



LEGAL AID COMMISSION
"An Equal Opportunity Employer"

VACANCIES

The Fiji Legal Aid Commission is a statutory body established by the Legal Aid Act of 1996 to provide assistance to impoverished persons. In pursuit of "providing greater access to justice for all Fijians" and to further strengthen its Corporate Unit, the Legal Aid Commission now invites applications from suitably qualified candidates for the vacancies referred to below. All appointees will report to the Director/Business Operations Manager and will be required to assist with the effective and efficient operations of the office.

V/No: AO 01/2022 ADMINISTRATION OFFICER - SUVA

Position Purpose

The primary purpose of this position is to provide support services and assist in the administration of the daily operations.

Key Responsibilities

Duties Include:

- provide general administrative support and clerical services under the supervision of the Senior Administration Officer to ensure efficient operation of the organization
- carry out administrative duties such as filing, photocopying, binding, scanning, communication and correspondence with staff and other stakeholders, recording minutes of meetings, scheduling meetings, making travel and accommodation arrangements, etc
- assist in inventory, asset, fleet, and project management duties
- provide regular reports including monitoring absenteeism, late arrivals, and generate daily attendance report
- ensure the timely service and maintenance of office equipment, assets, and vehicles
- ensure optimal operation of office equipment, supplies, and inventories with preventive maintenance
- provide support services in the coordination of the brief out scheme and the First Hour Procedure.
- collaborate and assist in the achievement of organizational goals while upholding best practices
- any other duties as assigned

Person Specification

A relevant tertiary qualification in the area of finance, administration and management.

Knowledge, Experience, Skills and Abilities

- at least 5 years working experience in office administration
- good verbal and written communication skills
- excellent interpersonal and customer service skills
- proficient in Microsoft Office Suite or related software
- excellent organizational skills and attention to detail
- good understanding of administrative and clerical procedures and systems such as recordkeeping and filing
- ability to work independently
- proven work experience with the ability to maintain confidentiality and be a team player in a challenging environment
- ability to work flexible hours
- strong administration skills
- flexible yet demonstrates strong ethical standards and good work ethics without compromising his/her position and that of the organization

Salary

In making the Legal Aid Commission an “employer of choice”, a lucrative salary package would be offered.

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.

Application Process

To apply and be eligible for consideration applicants **must** submit the following documents:

1. A cover letter addressing the knowledge, skills, experience and abilities required for the position; no more than four (4) pages.
2. A current CV/Resume with referee contact details.
3. Copies of academic transcripts which must include Grade Point Average (GPA).

The Legal Aid Commission has competitive open-merit based recruitment & selection process. **Candidates who do not submit the required documents as per the instructions will be excluded from the recruitment and selection process for non-compliance.**

Submission

Applications must be submitted by 12.00pm on Friday 20th May, 2022; **late applications will not be accepted.**

Applicants are encouraged to submit their application by email to vacancies@legalaid.org.fj

OR

(Vacancy Title & Reference Number)
Chairperson
Legal Aid Commission
41 Loftus Street
Private Mail Bag
Government Buildings
Suva