

## **JOB DESCRIPTION**

### **MTCSME 72/2024: EXECUTIVE OFFICER – INFORMATION TECHNOLOGY AND COMPUTING (ITC) SERVICES**

#### **CORPORATE INFORMATION**

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|-------------------------------|--|
| 1. Position Level:            | Band E   |
| 2. Salary Range               | \$19,041.75 - \$24,412.50 (Step 1 – Step 4)  |
| 3. Duty Station:              | Suva   |
| 4. Reporting Responsibilities | a) Reports to: Senior Administrative Officer (Executive Support)<br>b) Liaises with: Departmental staff<br>c) Subordinates: None |

#### **POSITION PURPOSE**

The purpose of the position is to assist Senior Administrative Officer (Executive Support) in providing a range of executive support and administrative services to facilitate delivery of business operations and achievement of organizational objectives. The position will also actively support SAO (Executive Support) in planning, budgeting, policy writing, reporting and ensuring compliance and governance.

#### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the following:

- 1) Assist Senior Administrative Officer (Executive Support) in drafting Department's Costed Operational Plan and Annual Report.
- 2) Follow up with team leaders for monthly team reports and assist Senior Administrative Officer (Executive Support) in report compilation for Management and Steering Committee.
- 3) Prepare meeting minutes, briefing notes, presentations and assist Senior Administrative Officer (Executive Support) to prepare management documents and support the achievement of business requirements.
- 4) Assist Senior Administrative Officer (Executive Support) in drafting and vetting Department's submissions/ papers for the Steering Committee and update ITCS Steering Committee Submissions Register.
- 5) Assist in the compilation of the Quarterly Project Progressive Report (QPPR), Public Sector Investment Programme (PSIP) for budget proposal and tracking of Capital Projects.
- 6) Assist to compile the audit replies from the various teams for submission to the Office of the Auditor General and Public Accounts Committee (PAC).

#### **KEY PERFORMANCE INDICATORS**

- 1) Planning, budget and performance management support are provided within specified timeline.
- 2) Track activities and deliverables in Costed Operational Plan.
- 3) Provide timely inputs to SAO (ES) for the Steering Committee as and when required.
- 4) Ensure all Executive Support functions are carried out in compliance with the policies and procedures at all times.

## **PERSONS SPECIFICATION**

In addition to a Diploma (or equivalent work experience) in Management and Public Administration or Business Administration or Law, excellent results in English writing and computer skills are required together with the following Knowledge, Experience, Skills and Abilities to successfully undertake this role:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 3 years' experience in a similar role either in a corporate or public environment.
2. Understand the process in terms of information flow based on any corporate or public environment.
3. Understanding teams and how to work within a high performing team.
4. Ability to develop goals and strategies to maximise process efficiency based on any corporate or private environment.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji;
6. Proficient knowledge of Microsoft Office Packages; and
7. Effective and efficient in preparation of reports and timely submission.

### **SKILLS AND ABILITIES**

1. Demonstrated ability to maintain confidentiality and neutrality.
2. Ability to use MS Packages such as Word, Excel and Power point.
3. Ability to plan, develop, coordinate multiple tasks and work under pressure to meet deadlines.
4. Strong interpersonal, organisational, communication (writing and verbal) skills.
5. Team player and ability to work additional hours as and when required.

### **PERSONAL CHARACTER**

All applicants 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 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 taking up duty.