

MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

Role:	Administrative Officer
Salary Band:	Band F
Salary Range:	\$24,989.57 - \$31,534.46 per annum
Duration:	Until 31/07/2026
Location:	Health Headquarters, Dinem House
Unit/Division:	National SRH, HIV, STI and BBV Unit
Reports to:	Head of SRH, HIV, STI and BBV Unit
Subordinates:	Nil

Position Purpose

This position reports to the Head of SRH, HIV, STI and BBV Unit and provides administrative support, manages assets and provides all human resources functions in accordance with relevant legislations, policies and guidelines.

Key Responsibilities

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

1. Ensure all administrative and human resource functions are facilitated in accordance with approved policy, procedures, guidelines and legislation are processed in a timely manner
2. Facilitate and administer the maintenance, refurbishment and management of assets for the unit.
3. Ensure that all grievances, performance issues and discipline matters arising in accordance with approved policy, procedures, guidelines and legislation are processed in a timely manner
4. Co-ordinate OHS registration, compliance and training
5. Provide assistance to the Learning Development Unit in ensuring that all learning and workforce development needs are addressed in accordance with the Civil Service Learning and Development Guidelines
6. Participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed activities and functions are delivered and achieved within agreed timeframes and compliant with relevant processes, legislation and policies.
2. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements
3. Active participation in the corporate activities of the Ministry including planning, budgeting, performance management and selection activities.

Person Specification

In addition to a relevant university qualification (or equivalent), the following Knowledge, Experience, Skills and Abilities (KESA) are required to successfully undertake the role of Administrative Officer.

Knowledge and Experience

1. Proven understanding and experience of at least three (3) years in Human Resources Management.
2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in preparing reports according to specific standards
4. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to effectively work within a team with very good time management skills.
2. Demonstrated ability to multitask, manage conflict and change.
3. Very good communications skills, written and verbal and relate to others.
4. Ability to maintain confidentiality and neutrality in a sensitive environment.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility

Applicants for employment in the Ministry of Health & Medical Services 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 Fijian Citizens, under age 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 take up of duty.

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 of the job, as these criteria will be considered in assessing the relative suitability of applicants.