JOB DESCRIPTION: CLERICAL OFFICER

CORPORATE INFORMATION
1. Position Level: Band C
2. Salary Range: $12,081.69 - $15,489.35
3. Duty Station: Suva, limited travel to provinces and districts required
4. Reporting Responsibilities:
   a) Reports To: Executive Officer
   b) Liaises with: Other Ministry staff through the Director, staff from across all Ministries, Suppliers, Training Providers
   c) Subordinates: None
   d)

POSITION PURPOSE
The Clerical Officer post is a base level position in the Ministry, its major functions includes ensuring proper handling, updating and filling of official documents. Photocopying and distribution of official documents as and when required. Attend to telephone calls and greeting visitors and directing them to the responsible officers. Conduct research and collect information for report writing and policy writing purposes.

KEY RESPONSIBILITIES
The position will achieve its purpose through the following key duties:

i. Ensure that proper procedures for collection and collation of overt information/intelligence from sources are filed away in the appropriate files in the filing cabinet
ii. Responsible for the maintenance of the working files and the proper recording of documents received
iii. Provision of adequate supply of office stationaries and equipment needed for the division
iv. Provision of necessary administration logistic and secretariat Support for the Division Staff.
v. Timely customer service in attending to queries and directing visitors.

PERSON SPECIFICATION
The incumbent must have a good pass in Fiji Seventh Form Examination and a diploma or undergraduate certificate is an advantage. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. At least 1 year experience (post qualification) and must be able to provide sound advice on the nature of any emerging threat or security risk;
2. A fair understanding of relevant government policies and regulations, procedures and processes
3. Understanding of teams and how to work within a high performing teams;

Skills and Abilities
1. Capacity to plan for and meet tight and immovable deadlines, in particular with regard to workshops, training, meetings.
2. Demonstrated ability to effectively work within a team;
3. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
4. Capacity to utilize computer programs to support the operations of complex organization.
5. To have initiatives and be resourceful with communication, organizational and must have a proactive approach coupled with initiative.

Personal Character and Eligibility
Applicants for employment in the Ministry of Defence, National Security and Policing must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Defence, National Security and Policing is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.