



# MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

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## ROLE | JOB DESCRIPTION: HEAD OF ADMINISTRATION

### CORPORATE INFORMATION

1. Position Level: Band L
2. Salary Range: \$73,047.91 - \$93,049.13
3. Duty Station: Suva
4. Reporting Responsibilities:
  - a) **Reports To:** Permanent Secretary for Finance
  - b) **Liaises with:** Ministry staff, Public Service Officers, External Stakeholders
  - c) **Subordinates:** 5

### POSITION PURPOSE

Leads the Administration Division in the provision of ministerial and executive support to the Permanent Secretary of Finance and administrative support to the core functions of the Ministry.

### KEY RESPONSIBILITIES

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

1. Provision of sound professional and timely advice and efficient administrative support to the Permanent Secretary and senior management team in relation to the overall operation of the Ministry;
2. Supervise and coordinate the operations of the Executive Support Group, Human Resources Unit, Office Services Unit, Training Unit, IT Unit and Records Management Unit;
3. Coordinate and formulate the Ministry's strategic documents – Annual corporate Plan, Annual Report and other high level Ministry reporting documents;
4. Develop and monitor appropriate internal human resource and training policies that will ensure a productive and rewarding working environment for all staff;
5. Ensure that disciplinary cases are handled in accordance with the Discipline Guideline;
6. Ensure that the recruitment and selection process in the Ministry strictly adheres to the Open Merit Recruitment and Selection (OMRS) Guideline;
7. Handle all overseas travel logistics for the Permanent Secretary and Minister;
8. Coordinate and supervise all logistics pertaining to Budget Day – invites, Budget Lock-up, security, refreshments;
9. Provide timely and accurate per diem rates and calculations as and when required;
10. Closely liaise with the landlord to ensure a safe and conducive working environment for all Ministry staff;
11. Report monthly and/or quarterly to the Permanent Secretary on HR, Training, IT, Office Services outputs/performance;

12. Prepare presentations, speeches, parliamentary responses, advertisements, press releases and speaking notes for the Permanent Secretary and/or Minister;
13. Represent the Permanent Secretary in Government Committees and Boards at national, regional and international levels;
14. Ensure the proper management of financial resources, oversee the recruitment of qualified and competent staff, promote staff development through training and guide and motivate staff to ensure maximum productivity; and
15. Any other duties assigned by the Permanent Secretary.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Effectively and efficiently manage the Corporate Services functions.
2. All corporate functions are conducted in compliance with the policy and procedures manual, service standards and applicable legislation.
3. All agreed activities in the Strategic Plan are completed and delivered as outlined in the work schedule.
4. Effective management of human capital of the division.

## **PERSON SPECIFICATION –**

Masters Degree (or equivalent) in Public Administration, Public Policy or similar from a recognized institution (or equivalent relevant experience) and hold sufficient Knowledge, Experience, Skills and Abilities required to successfully undertake this role

### **Knowledge and Experience**

1. At least 6 years' experience managing administrative support services in a large organization.
2. Good understanding of the Fijian Constitution and applicable laws, regulations and instructions.
3. Sound understanding of public sector corporate issues and practice.

### **Skills and Abilities**

1. Ability to give comprehensive advice on economic and strategic planning matters to the Permanent Secretary
2. Ability to formulate and administer policies and initiatives to ensure the successful delivery of Ministry outcomes
3. Ability to exercise effective judgment, sensitivity and creativity to changing needs and situations;
4. Ability to work under pressure and beyond normal work hours, multi-task and respond quickly to the Permanent Secretary and/or Minister when required
5. Ability to manage resources, lead and mentor staff effectively
6. Excellent written and verbal communication skills with high proficiency in technology use

### **Personal Character**

Applicants for employment must be Fijian Citizens, under Age 60, 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 is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicant