

LEGAL AID COMMISSION

"Promoting Greater Access to Justice to all Fijians"



JOB DESCRIPTION

Position: Administration Office **Unit:** Administration Unit
Location: Suva **Salary:** n/a
Reports To: Director, Business Operations Manager

THE POSITION

The primary purpose of this position is to provide efficient and effective corporate support services to the Business Operations Manager and assist in the administration of the daily operations. The position reports to the Director Legal Aid Commission and the Business Operations Manager.

KEY RESPONSIBILITIES

- coordinating the Unit's administrative activities in an effective, efficient, up to date, and accurate manner;
- providing administrative support services to the Business Operations Manager;
- general supervision of subordinate staff;
- assisting and managing capital projects including event management;
- fleet and property management;
- conducting annual Board of Survey;
- actively participating in the Unit's strategic planning sessions;
- coordinate and handle brief-out case files for all conflict related matters;
- assist management in the capacity building of staff by assessing training needs and setting in place a yearly training & development schedule;
- prepare and submit regular reports and perform administrative and clerical functions;

- procurement of office supplies, goods, and services;
- human resource functions such as rendering assistance in the recruitment and selection process by preparing interview files and arranging interview panels, dates and times;
- managing leave and updating records including performance of HR functions
- providing secretariat services to senior management

Perform administrative and clerical support to the Senior Administration Officer and Business Operations Manager in accomplishing their roles and responsibilities. These include:

- handling of confidential administrative information and delivery of services;
- supports the Senior Administration Officer and Business Operations Manager in addressing any personnel matters within the Unit;
- liaise with and monitor the work of subordinate staff by ensuring timely submission of reports;
- assist in the compilation of annual reports;
- maintain confidential reports and files and ensuring it's safe-keeping;
- prepares meeting agendas, records and distributes meeting minutes, and maintains organized files of same;
- coordinates & facilitates any required repairs to office items;
- coordinates and completes significant special projects and events independently or in cooperation with other team members as directed by the Business Operations Manager, or designate;
- performs clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings;
- monitoring absenteeism and punctuality and provide regular reports;
- providing secretarial support services to the corporate services division;
- act in all respects in accordance with directions given to the officer by Director and the Business Operations Manager.

SELECTION CRITERIA

THE PERSON

A person of high integrity, calibre, and proven track record with at least 5 years of administration work experience relevant to the job.

KNOWLEDGE AND EXPERIENCE

- must have a minimum of at least 5 years' work experience in an administrative role relevant to the job;
- hands-on experience in capital projects and event management;
- experience in fleet and property management;
- good understanding of administration work including policies, procedures, and writing reports;
- understanding of and experience in procurement including some finance related work;
- good knowledge of and experience in board of surveys;
- strong knowledge on policies and guidelines;
- good understanding of and experience in human resources management practices;
- excellent computer literacy experience MS Office

SKILLS AND ABILITIES

- ability to lead, plan, and organize activities/projects and work cooperatively within the team
- demonstrated ability to work flexible hours, long hours, and weekends;
- excellent time management skills and the ability to prioritize work;
- ability to contribute to a high performing team and work in a challenging environment;
- ability to manage and handle complaints and disciplinary matters;
- strong communication (spoken and written), interpersonal, and representation skills;

- a professional attitude with demonstrated ability to maintain confidentiality
- strong organizational, record keeping, and reporting skills
- ability to multi-task and manage heavy workloads;
- must possess strong analytical, evaluation and problem-solving skills;
- service oriented and solution-based approach with a commitment to supporting the operations and corporate environment of the organisation

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Legal Aid Commission must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution.

Applicants must also be Fijian Citizens, 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.

The Legal Aid Commission is an *Equal Opportunity Employer*. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants.