



## MINISTRY OF DEFENCE AND VETERANS AFFAIRS

---

### JOB DESCRIPTION: CLERICAL OFFICER

#### CORPORATE INFORMATION

1. Position Level : Band C
2. Salary Range : \$14,426.92 - \$17,934.57
3. Duty Station : Suva, limited travel to provinces and districts required
4. Reporting Responsibilities:
  - a) **Reports to** : Executive Officer
  - b) **Liases with:** Other Ministry staff through the Director, staff from across all Ministries, Suppliers, Training Providers
  - c) **Subordinates:** None

#### POSITION PURPOSE

The Clerical Officer is a base level position in the Ministry, its duties include ensuring proper handling, updating and filling of official documents, daily clerical and administrative work. Photocopying and distribution of official documents as and when required. Attend to telephone calls and greeting visitors and directing them to the responsible officers. Conduct research and collect information for report writing and policy writing purposes.

#### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

1. Responsible for the maintenance of the working files and the proper recording of documents received;
2. Gathering quotations and drafting of correspondences;
3. Provision of necessary administration logistic and secretariat Support for the Division Staff;
4. Timely customer service in attending to queries and directing visitors.

#### PERSON SPECIFICATION

In addition to a Form Seven [7] pass or relevant Certificate or Diploma in Administration, Accounting, Computer, Secretarial, Economics from a recognized university (or equivalent) the following knowledge, experience, skills and abilities are required to successfully undertake this role:

#### Knowledge and Experience

1. Sound knowledge of office management systems and procedures
2. Basic knowledge of administrative and accounting procedures
3. Sound knowledge on filing systems.



#### 4. Understanding of the Fiji Constitution [2013] and applicable laws of Fiji

##### **Skills and Abilities**

1. Good communication skills both written and verbal.
2. Ability to follow guidelines and appropriately apply processes
3. Demonstrated ability to work effectively either as an individual or member of a team.
4. Time management skills and the ability to prioritize work.
5. Attention to detail and accuracy.
6. Demonstrated ability to maintain confidentiality
7. Capacity to utilize computer programs to support daily operations
8. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

##### **PERSONAL CHARACTER AND ELIGIBILITY**

Applicants for employment in the Ministry of Defence and Veteran Affairs must be Fijian Citizens, under Age 60, 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 Veteran 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.