



LEGAL AID COMMISSION
"An Equal Opportunity Employer"

POSITION DESCRIPTION

Employee:		Employee ID:	
Salary Scale:	[\$37,000 - \$50,329.46]	Position:	Senior Analyst
Level	SA 01	Duty Station	Suva
Reports to:	Manager IT	Report	Data Analyst

About Legal Aid Commission

The Fiji Legal Aid Commission is a statutory body established by the Legal Aid Act of 1996 and the 2013 Constitution of Fiji with the mandate of providing equal access to justice to Fijians, particularly those who do not have the means to access legal services in family law, criminal law and some areas of civil law. The Commission has over 26 branches all over Fiji and also attends the inter-island court sittings to ensure that all Fijians have greater access to legal services and representation.

Position Purpose

The Senior Analyst is the driver of continued growth and success for the Legal Aid Commission. With a commitment to innovation, the Senior Analyst will seek, develop and help implement strategic initiatives for improved efficiency and productivity.

From researching progressive solutions to evaluating impacts, the ideal candidate will be a detailed planner, expert communicator, and a competent analyst and to ensure efficient and effective management of the Commission's business processes in compliance with the relevant administrative legislations and laws.

This role reports to the: Director through Manager IT.

Key Responsibilities

- Facilitate the co-ordination, implementation, monitoring and regular review of the Commission's strategic documents through Strategic Plan, Annual Corporate Plan and Business Plan.

- Drive awareness of requirements across business and identify substandard system through evaluation of real-time data.
- Create and implement precise management plans for every department with attention to transparent communication at all levels
- Partner with all Unit Heads and external stakeholders to develop analysis and documentations in a collaborative way.
- Evaluate, analyse and communicate systems requirements on a continuity basis and maintain system processes including delivery of monthly, quarterly and annual status reports to appropriate parties.
- Author and update internal and external documentation and formally initiate and deliver requirements and documentation.
- Conduct daily system analytics to maximize effectiveness and address challenges.
- Develop meaningful and lasting relationship and respond to concerns with supporting research and recommendations.

SELECTION CRITERIA

QUALIFICATION REQUIREMENT

In addition to a Bachelor's degree (or equivalent work experience) in Information System, Management & Public Administration, Governance or any other relevant field the following knowledge, experience, skills and abilities with 6 to 10 years of relevant work experience of which 5 years of continuous experience in similar strategic management environment.

KNOWLEDGE, EXPERIENCE, SKILLS & ABILITIES

- A strong working knowledge of relevant Microsoft applications
- Proven analytics abilities
- Experience in generating process documentation, standard operating procedures and reports.
- Experience in research and policy development.
- Excellent communications skills with an ability to translate data into actionable insights
- Extensive experience with data visualization
- Exceptional leadership skills with demonstrated people development approach;
- Excellent communication and interpersonal skills;