



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

## JOB DESCRIPTION: OFFICE ASSISTANT [GWE] - TREASURY DIVISION

### CORPORATE INFORMATION

1. Position Level: Salary Band A
2. Salary Range: [\$5.60/hr - \$6.90/hr]
3. Duty Station: Ro Lalabalavu House, Suva.
4. Reporting Responsibilities:
  - a) **Reports To:** Head of Treasury
  - b) **Liaises with:** Ministry staff, Ministries & Departments
  - c) **Subordinates:** Nil

### POSITION PURPOSE

The main purpose of the post is to provide messenger duties within the divisions and dispatch mails.

### KEY RESPONSIBILITIES

This position will achieve its purpose through the following key duties.

1. Ensure timely delivery of correspondence at Treasury Division.
2. Ensure all outgoing letters are dispatched to nearby Government departments and stakeholders and all postings delivered to RMU before 11am on daily basis.
3. Provide relieving assistance to other divisions when messengers are not available.
4. Prepare refreshments, lunch during meetings/workshops.
5. Provide administration work such as photocopy, binding of documents, answering phones and other administrative work within the division.
6. Provide counter service and assist with secretarial duties to Head of Treasury.

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All mails are dispatched to stakeholders & postings are done within the set timeframe.
2. All mails are effectively distributed within the Ministry
3. Provide effective and quality assistance to Treasury Team
4. Provide effective and quality assistance to other divisions

### PERSON SPECIFICATION

In addition, to good FSLC pass or 1 year experience in a similar role and the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### KNOWLEDGE AND EXPERIENCE

1. Good Working Knowledge of support services functions and mail handling procedures
2. A basic understanding of Health & Safety (OHS) regulation.

### SKILLS AND ABILITIES

1. Ability to achieve results personally and through effective team leadership or support
2. Demonstrated ability to lead, plan and organize activities, projects and work cooperatively with team environment.
3. Sound communication, interpersonal and representational skills
4. Ability to follow guidelines and appropriately apply processes
5. Demonstrated ability to maintain confidentiality

6. Capacity to utilize computer programs to support daily operations.
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization

#### **PERSONAL CHARACTER**

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