



**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 Administration Unit, the Legal Aid Commission now invites applications from suitably qualified candidates for the vacancies referred to below.

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**V/No: PAO 02/2023      PRINCIPAL ADMINISTRATION OFFICER**

**POSITION PURPOSE**

The primary purpose of this position is to assist in facilitating the implementation of corporate services by coordinating the management practices and procedures. The position reports to the Director through the Business Operations Manager to ensure administrative and support services are attended to effectively and efficiently.

**KEY RESPONSIBILITIES**

Duties include but not limited to:

- lead the Administration Unit and assist in the management of the day-to-day administrative functions of the organization
- ensure accountability, transparency, and good governance
- participate in the formulation of strategic and business plans, budget submissions, and annual reports
- collaborate with HR Unit in driving efficiency and productivity, ensure the effective implementation of policies and procedures, and assist in the management of staff performance
- review SOPs, unit/departmental policies and procedures, and implement best practices
- manage and supervise subordinate staff
- undertake and assist in capital projects ensuring full compliance with relevant policies and regulations, fleet management, transportation and logistics management
- compilation and submission of periodic reports
- assist and facilitate in the management of events, official functions, conferences, and workshops

## **PERSON SPECIFICATION**

A Degree in Management, Business Administration and or related discipline is a must. The person should have at least 8 years of work experience in a related field of work with experience in handling procurement, stock and or managing capital projects.

## **KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES**

The applicant should possess:

- demonstrated extensive experience in administration, management, capital project, and event management work
- an in-depth understanding of administration work including policies, guidelines and applicable regulations
- the ability to provide sound advice on administrative related matters with a thorough knowledge of finance policies and regulations;
- excellent communication, interpersonal, organizational, and leadership skills
- critical thinker and problem solver;
- excellent computer literacy experience;
- ability to work effectively with internal and external stakeholders;
- ability to gather data, compile information, analyze and prepare reports;
- ability to manage team members, plan, develop and coordinate multiple tasks/activities;
- ability to work with others to ensure success in the performance of a team;
- flexible with regards working in a changing environment and the ability to adjust to new work structures, processes, and requirements as necessary
- excellent time management skills and the ability to prioritize work;
- a professional attitude with demonstrated ability to maintain confidentiality;
- ability to multi-task and manage heavy workloads;

## **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.
2. A current CV/Resume with referee contact details.
3. Copy of valid driver's license and academic transcripts

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 4.00pm on Friday 12 May 2023. **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)

The Acting Director

Legal Aid Commission

41 Loftus Street

Private Mail Bag

Government Buildings

Suva