



MINISTRY OF DEFENCE AND NATIONAL SECURITY

POSITION DESCRIPTION: MANAGER DEFENCE

CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Range: \$34,760.31 - \$44,564.50
3. Duty Station: Suva, limited travel to provinces and districts required
4. Reporting Responsibilities:
 - a) **Reports To:** Director Policy
 - b) **Liases with:** Executive Management, Other Managers and Ministry staff, Officials from across all Ministries particularly RFMF and the Fiji Navy. Technical Secretariat of Multilateral Disarmament Treaty abroad.
 - c) **Subordinates:** 6

POSITION PURPOSE

The position manages and provides policy advice on National Defence, Search and Rescue, Veterans services in a timely, efficient and effective manner. The other significant purpose of the position is the establishment of bilateral defence and security relations and multilateral relationships such as treaties, international conventions and regional agreements including Melanesian spearhead group [MSG] agendas that relate to National Defence.

KEY RESPONSIBILITIES

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

1. Facilitates the efficient management of National Defence through timely provision of integrated and accurate Defence and Security advice to Senior Executive Management and Government Leadership.
2. Formulate and scrutinize of Cabinet, National Security and Defence Council, Parliament and Bilateral/ Multilateral proposals;
3. Effective management of Defence Services, Bilateral Defence Relations with Strategic Development Partners, Peace Operations, Effective management of Multilateral Relationships, Non-Defence Tasking's and veteran services (which includes the coordination of the construction of the National War Memorial project)
4. Management of multilateral treaties, international conventions and regional agreements (including MSG agendas) that relate to National Defence and Security.
5. Oversee the implementation of the Chemical Weapons Convention through the conduct of outreach programmes to the industry, the compilation and submission of data to the OPCW and the provision of international assistance to other nations. Conduct consultation with the various officers that have attended training sponsored by the OPCW to act as trainers and

- formulate the training plan for the respondent agencies.
6. Oversee the implementation for the Biological and Toxin Weapons Convention, Anti-Landmines Convention, Certain Conventional Weapons Convention and other Conventions under the UN Disarmament Regime.
 7. Manage and coordinate Search & Rescue (SAR) administrative requirements to enhance the overall capability of SAR Fiji wide.
 8. Lead and Manage the Division to ensure that the key outputs and outcomes for the division are delivered and achieved.
 9. 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. Compliance of obligations to international convention and treaties for security and national defence where Fiji is a party to.
2. Timely submission of Cabinet and National Security Council Papers i.e Information Paper, Discussion Paper
3. MOU plan of action with local and international stakeholders are implemented
4. Timely submission of stakeholder consultation outcomes/advise and recommendations
5. Effective management of Defence activities

PERSON SPECIFICATION

In addition to Post Graduate University qualifications (or equivalent) relevant to History Politics, Security and Strategic Studies, Diplomacy International Relations or similar the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 9 years' experience at managerial level with some level of understanding on International Relations, Diplomacy, Security;
2. High level knowledge of all aspects and functions of National Security and Defence;
3. Knowledge of Understanding of the Fijian Constitution (2013) and applicable laws of Fiji;
4. Understanding of teams and how to work within a high performing teams;

Skills and Abilities

1. Ability to communicate and interact with officials at all levels of government and relevant local/international stakeholders.
2. Ability to assess, analyse and provide advice on any subject related to national, regional international policies.
3. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment.
4. Ability to work under pressure and meet deadlines in a fast paced working environment.
5. Demonstrated ability to lead, plan and organize activities, projects and work cooperatively.

6. Result and service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

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.