



## **MINISTRY OF FOREIGN AFFAIRS AND EXTERNAL TRADE**

**ROLE DESCRIPTION: SENIOR EXECUTIVE SUPPORT OFFICER**

### **PARTICULARS OF THE POSITION**

<b>Role:</b>	<b>Senior Executive Support Officer</b>
<b>Band:</b>	Band G (Steps 1 to 4)
<b>Salary range:</b>	\$32,999.24 - \$41,641.91
<b>Location:</b>	HQ
<b>Bureau/Division:</b>	Executive Support Unit
<b>Reports to:</b>	Manager Executive Support Unit
<b>Subordinates:</b>	Nil

### **POSITION PURPOSE**

The Executive Support Unit (ESU) is responsible for the effective and efficient management of the Offices of the Honourable Minister and the Permanent Secretary for Foreign Affairs. The position of Senior Executive Support Officer in the ESU assists the Manager Executive Support with ensuring that the responsibilities of the offices of the Minister and PS are efficiently facilitated.

### **KEY RESPONSIBILITY AREAS**

The position will achieve its purpose through the following key duties. Working with relevant management and staff, in accordance with Guidelines, policies and legislative requirements, meeting the operational needs of the Ministry:

1. Coordinate administrative, operational, and logistical functions to support the effective functioning of the Office of the Permanent Secretary.
2. Oversee the preparation, vetting, tracking, and timely submission of official correspondence, briefs, reports, and submissions for the Permanent Secretary.
3. Liaise with internal divisions, ministries, diplomatic missions, and external stakeholders, ensuring appropriate protocol, coordination, and follow-up actions.
4. Maintain accurate and confidential records, files, and information systems for the Office of the Permanent Secretary in line with government records management policies.

5. Assist in the compilation of monthly, quarterly, and annual reports, including tracking of action items, decisions, and performance against work plans.
6. Provide secretariat support for high-level meetings, including agenda preparation, minute-taking, action tracking, and coordination of follow-up actions.
7. Ensure strict confidentiality, ethical conduct, and compliance with relevant public service regulations, policies, and procedures.
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All tasks assigned by the Permanent Secretary are dealt within the given timeframe;
2. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including recommendations for improvement; and
3. All agreed activities in terms of administrative/executive support are completed and delivered as outlined in the work plan/business plan work schedule.

### **PERSON SPECIFICATION**

In addition to a Degree in Economics, Management, Public Administration, and Accounting or another relevant field, or equivalent work experience, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

#### **Knowledge and Experience**

1. At least 3-5 years of relevant work experience
2. Knowledge in research and data analysis;
3. Experience in writing policy advice for senior management
4. Understanding of the Fijian Constitution (2013);
5. Understanding of teamwork and how to build and maintain high performing teams;
6. A self-starter, innovative, creative, flexible and be able to work within the timeline and resources to achieve results; and
7. Experience in the use of Computer Programs such as Word, Excel, Powerpoint, etc.

#### **Skills and Abilities**

1. Capacity to plan for and meet tight and fixed deadlines, in particular with regard to planning and reporting;
2. Strong research and analytical skills; able to develop and interpret statistical data for reporting purposes;
3. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
4. Service oriented approach, with a commitment to supporting the Operational/Corporate environment of the Ministry;
5. Strong interpersonal and communication skills and the ability to work effectively with the team;

6. Strong presentation skills and ability to relate or relay information to members of the public;  
and
7. Ability to work under pressure and also additional hours as and when required.

#### **Personal Character and Eligibility**

All applicants for employment in the Ministry of Foreign Affairs and External Trade must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be a Fijian Citizen, under the age 60 years, in sound health, with a clear police record. The selected applicants will be required to provide a medical and police clearance, prior to taking up duty as a condition of employment.