



## GOVERNMENT OF THE REPUBLIC OF FIJI

### **JOB DESCRIPTION**      **COUNTRY LIAISON OFFICER [ PACIFIC AUSTRALIA LABOUR MOBILITY SCHEME]**

#### **CORPORATE INFORMATION**

<b>Role</b>	Country Liaison Officer (Pacific Australia Labour Mobility)
<b>Business Unit</b>	Ministry of Foreign Affairs
<b>Salary Range</b>	\$75,000 - \$100,000 AUD
<b>Duty Station</b>	Queensland & Northern Territory
<b>Reports to</b>	Fiji High Commissioner to Australia and Permanent Secretary for Employment, Productivity & Workplace Relations

#### **POSITION PURPOSE**

The position will provide liaison services between all stakeholders for the Pacific Australia Labour Mobility (PALM) scheme. The position, while providing pastoral care, will collate statistics and provide regular quality reports on issues faced by both the employers and the Fijian workers to the Fijian Government through the Fijian Mission in Australia

#### **REPORTING**

The Liaison Officer will report to the Fiji High Commissioner in Australia and also share information with and report to the Permanent Secretary for Employment, Productivity and Workplace Relations to keep the Ministry and Labour Sending Unit (LSU) updated on progress of PALM.

#### **KEY RESPONSIBILITIES**

1. Build productive relationships with government bodies and other organisations that will be beneficial to the Fijian PALM workers and Fiji;
2. Liaise between employers/supervisors and Fijian workers in the workplace through activities to resolve issues on behalf of the Mission and the Ministry;
3. Support strategic partnerships by providing top-quality advice, facilitating effective knowledge management and providing technical assistance to PALM workers, coordination, monitoring and reporting in any collaboration
4. Facilitate communication between PALM workers and relevant stakeholders
5. Offer pastoral care to promote and facilitate the needs of PALM workers
6. Conduct research and identify ways of improving services to PALM workers and liaise with key agencies to deliver and enhance services to the PALM workers.
7. Provide advice to relevant authorities and stakeholders for the benefit of the PALM workers

8. Attend meetings which are relevant to the well-being and support of the PALM workers and assist with orientation and induction so that PALM workers understand the terms and conditions of their employment and in managing workers' expectations.
9. Provide updated reports to the Mission and the Ministry on the progress of all relevant PALM matters.

## **PERSON SPECIFICATION**

In addition to an undergraduate degree in Communications, Business Management or associated fields (or equivalent) with Country Programme Management experience the following experience, skills and abilities would be required to undertake this role:

### **Knowledge and Experience:**

1. Five years of relevant experience
2. Experience working with a diverse group of people
3. Well versed with legislation and reporting mechanism in Australia and Fiji
4. Sound knowledge of implementing and monitoring work related policies and procedures
5. Country operations knowledge and application

### **Skills and Abilities**

1. Ability to work independently with minimum or no supervision.
2. Demonstrated ability to manage conflict with good problem-solving skills.
3. Ability to gather information and use data to develop quality reports for informed decision making by management.
4. Excellent communication and interpersonal skills
5. Cultural sensitivity and awareness
6. Ability to effectively monitor, coordinate and communicate strategic objectives.
7. Excellent mediation and negotiation skills
8. Ability to establish and maintain relationships with stakeholders.

The ability to speak iTaukei and/or Fiji-Hindi is an added advantage.

## **PERSONAL CHARACTER AND ELIGIBILITY**

Applicants for employment must be-politically neutral, with sound health and a clean police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.