



MINISTRY OF DEFENCE & NATIONAL SECURITY

JOB DESCRIPTION: EXECUTIVE OFFICER DEFENCE DIVISION

CORPORATE INFORMATION

1. Position Level: Executive Officer
2. Salary Range: Step 1 to 4 (\$19,041.75 to \$24,412.50)
3. Duty Station: Suva, limited travel to provinces and districts required
4. Reporting Responsibilities:
 - a) **Reports To:** Administrative Officer
 - b) **Liases with:** Other Ministry staff through the Director, staff from across all Ministries, Suppliers, Training Providers
 - c) **Subordinates:** 1

POSITION PURPOSE

The Executive Officer (Defence) is a permanent position in the Ministry. The position is responsible to the Manager Defence in assisting the Administrative Officer (Defence) in the execution of the Defence Divisions key deliverables.

KEY RESPONSIBILITIES

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

1. Assist the Administrative Officer (Defence) and the Division in the facilitation of consultation process to provide vital and accurate advice to Executive Management;
2. Assist the Administrative Officer (Defence) 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 for Defence visits or organized programmes with bilateral partners
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:

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

PERSON SPECIFICATION

The incumbent will be responsible to the Manager (Defence) in assisting both the Senior Administrative Officer (Defence) and Administrative Officer (Defence) in the execution of their duties. This includes the collation of information through research for the submission of quality information pertaining the division to executive management.

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. familiar with and be well informed with relevant government policies and regulations, procedures and processes;
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji;
4. Understanding of teams and how to work within a high performing teams;
5. Knowledge of Fijian culture and customs.

Skills and Abilities

1. Sound organization skills with the ability to communicate with people at different levels and from different backgrounds and experiences;
2. Excellent problem solving skills, i.e. identify issues, problem structuring, analysis and development of actionable recommendations;
3. Demonstrated ability to maintain confidentiality in a sensitive environment;
4. Ability to effectively manage time and contribute to the overall team objectives.

Personal Character and Eligibility

Applicants for employment in the Ministry of Defence and National Security 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 Defence and National Security 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.