



LEGAL AID COMMISSION
"An Equal Opportunity Employer"

POSITION DESCRIPTION

Salary Scale:	[\$20,857.50 - \$27,308.89]	Position:	Registry Officer
Level	RO 01	Duty Station	Savusavu
Reports to:	Officer In Charge - Savusavu	Report	N/A

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.

The Position

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

Key Responsibilities

- 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.

SELECTION CRITERIA

The Person

A pass in Fiji School Leaving Certificate or Fiji Seventh Form Examination with at least 3 years of work and driving experience. Must possess a Full Driving License for at least 2 years with an ability to drive Manual Transmission Vehicles as well as a Valid Defensive Driving Certificate. Traffic infringements will be taken into consideration during the recruitment. Person should be physically and medically fit to carry out work.

Skills and Abilities

- 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.