



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.

V/No: AA 02/2022 ADMINISTRATIVE ASSISTANT – SUVA & LAUTOKA

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:

- act as the point of contact for Administration Unit and provide general administrative support and clerical services to the branches of the Central and Western Division
- liaise with Senior Administration Officer and the Administration Unit to handle requests and queries
- provide direct administrative support, including email correspondence, and generation and distribution of memos, letters, etc
- assist in the coordination of administrative functions, including budget, personnel, meetings, and clerical duties
- ensure the implementation and enforcement of office policies and directives
- provide regular reports including monitoring absenteeism, late arrivals, and generate daily attendance report
- assist in the procurement of office supplies and maintain complete stock of all office supplies and accuracy of inventory
- schedule and coordinate meetings, appointments and travel arrangements
- coordinate transportation requests and bookings
- liaise with internal and external stakeholders
- ensure the timely service and maintenance of office equipment, assets, and vehicles
- maintain vehicle service records and assist in the management of fleet

- ensure optimal operation of office equipment, supplies, and inventories with preventive maintenance
- assist in the coordination of the brief out scheme
- coordinate and facilitate the First Hour Procedure in the Central and Western Division
- coordinate internal and external resources to expedite workflow
- assist in the achievement of organizational goals while upholding best practices
- perform and undertake driving duties as and when required
- any other duties as assigned

PERSON SPECIFICATION

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

KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES

- 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;
- ability to work flexible hours;
- ability to maintain confidentiality and be a team player in a challenging environment;
- 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. Copy of valid driving license, copies of academic transcripts and which must include Grade Point Average (GPA).

The Legal Aid Commission has a 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 24th June, 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