



**PERMANENT MISSION OF FIJI TO THE UNITED NATIONS,
NEW YORK, UNITED STATES OF AMERICA**

VACANCY: EXECUTIVE ASSISTANT - FIJI MISSION NEW YORK
(LOCALLY ENGAGED STAFF)

VACANCY NUMBER: 01/2025

The Permanent Mission of Fiji to the United Nations in New York, United States of America invites suitably qualified and eligible applicants for the above full-time position.

OVERVIEW OF THE FIJI MISSION NEW YORK

BRIEF OVERVIEW:

The Permanent Mission of Fiji to the United Nations represents Fiji at the United Nations in New York, ensuring the alignment of Fiji's foreign policy with multilateral resolutions and the UN Charter. The Mission also covers a few countries and International Organisations to which the Ambassador is accredited.

POSITION PURPOSE:

The Executive Assistant will report to the Ambassador who is Fiji's Permanent Representative to the United Nations in New York and will be responsible for providing Executive and Secretarial support to the Ambassador. The incumbent also collaborates and liaises with other Members of the Fiji Mission plus bilateral counterparts.

PARTICULARS OF THE POSITION

Position Level	Executive Assistant
Salary Range	An attractive remuneration package including medical insurance will be provided to the successful candidate
Duty Station	New York, United States of America
Reporting responsibilities:	
a) Reports to:	Ambassador
b) Liaises with:	All Diplomats
c) Subordinate:	Nil

Key Duties and Responsibilities:

1. Assist in the management of the Heads of Mission's day to day schedule including arranging appointments for inward invitations, and the facilitation of meetings;
2. Assist with administrative support for the Head of Mission including printing, filing, receiving phone calls, liaising through phone calls and emails, taking minutes in Head of Mission meetings and staff meetings, and attend to coordination meetings which involves the Head of Mission;
3. Assist in liaising with the Capital including the Ministry of Foreign Affairs and other line Ministries and Fiji Missions abroad;
4. Assist in liaising with Diplomatic Missions in New York, the United Nations Secretariat, UN Agencies, Funds and Programmes and Other International Organisations in New York and abroad;
5. Assist with matters related to Fijian diaspora in New York tristate area and adjacent states;
6. Assist with the facilitation of travel arrangements, visa applications, reviewing and confirmation of air tickets and hotel bookings and other logistics for the Head of Mission's official travel, in consultation with the Accounts and Administration Officer;
7. Assist with the facilitation of protocol and UN ground passes for Ministers and High-Level Delegations that travel to New York for official meetings as directed by the Head of Mission;
8. Assist with consular support services by directing consular requests and enquiries either by email or phone to the Fiji Embassy in Washington D.C including the application for renewal of passports, application for citizenship and application for Fiji visas;
9. The incumbent is to manage inward and outward correspondences and its register and maintain an up-to-date records of activities, filing of all paper correspondences in the relevant folders and maintain a clean and conducive working space;
10. The incumbent is to read through, assess and circulate and acknowledge incoming letters and emails. Emails received via the generic email address once acknowledged are to be circulated in a timely manner to respective officials in line with their demarcation of responsibilities;
11. The incumbent should be able to liaise closely internally with the Head of Mission, the diplomats, and the locally engaged staff on required briefs, talking points, finalisation of schedules, and any other support to ensure that the Head of Mission is well supported;
12. The incumbent is expected to be proactive, well organized, courteous, respectful, willing to learn, meet deadlines, have a good diplomatic demeanor and have a basic understanding of the UN systems in New York.
13. The incumbent should be flexible and willing to carry out any other official duties as assigned by the Head of Mission from time to time.

Key Performance Indicators

Performance will be measured through the following indicators:

- Manage and maintain an effective and efficient records management system to ensure timely access, retrieval and preparation of documents;
- Build, maintain and sustain professional relations with other Permanent Missions, the United Nations Secretariat and Agencies Funds and Programs and bilateral partners through timely communication that enables delivery of activities within agreed time frames and standards;
- Quality reports and services are provided, and outcomes are attended to in a timely and effective manner; and
- Actively contribute to the Mission's social and corporate requirements.

PERSON SPECIFICATION

The applicant may possess a Diploma in Secretarial Studies or Office Administration or equivalent from a recognised institution in Fiji or abroad. The applicant may have at least three years of relevant experience in a similar role that collaborates with the United Nations. In addition to this, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 2-3 years of relevant work experience, general office administration and secretarial support. However, candidates who possess bachelor's degree or its equivalence can be substituted with the years of experience.
2. Demonstrated attention to details and organization and analytical skills.
3. Awareness of the United States Legislation's, Regulations and public sector policies and procedures.
4. Knowledge of the United Nations systems in New York and the Charter of the United Nations

Skills and Abilities

1. Demonstrated ability to manage demanding workload and tight deadline;
2. Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels;
3. Ability to maintain confidentiality and neutrality in a sensitive working environment;
4. Good written and verbal communication skills including public relations skills;
5. A good working knowledge in Microsoft Office Suite and in particular Word, Excel, PowerPoint, publisher and outlook;
6. Service oriented approach and ability to maintain stakeholder relationships; and
7. Fluent in English.

PERSONAL CHARACTER AND ELIGIBILITY:

Applicants for employment as a Locally Engaged Staff (LES) for the Permanent Mission of Fiji to the United Nations should be either a US Citizen or a holder of an appropriate work permit allowing the candidate to work in a Foreign Mission in the US. Applicants must be of sound mind

and health and have a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior to taking up the position.

The Fiji Mission in New York is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Applicants residing in New York are encouraged to apply.

HOW TO APPLY:

To apply for the above role please provide:

1. Application Covering Letter of no more than two pages;
2. Recent Curriculum Vitae (CV);
3. Certified Academic Transcripts; and
4. At least three referees (one being either a current or recent supervisor).

Please note that incomplete application and applicants that do not meet the addressed KESA (Selection Criteria) will not be considered. Only short-listed candidates will be notified of the date for the interview. If interested, please submit your application with the necessary supporting documents addressed to Ms. Aliti Trina Drauna, via email @ adrauna@fijiiprun.org

Closing Date of Vacancy: Thursday 24 April 2025, 5pm NYT.