



MINISTRY OF FISHERIES

CORPORATE SERVICES DIVISION

ROLE DESCRIPTION: PRINCIPAL ADMINISTRATIVE OFFICER [1 POST]

VACANCY NO: MFish 21/17

CORPORATE INFORMATION

1. **Position Level:** Band H
2. **Salary range:** \$34,760.31 - \$44,564.50
**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 and required to travel to other work locations from time to time when required.
5. **Reporting Responsibilities;**
 - a) **Reports To:** Deputy Secretary Fisheries (DS)
 - b) **Liaises with:** Divisional Heads and staff and Human Resources counterparts in other government agencies.
 - c) **Subordinates:** Senior Administrative Officer, Administrative Officer, Executive Officers, Clerical Officers and Government Wage Earners.

POSITION PURPOSE

The position will provide an effective human resources management, administrative support including Policy advice to the Executive Management Office, Senior Management and staff to ensure compliance with regulations, policies and procedures.

KEY RESPONSIBILITY AREAS

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

1. Provide compliant and efficient human resources and administrative services through clear processes and procedures and the supervision of staff;
2. Assist in the formulation and review of assigned human resource plans, policies and guidelines;
3. Manage the recruitment and selection process in compliance with the Open Merit Recruitment and Selection Guideline;

4. Timely processing of disciplinary cases and monitoring of policy compliance;
5. Planned upgrading works for offices and staff quarters are completed as per work plan and within timeline and budget;
6. Ensure that the management of official records and assets are compliant with policies and procedures;
7. Ensure that staff establishment and employee information is current, accurate and made accessible to appropriate users;
8. Provide management with timely and quality reports on human resource and administration activities and outcomes, along with recommendations for improvements and future programs;
9. Actively contribute to all corporate requirements of the Ministry, including reporting, planning, budgeting, performance management and selection activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Assigned activities in the Business Plan and Individual Work Plan are completed and delivered within the agreed timeframe;
2. All advice given and implemented are in compliance with applicable legislation, policies & procedures and service and quality standards;
3. All HR reports and programme documentation are submitted within the agreed timeframes.
4. Staff establishment is effectively processed, monitored regularly and implemented within required staffing strengths and timelines.

PERSON SPECIFICATION

A Degree in Management, Public Administration, Business Administration from a recognized institution **OR** equivalent relevant work experience. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully carry out this role:

KNOWLEDGE AND EXPERIENCE

1. At least 6 years' of work experience in human resource management with at least 3 years of supervisory exposure;
2. Practical working knowledge of the principles and procedures for personnel, recruitment and selection, training, remuneration and benefits, employee relations, performance management, asset management, project management, records management and workplace health and safety;
3. Understanding of the Fijian Constitution [2013], Employment Relations Promulgation and applicable laws of Fiji.

SKILLS AND ABILITIES

1. Strong oral and written communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Able to meet deadlines and achieve results personally and through effective team leadership;

3. Demonstrated ability to lead, plan, organize activities of the unit, motivate staff and work cooperatively within a team environment;
4. Strong analytical skills with the ability to logically evaluate information, identify key issues and draw sound conclusions;
5. Have a high level of ethics and integrity and be able to maintain confidentiality in a sensitive environment;
6. Capacity to utilize computer programs to support the operations of the Division;
7. Service oriented approach with a commitment to supporting the operational and corporate environment of the organization.

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, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.