



MINISTRY OF DEFENCE, NATIONAL SECURITY & POLICING

JOB DESCRIPTION: CLERICAL OFFICER DEFENCE

CORPORATE INFORMATION

1. Position Level: Band C
2. Salary Range: \$12,081.69- \$15,489.35
3. Duty Station: Suva, limited travel to provinces and districts required
4. Reporting Responsibilities:
 - a) **Reports To:** Executive Officer Defence
 - b) **Liaises with:** Other Ministry staff through the Director, staff from across all Ministries, Suppliers, Training Providers
 - c) **Subordinates:** None

POSITION PURPOSE

The position will ensure that all official documents handled are properly updated and filled in its respective subject files. Provision of secretariat and administrative support in meetings, workshops and as and when required. Conduct research and collation of information for report writing and policy writing purposes.

KEY RESPONSIBILITIES

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

1. Assist in the research and collection of information for reports and briefs for Policy;
2. Ensure that proper procedures for collection and collation of overt and covert information relevant to defence matters;
3. Responsible for the maintenance of the working files and the proper recording of documents received
4. Provision of Secretariat support to meetings / briefings;
5. Provision of necessary administration logistic and secretariat Support for the Division Staff.

PERSON SPECIFICATION

The incumbent must have a good pass in Fiji Seventh Form Examination and a diploma or undergraduate certificate is an advantage. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:-

1. All agreed activities and functions for meetings, workshops are delivered and achieved within agreed timeframes and compliant with relevant processes, legislation and policies.

2. All research materials, reports, official correspondences are collated, drafted and are submitted with appropriate information, meeting the standard reporting requirements and submitted within the given timeframe;
3. Timely and accurate advice to staffs and effective customer services are provided to ensure consistent approach to operational activities.

Knowledge and Experience

1. At least 1 year experience (post qualification) in a competitive work environment;
2. A fair understanding of relevant government policies and regulations, procedures and processes;
3. Understanding of teams and how to work within a high performing teams;
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Good verbal and written communication skills;
2. Demonstrated ability to work independently, follow instructions to meet tight and immovable deadlines with minimal supervision;
3. Proven ability to follow directions and maintain high standards of professionalism;
4. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
5. Capacity to utilize computer programs to support the operations of the organization;
6. Service oriented approach, with a commitment to supporting the operational/ corporate environment of the organization;

Personal Character and Eligibility

Applicants for employment in the Ministry of Defence, National Security and Policing must be Fijian Citizens, under Age 55, in sound health, with a clear police record.