



## MINISTRY OF DEFENCE AND VETERANS AFFAIRS

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### **JOB DESCRIPTION: DIRECTOR GENERAL – National Security Defence Council (NSDC) Secretariat**

#### **CORPORATE INFORMATION**

1. Position Level : Band J
2. Salary Range : \$56,718.27 - \$72,248.28
3. Duty Station : Travel locally, regionally and Internationally
4. Reporting Responsibilities:
  - a) **Report to** : The Prime Minister (Chair) and the National Security and Defence Council (NSDC)
  - b) **Liases with** : MDNS (coordinating Ministry), Relevant Ministers, All Permanent Secretaries, All Deputy Secretaries, NGO's, Statutory organizations, Institutions, local, regional & international organisations and locally based overseas missions.
  - c) **Subordinates** : 20 staff (Directors, Principal Officers, Seconded officers other staff)

#### **BACKGROUND OF THE SECRETARIAT:**

The National Security and Defence Council (NSDC) Secretariat is a newly established specialist Unit dedicated to the NSDC. The NSDC Secretariat's core function is to support the NSDC by providing specialized national security advices, intelligence assessments to solely promote and ensure that the safety and well-being of our sovereignty, our people and that the interest of Fiji is always paramount on issues pertaining to National Security.

#### **POSITION PURPOSE**

The role demands that the incumbent has good leadership skill and must be quick and have an intellect to make good decisions depending on whatever new security threat initiatives that is needed to be developed and implemented throughout Fiji.

#### **KEY RESPONSIBILITIES**

1. Provide expert advice and support to the Prime Minister and make recommendations on all matters related to national security through the National Security Defence Council (NSDC);
2. Provide professional advice and guidance the on the review of the National Security Strategy (NSS) 2018 and National Security Systems for Fiji;
3. Provide Leadership in development and coordination of strategies to improve national security system and apparatus;
4. Establishment of the National Integrated Coordination Center (NICC) for information sharing on national security matters;



5. Establishment and implementation of a secure network server for national security;
6. Promotes and advanced, integrated effort, cooperation and joint initiatives with other agencies and other countries;
7. Oversee the development and revision of other plans such as the National Security Strategy (NSS) for Fiji, Defence White Papers for RFMF, Police White Papers for Police, Maritime Security Strategy (MSS), Counter Terrorism;
8. Oversee the improvement of our national operational readiness.

### **PERSON SPECIFICATION**

Must have minimum qualification of Masters Degree in Defence and Strategic Studies, or Masters in National Security Policy, or Masters in International Relations, or Masters in International Law or equivalent experience with the following KESAs.

#### **Knowledge and Experience**

The position of DG requires a person that has served extensively and with distinction in the national security, law and order or defence sector in Fiji, and with at least 20 years' relevant experience local and abroad. The incumbent must have in depth knowledge of Fiji and must be a Fiji citizen.

#### **Skills and Abilities**

1. Demonstrated ability to analyze and solve complex problems, in a resource constrained environment and develop actionable recommendations
2. Demonstrated ability to lead, motivate, develop and coach high performing project teams;
3. Strong communication skills and the ability to effectively consult with others to develop and implement sound internal policy and procedures;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
5. Capacity to utilise computer programs to support the operations of complex organization.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

### **KEY PERFORMANCE INDICATORS**

1. Ensure the effective implementation of the Secretariat's core responsibility(s) to the NSDC;
2. Oversee the implementation of the NSS according to Strategic Plans and work plans of the Secretariat;
3. A modernized security structure and processes; and
4. Oversee the implementation of the National Security System



## **PERSONAL CHARACTER AND ELIGIBILITY**

Applicants for employment in the Ministry of Defence and Veterans Affairs must be Fijian Citizens, under Age 60, in sound health, with a clear security clearance 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.