FIJIAN ELECTIONS OFFICE

**JOB DESCRIPTION: Executive Secretary to Electoral**

 **Commission (B1/2021)**

**CORPORATE INFORMATION**

1. Position Level: Coordinator (Ongoing, HQ Core Staff)
2. Salary Range: FJ$ 30,000 to FJ$ 55,000 per annum, full package
3. Duty Station: Suva, limited travel to provinces and districts required.
4. Reporting Responsibilities;
5. **Reports to:** Supervisor of Elections
6. **Liaises with:** Electoral Commissioner
7. **Subordinates**: EC Administration Assistant

**POSITION PURPOSE**

This position will provide administrative and clerical support to the Supervisor of Elections as Secretary to the Electoral Commission. The position organizes and maintains the Commissioners meeting schedules and assists the Commission in a variety of administrative tasks.

**KEY DUTIES**

This position will achieve its purpose through the following key duties. Working with relevant staff, in accordance with legislative requirements and to meet the operational needs of the FEO:

1. Proven experience as Executive Secretary
2. Proficient in MS Office
3. In depth knowledge of office management and basic accounting procedures as well as technical vocabulary of relevant industry
4. Familiarity with basic research methods and reporting techniques
5. Excellent organizational and time-management skills
6. Outstanding communication and negotiation abilities
7. Integrity and confidentiality

**KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All sensitive records managed and filed in accordance with legislative requirements;
2. Electoral Commissioners appointments, correspondence and administration managed effectively, courteously and efficiently;
3. Meetings and travel organised effectively and to meet the needs of operational plans.

**PERSON SPECIFICATION**

The Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

**Knowledge and Experience**

1. At least 2 years (post qualification, senior level) experience supporting the administration activities of senior staff;
2. Sound knowledge of filing systems, information management, and diary management in support of senior officers;
3. Understanding of the Fijian Constitution (2013) and applicable electoral laws of Fiji;
4. Knowledge of Fijian culture and customs;
5. Experience as a company secretary or secretary to a statutory board will be an advantage.

**Qualification**

Degree Level Qualification in Law, Management, Public Administration or equivalent field.

**Skills and Abilities**

1. Demonstrated ability to communicate with people from diverse backgrounds in order to ascertain information and reporting needs;
2. Demonstrated organisational skills to assist senior staff to meet tight and immovable deadlines;
3. Demonstrated ability to analyse and solve complex problems, in a resource constrained environment;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
5. Excellent typing skills and the capacity to utilise computer programs to support the operations of complex organisation;
6. Service oriented approach, with a commitment to supporting the operational / corporate goals of the organisation.

# Personal Character and Political Neutrality

All applicants for employment in the Fijian Elections Office (FEO) must be in sound health, with a clear police record and be politically neutral. The successful applicant will be required to provide a police clearance report.

The Fijian Elections Office (FEO) operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the FEO and cannot be considered for employment.