



## MINISTRY OF DEFENCE AND VETERANS AFFAIRS

### JOB DESCRIPTION: EXECUTIVE OFFICER

#### CORPORATE INFORMATION

1. Position Level : Band E
2. Salary Range : \$21,121.70 - \$26,653.57
3. Duty Station : Suva, limited travel to provinces and districts required
4. Reporting Responsibilities:
  - a) **Reports To** : Manager through the Senior Administrative Officer (SAO)
  - b) **Liaises with** : Other Ministry staff through the SAO, staff from across all Ministries, Suppliers
  - c) **Subordinates**: 1

#### POSITION PURPOSE

The position provide supports to the Manager through the Senior Administrative Officer on the execution of the core deliverables of the unit. The position will achieve its purpose through the following key duties:

#### KEY RESPONSIBILITIES

1. Assist in the facilitation of consultation process to provide vital and accurate advice to Executive Management;
2. Assist the Administrative Officer and the Division in compiling and analysis of information for the preparation of detailed and quality Cabinet Papers, Policy Briefs, Speaking notes and other policy write ups when required;
3. Provide secretariat support to various boards and planning committees;
4. Assist the division on consultation process with relevant agencies on policies and also identify areas of review before draft and eventually a permanent document is confirmed and submitted for approval by the Executive Management;
5. Assist the division in identifying capacity building opportunities for officers from organizations that also play a role in protection of our national security framework.

#### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

- Compiling information for preparation of vital and accurate advice to Executive Management, Cabinet, Policy Briefs, speaking and other policy write-ups.
- Facilitate and identify capability and capacity building opportunities including capital projects for the division.
- Provide secretarial support in to various meetings, trainings and workshops and consultation with relevant stakeholders

## **PERSON SPECIFICATION**

In addition to a Diploma (or equivalent work experience) relevant to Human Resources, Business Management / Administration, Public Administration , the following experience, knowledge, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 3years experience (post qualification) and must be able to provide sound advice on the nature of any emerging threat or security risk;
2. Understanding of the principles and processes for providing customer and personal services;
3. Understanding of teams and working cooperatively in a team environment; and
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

### **Skills and Abilities**

1. Demonstrated communication, report writing and interpersonal skills with ability to convey information effectively to people at different levels and from different backgrounds and experiences;
2. Good problem solving skills, i.e. issue identification, problem structuring, analysis and development of actionable recommendations;
3. Demonstrated ability to maintain confidentiality in a sensitive environment;
4. Capacity to utilize computer programs to support the operations;
5. 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 Veterans 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 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