



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	Suva
Reports to:	Manager Administration	Direct Report	Administration Officer

Objective

The Senior Administration Officer supports the administrative operation of the Legal Aid Commission by coordinating, supervising Administration Officers and maintaining efficient office systems to ensure effective delivery of legal services to those who cannot afford it. Reporting to the Manager Administration, the Senior Administration Officer will support to drive a collaborative, accountable and service-oriented administration team while supporting the achievement of its strategic goals.

Key Responsibilities

Duties shall include, but not limited to:

- Assist the Manager Administration in the day-to-day management of the Commission's administrative operations.
- Monitor and improve administrative systems, processes, and service delivery.
- Coordinate procurement, asset, fleet, facilities, property, capital projects, and logistics functions.
- Support planning, coordinating, monitoring, and reporting of capital projects.
- Support the development, reviews, and updates of policies, SOPs, manuals, reports, and other corporate documents.
- Prepare reports, correspondence, submissions, and other administrative documents.
- Effective coordination of meetings, workshops, training programmes, conferences, and corporate events.
- Liaise with service providers, contractors, government agencies, consultants, and other stakeholders.

- Supervise, mentor, and support administrative staff.
- Perform any other duties as assigned by the Manager Administration.
- Demonstrate and Promote the Legal Aid Commission's image and Value standards.

Person Specification

A Bachelor's Degree in Management, Business Administration and/or Administration, Commerce, or a related discipline with at least four (4) years of recent continuous experience in Administration Management or a related administrative field; OR a Diploma in Business Management, Business Administration and/or Public Administration and/or related discipline with at least Five (5) years of recent continuous experience in Administration Management and/or related administrative functions.

Knowledge, Experience, Skills and Abilities The applicant should possess the following knowledge, experience, skills, and abilities:

- Minimum of three (3) years' post-middle-management
- Sound knowledge and practical experience in administration, office management, records and information management, communication processes, and organizational support functions.
- Experience in project coordination, monitoring deliverables, following up on action items, planning, organizing, and coordinating meetings, workshops, events, and corporate functions.
- Demonstrated ability to draft, review, and implement policies, procedures, manuals, reports, and other organizational documents.
- Knowledge and experience in procurement, asset management, fleet management, facilities management, contract administration, records management, and staff supervision will be an advantage.
- Sound understanding of relevant legislation, policies, procedures, and administrative best practices within a corporate, public sector, or statutory body environment.
- Excellent organizational, planning, time management, analytical, and problem-solving skills, with the ability to manage competing priorities, meet deadlines, and recommend practical process improvements.
- Strong written and verbal communication skills, including report writing, document preparation, and the ability to communicate effectively with a wide range of stakeholders.
- High level of proficiency in Microsoft Office applications and other office management systems.
- Demonstrated leadership, interpersonal, and relationship management skills, with the ability to mentor staff, work independently with minimal supervision, and contribute effectively as part of a team.
- High level of professionalism, integrity, discretion, attention to detail, and commitment to maintaining confidentiality.

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