



MINISTRY OF DEFENCE, NATIONAL SECURITY AND POLICING

POSITION DESCRIPTION: DEPUTY SECREYARY

CORPORATE INFORMATION

1. **Position Level:** K
2. **Salary Range:** \$62,979 to \$79,009
3. **Duty Station:** Suva, travel to provinces and districts required
4. **Reporting Responsibilities:**
 - a) **Reports To:** Permanent Secretary
 - b) **Liaises with:** Ministry staff through the Director, staff from across all Ministries, key stakeholders, discipline forces, Training Providers
 - c) **Subordinates:** 36

POSITION PURPOSE

Through regular liaison with key stakeholders, the Deputy Secretary promotes consistency transparency discipline and fairness in improving the well-being, staff development and overall operation of the ministry within the financial, physical and human resources constraints approved by Government.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties. Working with relevant staff, in accordance with Guidelines, policies and legislative requirements, meeting the operational needs of the Ministry:

- Ensure that the Permanent Secretary is well informed by providing regular advisories on all relevant business in the Ministry and deputizing for the Permanent Secretary when unavailable so that there is an uninterrupted workflow.
- Ensure that the Ministry's outputs are continuously monitored and evaluated through timely submission of reports to the Permanent Secretary.
- Facilitate the implementation of the Ministry's policies and programmes by timely and regular coordination with the various section heads within the ministry. Networking also includes consultations with Foreign Governments/Departments as well as the Private Sector.

- Co-ordinate and controls the implementation of the Ministry's Costed Operation Plan and Business Plan through the proper planning and utilization of finances to ensure that performances is within the approved budget.
- Co-ordinate the development of on-going public relations activities through regular liaison with section heads; government departments, the media and other stakeholders to ensure that the Ministry's programmes are given wide publicity.
- Provide input to key sections of the strategic development and annual corporate plans;
- Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Legislation that covers work of the Ministry are relevant;
2. Operations are in line with policies and planning;
3. Planned activities are executed according to time lines;
4. All legislative and policy requirements are adhered to;

PERSON SPECIFICATION

In addition to Masters University qualifications (or equivalent) relevant to Political Science/ International Relations/Development Studies/Law/Public administration or similar the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Must have at least five (5) years' experience at Senior Management Level in the Public or Private Sector;
2. Promote shared commitment to the strategic direction of an organisation;
3. Previous experience in handling policy;
4. Ability to give advice to the Permanent Secretary at political level;
5. Experience of negotiations/discussions with senior staff of Government and Non-Government agencies.
6. Working knowledge of the Fiji Constitution and other relevant legislations;

Skills and Abilities

1. Demonstrate the ability to analyse and solve complex issue.
2. Demonstrate effective judgment to weigh up options and develop realistic solutions.
3. Demonstrate ability to focuses on activities that supports organizational sustainability
4. Encourages others input and communicates expected outcomes from organisational strategies.
5. Demonstrate ability to manage manpower and physical resources effectively.

6. Demonstrate the ability to manage and motivate staff at different levels and from different background and experience.
7. 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. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Civil Service 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.