



MINISTRY OF ECONOMY

JOB DESCRIPTION: Office Assistant

CORPORATE INFORMATION

1. **Position Level:** Band C,
2. **Salary Range:** \$12,081.69 - \$15,489.35
3. **Duty Station:** Suva.
4. **Reporting Responsibilities**
 - a) **Reports To:** Assistant Manager Finance and Compliance
 - b) **Liaises with:** Staff from across all Ministries, Retailers, Suppliers, Contractors, Consultants, Public, Landlords, Stakeholders and Clients
 - c) **Subordinates** Nil

POSITION PURPOSE

Support in office administration (Government Housing, Housing Allowance, Office Space), office duties and processing of payments for the Unit.

KEY RESPONSIBILITIES

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

1. All payments for all relevant stakeholders, Contractors, Consultants and landlords are paid according to contract conditions;
2. All source documents pertaining to all payments are thoroughly checked and verified;
3. Liaise with internal stakeholders to ensure that all payments to contractors and consultants are done in a timely manner and keep track of all payment transactions and notify all stakeholders accordingly;
4. Ensure that rental income from tenants occupying Government Quarters are receipted in accordance with Tenancy Agreement;
5. Carry out monthly reconciliation for market rental quarters and arrears notice issued to tenants who defaults in rental payment;
6. Assist in providing conducive office space to Agencies and maintain Letting Agreement Database and attend to complaints in a timely manner;
7. Perform general administrative duties such as filing, customer service, meeting minutes and communication with stakeholders and attend to any other ad hoc duties assigned by the supervisor.
8. Actively contribute to the Ministry and corporate requirements, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Quarter's administration/ Office Accommodation and management is carried out in accordance with relevant legislation, policies and procedures and maximise returns to Government
2. Projects completed on time, within budget and within the terms and conditions of the contractual agreement;
3. A conducive environment is made available for Government offices to serve the public; and
4. Efficient and effective housing accommodations are provided to eligible civil servants.

PERSON SPECIFICATION

In addition to Certificate in Business Administrations/ Finance/ Management & Public Administration or similar from a recognised institution [or equivalent relevant experience] the Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

- At least 3 years' relevant work experience in similar field.
- Possess sound knowledge of Government procedures, procurement regulations and law.
- Sound knowledge and understanding of the Housing Policy, Office Accommodation Policy, tenancy lease agreements and property management.
- Experience working and dealing with Ministries/Departments or large corporate organisation , private sector consultants and contractors.
- Knowledge of various types of contracts [construction/letting/tenancy].
- Knowledge and experience in Capital Project Management Database (PMWeb) for various modules or any other Capital related Project Management Database and administration of Database.

Skills and Abilities

- Ability to work with minimum supervision and problem solving ability;
- Demonstrated ability to multitask and in an efficient manner;
- Have good communication skills with a service oriented approach towards stakeholders;
- Demonstrated ability to effectively work in a team and with clients and stakeholders;
- Ability to work under pressure, meet strict timelines and willing to work overtime.
- Capacity to utilise computer programs to support daily operations
- Experience in managing in house Capital Project Database (PMWeb) or any other Capital related Project Database.

Personal Character and Eligibility

All applicants for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be a Fijian Citizen, under the age 55 years, in sound health, with a clear police record. The selected applicants will be required to provide a medical certificate, COVID-19 vaccination/exemption evidence and police clearance prior to taking up duty.

Advisory on Covid-19 vaccination: Please note that in order to ensure regulatory compliance with the Health and Safety at Work (General Workplace Conditions) (Amendment) Regulations 2021, it is now mandatory for all civil servants to be vaccinated as a condition of employment to protect employers, employees, customers and the general public at workplaces from Covid-19. The successful appointee should be fully vaccinated against COVID-19 unless exempted.