



MINISTRY OF DEFENCE AND NATIONAL SECURITY

POSITION DESCRIPTION: ADMINISTRATION OFFICER – RESEARCH AND DEVELOPMENT

CORPORATE INFORMATION

1. Salary Band : F
2. Salary Range: \$22,528.74 - \$28,883.00 per annum
3. Duty Station: Ministry of Defence and National Security- HQ
4. Reporting Responsibilities:
 - a) **Reports To:** Permanent Secretary
 - b) **Liases with:** Executive Assistant to the Permanent Secretary, Directors and Managers
 - c) **Subordinates:** None

POSITION PURPOSE

The incumbent will be responsible to the Director Corporate and Executive Management in the execution of the duties at the Executive Managements office. This includes the collation of information through research for the submission of quality information pertaining to the office of Executive Management.

KEY RESPONSIBILITIES / KEY RESULTS AREA (KRA)

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:

1. Provide timely advice to executive Management in relation to the Ministry's and Government policies;
2. Gather, collate and provide background information for the Executive Management to support informed decision making and planning;
3. Maintain working knowledge of significant developments in relation to work programmes and activities within the Ministry;
4. Assist in the research, drafting of talking points, statements, speeches and cabinet papers
5. To provide executive support to the PS's meetings including Senior Management Managements meetings by way of preparing and circulating agendas and papers in

advance, taking minutes as required and coordinating and following up progress on action points as agreed;

6. Actively contribute to the Ministry's requirement including planning, budgeting and corporate activities

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely provision of required advice and information to the Permanent Secretary
2. Timely submission of progress report on Ministry's work program
3. Effective Secretariat support is provided PS and Senior Management meetings

PERSON SPECIFICATION

In addition to an Undergraduate Degree in Management, Human Resource, Politics, History or its equivalence, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3-5 years' experience in any related responsibilities;
2. Demonstrated ability to manage demanding workload and tight deadlines;
3. Ability to effectively work within a team of people from diverse backgrounds;
4. Ability to handle pressure and be available to work long hours;
5. Service oriented approach with a commitment to supporting the policy/operational environment of the organization.

Skills and Abilities

1. Effective communication, analytical and interpersonal skills;
2. Good written and verbal communication skills including public relation skills.
3. Demonstrated ability to effectively work within a team;
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment;

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 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.

