



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION: SENIOR ADMINISTRATION OFFICER [TRAINING]

CORPORATE INFORMATION

1. Position Level: Salary Band G
2. Salary Range: \$32,038.10 - \$40,429.04
3. Duty Station: Ro Lalabalavu House, Suva.

REPORTING RESPONSIBILITIES;

- a) **Reports To:** Manager Training
- b) **Liaises with:** Internal Staff; Ministries and Departments.
- c) **Subordinates:** 2

POSITION PURPOSE

The purpose of the post is to co-ordinate/facilitate Training Needs Analysis, in-house training and also assist the Manager (Training) in making a Training Plan for the whole of Ministry of Economy. Additionally, the officer is expected to liaise with Training providers and Donor agencies on short courses relevant to the Training needs of the organization. Furthermore, the post holder will facilitate logistics and internal approval process for officers attending seminar, workshop, forum, short and long term training locally, and abroad.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Facilitate/Coordinate Training(in house/whole of Ministry of Economy)
2. Conduct Training Need Analysis and further analyze the data
3. Facilitate Internal approval for nominated officers attending training (locally/abroad)
4. Provide Logistical support for officers attending official duties (locally/abroad)
5. Liaise with staff and development partners/sponsorship agencies for short and long term program.
6. Liaise with Training providers on available training for officers in the Ministry (FNU/USP – short courses)
7. Prepare relevant document for auditing in adherence to the requirements of the FNU Grant and Levy Scheme.
8. Formulate Annual Report for the Training unit.

KEY PERFORMANCE INDICATORS

1. All approved in house and external Training are effectively conducted or coordinated in Liaison with other stakeholders.
2. All authorized FNU Grant and Levy payments are processed in compliance with Levy guidelines, and within agreed timeframes
3. Effective and timely provision of logistical support for staff attending Training, Workshop, meetings and seminar locally and abroad.
4. All required reports are accurately provided for FNU annual audit purpose.

5. All personnel are aware of and compliant with the Training process and Travel entitlements and enhanced decision making

PERSON SPECIFICATION

In addition, to a Degree in Management / HR or equivalent from a recognized institution (Or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

KNOWLEDGE AND EXPERIENCE

1. At least 4 years' experience in Training environment with a working knowledge of the Training cycle as per FNU Grant and Levy Scheme.
2. A TOTs certification with FNU is desired

SKILLS AND ABILITIES

1. Possess strong analytical, data interpretation and computer skills.
2. Excellent communication skills (written and oral).
3. Perform various task simultaneously (multi-tasking)
4. Organized and able to work within deadlines with minimum supervision.

PERSONAL CHARACTER AND ELIGIBILITY

All applications for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution. Applicants must also be a Fijian Citizen, preferably under the age of 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Finance is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants