



MINISTRY OF ECONOMY

JOB DESCRIPTION: Domestic Attendant [Boron House]

CORPORATE INFORMATION

1. **Position Level:** Band A,
2. **Salary Range:** \$4.60 - \$5.90
3. **Duty Station:** Suva.
4. **Reporting Responsibilities**
 - a) **Reports To:** Assistant Manager Finance and Compliance
 - b) **Liases with:** Staff from across all Ministries, Stakeholders and Clients
 - c) **Subordinates:** Nil

POSITION PURPOSE

Support in assisting administration, up-keeping of Borron House (Government Heritage site).

KEY RESPONSIBILITIES

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

1. Ensure daily cleaning of inside and outside of Borron House;
2. Maintain cleanliness of the entire premises;
3. Upkeep of inventory checks and safe keeping of cleaning equipment;
4. Assist in preparation of Borron House for functions or any other activities required by the office;
5. Assist in watchman duties when staff is on leave;
6. Provide weekly reports, timesheets and other administrative tasks; and
7. Any other duties as assigned by the management.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Duties are carried out in accordance with relevant legislation, policies and standard operating procedures
2. Tasks completed on time and expectation of the management.

PERSON SPECIFICATION

At least 2-3 years' experience in housekeeping, cleaning and sanitation products, techniques and methods and understanding of general administration duties. Basic understanding of Health & Safety (OHS) issues in relation to cleaning operations.

The following 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, OHS guidelines and law.
- Experience working and dealing with corporate organization and , stakeholders.

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 stakeholders;
- Ability to work under pressure, meet strict timelines and willing to work overtime.

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.