

# THE ELECTORAL COMMISSION

## REPUBLIC OF FIJI

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### **JOB DESCRIPTION: EXECUTIVE SECRETARY TO ELECTORAL COMMISSION - B1/2024**

#### **CORPORATE INFORMATION**

1. Position Level: Equivalent to Coordinator level at the Fijian Elections Office.
2. Salary Range: FJ\$ 30,000 to FJ\$ 55,000 per annum (full package). Starting salary within the range will depend on the experience and qualifications of the successful candidate.
3. Duty Station: Suva, with limited travel to provinces and districts required.
4. Reporting Responsibilities;
  - a) **Reports to:** Supervisor of Elections (for administrative purposes) and the Electoral Commission (for all other matters including key duties for this position)
  - b) **Subordinate:** EC Administrative Assistant

#### **POSITION PURPOSE**

This position will provide confidential administrative and clerical support to the Electoral Commission. The position organizes and maintains the Commissioners meeting schedules and assists the Commission in a variety of administrative tasks.

#### **KEY DUTIES**

This position will achieve its purpose through the following key duties. Working with relevant staff, in accordance with legislative requirements and to meet the operational needs of the Electoral Commission:

1. Provides high-level administrative support to the Electoral Commission Chair and members;
2. Performs clerical and administrative tasks including drafting letters, memos, and other documents for the Electoral Commission;
3. Arrange travel and accommodation for the Electoral Commissioners;
4. Schedules and prepares meeting agendas in consultation with the Chair of the Electoral Commission, attends meetings of the Commission, and takes accurate minutes and audio recordings of the meetings;
5. Receives all incoming communication on behalf of the Electoral Commission and informs the Commissioners accordingly;
6. Maintains the basic accounts and files of the Electoral Commission;
7. Liaises with the staff of the Fijian Elections Office when needed; and
8. Performs any other tasks assigned by the Electoral Commission.

#### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Effective and efficient management of all Electoral Commissioners appointments, correspondence and administration;
2. Confidential management of all sensitive records and filing in accordance with electoral legislative requirements;
3. Effective and efficient organisation of all Electoral Commission meetings and travel; and
4. Effective and efficient running of the Electoral Commission office.

## **PERSONAL ATTRIBUTES**

Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

### **a. Knowledge and Experience**

1. At least 2 years experience supporting the administrative activities of senior staff;
2. Oral and written fluency in English - ability to write and edit, as well as type;
3. Sound knowledge of filing systems, information management, and diary management in support of senior officers;
4. Understanding of the Fijian Constitution (2013) and applicable electoral laws of Fiji;
5. Knowledge of Fijian cultures and customs;
6. Proficiency in MS Office;
7. In-depth knowledge of office management and basic accounting procedures;
8. Familiarity with basic research and reporting methods.

### **b. Qualifications**

Degree level qualification in Law, Management, Public Administration or equivalent field.

### **c. Skills and Abilities**

1. Demonstrated ability to communicate sensitively with people from diverse backgrounds;
2. Demonstrated organisational skills to assist senior staff to meet strict deadlines;
3. Demonstrated ability to troubleshoot work-related challenges;
4. Demonstrated ability to maintain integrity, confidentiality and neutrality;
5. Excellent typing skills and computer literacy;
6. Holding a valid Fiji driver's license will be an advantage.

### **d. Personal Character and Political Neutrality**

The Electoral Commission operates in a politically sensitive environment. All those that work in the Electoral Commission are required to abide by the principles of strict confidentiality and neutrality.

The successful applicant will also be required to provide a police clearance report.