

LEGAL AID COMMISSION

"Promoting Greater Access to Justice to all Fijians"



JOB DESCRIPTION

Position: Registry Officer **Unit:** Administration Unit

Location: Suva/Labasa/Lautoka/Nadi **Salary:** n/a

Reports To: Director, Business Operations Manager

THE POSITION

The primary purpose of this position is to provide registry, clerical, administration, and transportation support services.

KEY RESPONSIBILITIES

- carry out administration, registry, transportation, and clerical duties such as receiving and dispatching mail and maintaining a proper mail register;
- maintain an index of closed case files using the case management system by uploading relevant information and data;
- provide support services to staff as and where needed;
- assist in the compilation of monthly statistics and reports;
- provide interpretation services including filling of various forms;
- properly indexing, filing and closing case files in collaboration with Client Information Officers, etc.
- the officer will also be required to undertake driving related duties as and when required;
- ensure that vehicle is serviced regularly and on time;
- maintain vehicle cleanliness and other duties as assigned.
- providing reliable and courteous transportation service;
- adherence to applicable road rules and regulations including those of the Commission;
- ensure timely renewal of roadworthy certificate and insurance cover for vehicles;
- operate and maintain cleanliness of assigned vehicle(s) and to maintain vehicle records, fill out vehicle log book;

- operate and maintain transportation vehicle(s) with a focus on safety and courtesy;
- perform daily pre-trip and post-trip vehicle inspections; perform minor maintenance tasks on the vehicles when necessary; fueling the vehicle(s); ensuring that periodic scheduled vehicle maintenance is completed with minimum disruption to work;
- prepare accident and incident reports as necessary;
- return any lost items found in the vehicle to management;
- dispatching of mails, service of documents, etc;
- carry and lift items including assisting in the cleaning of the office, taking out disposal waste; open and close office;
- act in all respects in accordance with directions given to the officer by Director, Deputy Director, and or the Business Operations Manager.

SELECTION CRITERIA

THE PERSON

A pass in Fiji School Leaving Certificate or Fiji Seventh Form Examination or equivalent with relevant work experience in the field of administration, registry and or clerical work are required to successfully undertake this role. Defensive Driving Certificate. Traffic infringements will be taken into consideration during the recruitments of registry work.

KNOWLEDGE AND EXPERIENCE

- at least 2-3 years of work experience in this area of work;
- experienced in computers with the ability to use case management systems and Microsoft Excel;
- experience in driving manual transmission vehicles;
- a clean driving record is a must;
- good knowledge of registry work.

SKILLS AND ABILITIES

- excellent time management skills and the ability to prioritize work;
- strong organizational skills with the ability to multi-task;
- good driving record with no traffic violations;
- ability to communicate effectively in writing and verbally;
- ability to work flexible hours and long hours;
- demonstrated ability to plan, coordinate and organize all disciplinary activities;
- ability to develop systems and procedures to improve efficiency and service delivery.

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.