

## JOB DESCRIPTION

### MTCSMEC 56/2024: SENIOR ADMINISTRATIVE OFFICER, HUMAN RESOURCES UNIT

#### **CORPORATE INFORMATION**

1. Position Level: Band G
2. Salary Range: \$28,605.45 - \$38,140.60 (Step 1 - 4)
3. Duty Station: Suva
4. Reporting Responsibilities:
  - a) Reports to the Permanent Secretary, through the Head of Human Resources
  - b) Liaises with Permanent Secretary, Heads of Departments, Ministry Staff, other Government Agencies and public
  - c) Subordinates: 1 direct reports and 4 indirect reports

#### **POSITION PURPOSE**

The position is responsible for establishing, maintaining and providing administrative support services and coordination of human resources.

#### **KEY RESPONSIBILITIES**

The key roles and responsibilities of the Senior Administrative will include:

- 1) Provide support to the Head of Human Resources Unit in in planning, coordinating and monitoring the Section's activities to ensure that activities deadlines are met and objectives are achieved.
- 2) Providing policy and operations advice on training-related activities and coordinating training initiatives to meet present and future workforce needs.
- 3) Oversee Work Health, Safety, and Wellness matters, including committee involvement and injury management, to ensure a safe and supportive work environment.
- 4) Assist in the daily running and operation of the Unit through effective coordination, planning and monitoring with the Section staff.
- 5) Assisting management in developing strategies to improve the delivery of general administration services.
- 6) Liaise with Ministry of Civil Service and other Ministries as required on all Human Resource matters to ensure informed decisions are made.
- 7) Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resource activities where required.

#### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

- 1) All Human Resource functions and activities are carried out in compliance with the standard operating procedures, business service standards, reform guidelines and applicable legislations.
- 2) All Human Resource Plans and Policies are developed, endorsed and successfully implemented within the agreed timeframes, and specific requirements.

- 3) All reports are compiled with appropriate information and submitted within agreed timeframes.
- 4) Effective and timely management of staff performance, resources and compliance with operational requirements to enable successful delivery of quality and timely outputs identified in individual work plans and operational plans.

### **PERSON SPECIFICATION**

In addition to a Bachelor's Degree in Human Resources, Public Administration and Management or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

#### **Knowledge and Experience**

- 1) At least three (3) years' experience working on a broad range of administration functions in a similar role.
- 2) A client service focus with an understanding of appropriate communication approaches when dealing with clients;
- 3) Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
- 4) Understanding of staff supervision and approaches to motivating staff and changing work processes.

#### **Skills and Ability**

- 1) Demonstrated ability to supervise and motivate staff from various backgrounds and experience;
- 2) Strong communication skills and the ability to effectively consult with others to enforce legislation and internal policy and procedures;
- 3) Ability to respond to different situations; work under pressure and meet tight deadlines;
- 4) Demonstrated ability to foster a culture of continuous improvement and commitment to achieving effective business outcomes;
- 5) Capacity to utilise computer programs to support the operations of complex organisation;
- 6) Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### **PERSONAL CHARACTER AND ELIGIBILITY**

All applicants for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.