human resources functions, which include selection and recruitment, employee management, compliance with employment laws, policies and Human Resources Management Information System (HRMIS).

KEY RESPONSIBILITY AREAS

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

1. Implementation of Human Resource policies, practices and procedures and ensure compliance with the labour regulations, open merit recruitment & selection guidelines and employment policies;
2. Consult and ensure informative submissions are forwarded to decision makers for recruitment and appointments;
3. Ensure timely facilitation for approval of contracts, relieving and acting appointments;

4. Ensure effective and efficient facilitation of Human Resources Management Information System (HRMIS);
5. Assist with other Human Resource activities of the section including Performance Management;
6. Provide effective supervision and development for reporting staff, including mentoring, coaching and ensuring they have a clear direction, support and understand their roles and work plans to enable achievement of targeted results;
7. Provide timely and quality written reports and submissions as required by Executive Management;
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, quality customer services, and employee health and safety, selection, discipline and performance management activities where required;

KEY PERFORMANCE INDICATORS

Performance will be measured through the following key indicators:

1. Assigned activities in the Operational and Individual Work Plans are completed and delivered effectively within the agreed timelines;
2. Compliance with applicable legislation, policies, procedures, guidelines and service standards;
3. Timely submission of quality Human Resource reports and programme documentation.

PERSON SPECIFICATION

A Degree in Management, Public Administration, Business Administration, Industrial Relations **OR** equivalent relevant work experience. In addition, the following Knowledge, Experience, Skills and Abilities are required for the role:

KNOWLEDGE AND EXPERIENCE

1. At least 4 years' of relevant work experience with at least 2 years' at supervisory level;
2. Demonstrated knowledge of the principles and procedures for recruitment and selection, employee relations and performance management;
3. Demonstrated knowledge of Human Resources Management Information System (HRMIS) or Human Resource Management database, systems and reporting;
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

SKILLS AND ABILITIES

1. Excellent oral and written communication skills and the ability to deal with people within the required legislative and policy framework;
2. Demonstrated ability to analyse and solve complex problems in a resource constrained environment;
3. Have a high competency in maintaining data relevancy, quality and integrity;
4. High organisational skills and ability to meet strict deadlines;
5. Ability to lead and work cooperatively within a team environment;
6. Have a high level of ethics and integrity and be able to maintain confidentiality and take responsibility for actions;
7. Capacity to utilise computer programs to support the operations of complex organization;

8. Service oriented approach with a commitment to supporting the operational / corporate environment of the organisation.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Fisheries must be in sound health with a clear police record and be politically neutral. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Fisheries is an Equal Opportunity Employer. Applications are encouraged from all eligible and qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.