



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

**POSITION DESCRIPTION**

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

**Objective**

The Senior Administration Officer will support the Manager Administration in ensuring the smooth and efficient functioning of the Legal Aid Commission's ("**the Commission**") administrative operations.

**Key Responsibilities**

Duties include but limited to:

- Support the Manager Administration with planning, organizing and supervising administrative operations
- Monitor administrative workflows and recommend improvements to increase efficiency and compliance
- Assist in project planning, documentation, evaluation and follow-up on action points
- Oversee office operations, including supplies, equipment and facility maintenance
- Maintain administrative systems, records and filings structure (i.e., manual and electronic)
- Facilitate smooth communication between litigation and support staff coordination to ensure timely and accurate dissemination
- Uphold confidentiality and security of Commission information
- Assist in organizing and coordinating internal and external events for the Commission
- Provide guidance and support to junior administrative staff as required
- Demonstrate and Promote LAC image and values.

### **Person Specification**

A Diploma in Business Management/Administration with at least 5 years of continuous experience in the field of Administration Management and related Administration functions.

### **Knowledge, Experience, Skills and Abilities**

The applicant should possess:

- 3 years post middle-management administration experience
- Thorough knowledge and proven experience in managing information flow, communication processes and administrative systems
- Proven ability in event planning and coordination principles
- Demonstrated experience of Project Management Concepts
- Strong organizational and time-management skills with the ability to meet deadlines
- Excellent written and verbal communications skills
- Ability to manage multiple tasks simultaneously with strong attention to detail
- Proficiency in MS Office applications and office management software
- Ability to work independently with minimal supervision and as part of the team
- Strong problem solving ability with an analytical approach to evaluate processes
- Active participant in all Commission Events and Workshops
- High level of professionalism, integrity and respect for confidentiality
- Ability to build positive working relationships junior administration staff, employees and stakeholders.

### **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