



MINISTRY OF HOUSING & COMMUNITY DEVELOPMENT

ROLE DESCRIPTION: CLERICAL OFFICER

CORPORATE INFORMATION

1. Position Level: Band C
2. Salary Range: \$:12,081.69 - \$15,489.35
3. Duty Station: Northern Division, Labasa.
4. Reporting Responsibilities;
 1. Reports To: Director Housing through Technical Officer
 2. Liaises with: Ministry Staff, Suppliers, Transport Agencies and
 3. Subordinates: None

ROLE PURPOSE

To provide timely support services in the management and administration of ministry's official record, vehicles and procurement activities in compliance with policies and procedures to assist in enhancing the implementation of the Ministry's corporate objectives.

KEY RESPONSIBILITIES

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

1. Responsible for accurate and timely filing of payment vouchers and ministry documents in sequential order and record standard;
2. Provide support services in the administration and management of ministry vehicles including proper documentation and monitoring of ministry vehicles running sheet and registers;
3. Responsible for preparation of weekly timesheets;
4. Provide assistance in the procurement of items for the daily operation of the ministry;
5. Provide support services in the administration of Human Resources and Grants activities; and
6. Actively contribute to all financial requirements of the Ministry, including planning, budgeting and financial activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

Payment Vouchers and ministry documents are maintained and kept in a timely manner and within the required standard.

1. Timely administration of ministry vehicles and proper documentation and monitoring of ministry vehicles running sheet and registers.
2. Weekly timesheets is submitted with accuracy within the required timeline, process and standard.
3. Necessary support is provided in a timely manner in terms of procurement, Finance and Human Resources

PERSON SPECIFICATION

In addition to a pass in Form 7 or equivalent, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Sound knowledge in the administration of records;
2. Practical working knowledge and relevant experience in Transport management and administration; and
3. Knowledge in Procurement, Financial and Human Resources activities.

Skills and Abilities

1. Strong interpersonal and communication skills;
2. Good writing skills;
3. Good organizational and customer service skills;
4. Ability to follow instructions and meet set timeframes;
5. Demonstrated ability to work cooperatively within a team environment;
6. Demonstrated ability to maintain confidentiality at all times;
7. Capacity to utilize computer programs to support the operations of complex organization; and
8. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment in the Ministry of Housing & Community Development must be Fiji Citizens, under Age 55, in sound health, being fully vaccinated with 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 Housing & Community Development is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible and qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.