



**LEGAL AID COMMISSION**  
*"An Equal Opportunity Employer"*

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**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.

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**V/No: RO 02/2022    REGISTRY OFFICER - LAUTOKA**

**POSITION PURPOSE**

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

**KEY RESPONSIBILITIES**

The appointee shall be responsible for:

- 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.

### **PERSON SPECIFICATION**

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. A Valid Defensive Driving Certificate. Traffic infringements will be taken into consideration during the recruitments of registry work. Person should be physically and medically fit to carry out work.

### **KNOWLEDGE, EXPERIENCE, SKILLS & ABILITIES**

The applicant should possess:

- at least 3-4 years of work experience in this area of work;
- experienced with and ability to use computers;
- experience in driving manual transmission vehicles;
- must have a clean driving record with no traffic violations;
- good knowledge of registry work.
- excellent time management skills and the ability to prioritize work;
- strong organizational skills with the ability to multi-task;
- ability to communicate effectively in writing and verbally;
- ability to work flexible hours and long hours;
- demonstrated ability to plan, coordinate and organize work;

- ability to develop systems and procedures to improve efficiency and service delivery.

### **Salary**

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

### **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 Valid Defensive Drivers Certificate with clean driving record
3. A current CV/Resume with referee contact details.
4. Copies of academic transcripts.

The Legal Aid Commission has competitive open-merit based recruitment & selection process.

### **Submission**

Applications must be submitted by 12.00pm on Monday 3<sup>rd</sup> October, 2022; late applications will not be accepted.

Applicants are encouraged to submit their application by email to [vacancies@legalaid.org.fj](mailto:vacancies@legalaid.org.fj)

OR

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