



MINISTRY OF DEFENCE AND VETERANS AFFAIRS

JOB DESCRIPTION: ADMINISTRATION OFFICER

CORPORATE INFORMATION

1. Position Level : Band F
2. Salary Range : \$24,989.57 to \$31,534.46
3. Duty Station : Suva, limited travel to provinces and districts required
4. Reporting Responsibilities:
 - a) **Reports To** : Manager
 - b) **Liaises with** : Other Ministry staff through the Senior Admin Officer, staff from across all Ministries, Suppliers, Training Providers
 - c) **Subordinates** : None

POSITION PURPOSE

The officer is responsible for the provision of timely and quality assessment papers on all matters pertaining to National Security.

KEY RESPONSIBILITIES

1. Initiate research, collate and compile data on various issues relevant to Defence and National Security
2. Provide written reports, briefs, cabinet papers, on various agendas relevant to Defence and National Security
3. Assist in the research and preparation of documents required for Cabinet Paper submission to Executive Management

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicator:

1. Timely submissions of Quality Reports, Cabinet Papers, Briefs, Talking Points
2. Timely coordination of meetings, discussions and internal and external stakeholders on matters relating to Defence and National Security.

PERSON SPECIFICATION

In addition to an Undergraduate Degree in Politics, Law, International Relations, or its equivalence, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

- At least 5 years' relevant experience and experience in creative strategic thinking with sound analytical and problem-solving skills;

- Demonstrated ability to work as a team, ability to meet deadlines, multi task and undertake complex engagements;
- Able to motivate, develop and coach teams;

Skills and Abilities

- Demonstrated problem solving skills, i.e. issue identification, problem structuring, analysis and development of actionable recommendations;
- Capacity to train, mentor and lead a team;
- Demonstrated ability to effectively work within a team;
- Demonstrated ability to analyse and solve complex problems, in a resource constrained environment;
- Excellent communication skills with report writing and analytical writing skills

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment in the Ministry of Defence and Veterans Affairs must be a Fijian Citizens, under the age of 60 years, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Defence and Veterans Affairs is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.