



LEGAL AID COMMISSION
"An Equal Opportunity Employer"

POSITION DESCRIPTION

Employee:		Employee ID:	
Salary Scale:	[\$36,449.97 - \$49,105.11]	Position:	Senior Administration Officer
Level	Adm 03	Duty Station	Gordon Street, Suva
Reports to:	Manager Administration	Direct Report	N/A

Objective

The Senior Administration Officer will support the Manager Administration in ensuring the effective provision of support services and assists in the administration of daily operations of the Legal Aid Commission ("**the Commission**"). By overseeing administrative functions and implementing efficient processes, the Senior Administration Officer contributes to the smooth and effective running of the Commission.

Key Responsibilities

Duties include but limited to:

- Support the Manager Administration in overseeing the daily operations and maintaining office supplies, facilities, and office equipment.
- providing assistance in the management and development of strategies to improve the delivery of general administration services;
- Prepare reports, presentations, and other documents as needed.
- Assist with budget preparation, monitoring;
- Provide support and direction to junior administration staff ensuring that assigned tasks are efficiently and with consistency;
- Contribute to the development and implementation of office policies and procedures;
- Manage flow of information and ensure effective communications between department and units of the Commission;
- Monitor and evaluate administrative processes to identify and address areas of improvement;
- Assist in coordinating events, meetings, and other activities;
- Assist with the planning, implementation, and monitoring of capital projects as assigned by the Manager Administration;
- Prepare project reports, tracking progress, and analyzing data.
- Identify and mitigate potential risks associated with capital projects.

- Prepare property management plan example, minor office maintenance and repair plans;
- Demonstrate and Promote LAC image and values;

Person Specification

A Bachelor's Degree in Business Management, Management and or Public Administration is a must.

Knowledge, Experience, Skills and Abilities

The applicant should possess:

- At least 5 years of continuous experience in Administration Management and related administration functions.
- Ability to identify and resolve problems effectively and efficiently.
- Demonstrated experience in managing daily operations and providing support services in a professional setting.
- Ability to work collaboratively within a team and independently with minimal supervision.
- Strong organizational and multi-tasking skills with a keen attention to details.
- Proven track record of resource management and procurement processes.
- Experience in document management and maintaining accurate records.
- Excellent communications and interpersonal skill, with the ability to interact effectively with staff and stakeholders.
- Proficiency in using office software including MS Suite.
- Ability to prioritize tasks and meet deadlines.
- Ability to pay close attention to detail and ensure accuracy.
- Ability to handle confidential and sensitive information when assigned by Head of Administration.

Eligibility

All applicants for employment in the Legal Aid Commission will be required to provide a medical and police clearance as a pre-requisite condition for employment.

Change to Job Description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment hence this job description may be reviewed to accommodate the change.

Senior Administration Officer

Date

Manager Administration

Date