



MINISTRY OF ECONOMY

JOB DESCRIPTION

POSITION TITLE: SENIOR ADMINISTRATIVE OFFICER [TRAINING]

CORPORATE INFORMATION

1. Position Level: *Band G*
2. Salary: *\$28,605.45 - \$38,140.60*
3. Duty Station – *Suva*
4. Reporting Responsibilities:
 - a. **Reports To:** *Manager Training*
 - b. **Liases with:** *Ministry staff, Agencies staff, Managers and Stakeholders*
 - c. **Subordinates:** *Training Assistant [1]*

POSITION PURPOSE

The purpose of the position is to co-ordinate/facilitate Training Needs Analysis, in-house training and also assist Manager (Training) in facilitating accounting and finance training needs for whole of Government. 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 RESPONSIBILITY AREAS

The position will achieve its purpose through the following:

1. Facilitate/Coordinate Training (in house/whole of Government)
2. Conduct Training Need Analysis Exercise
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 documents 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 approved in house and external Training are effectively conducted or coordinated in Liaison with other stakeholders.
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

Person Specifications

In addition, to Degree qualification (or equivalent) in Management & Public Administration (or related field) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

At least 3 years' experience in Training environment with a working knowledge of the Training cycle as per FNU Grant and Levy Scheme.

Skills and Abilities:

1. Possess strong analytical, data interpretation and computer skills.
2. Excellent communication skills (written and oral), interpersonal and representational skills.
3. Perform various task simultaneously (multi-tasking)
4. Organised and able to work within deadlines with less supervision.
5. Understand the use of software to support daily operations.
6. Commitment to support the operational and corporate environment of the Division and Ministry.

Personal Character and Eligibility

All applications for employment in the Ministry of Economy 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 Fijian Citizen, under age 55 years, 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 Economy 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