



## FIJI HIGH COMMISSION WELLINGTON VACANCY

The Fiji High Commission in Wellington seeks expressions of interest for the following position

### Personal Assistant / Secretary (PAsSec)

**POSITION PURPOSE:** Provide support to the Head of Mission (HOM) by effectively managing his/her schedule and performing a wide variety of responsible, complex and confidential administrative, secretarial and research duties.

A key aspect of the role is to assist the Head of Mission manage the competing priorities and demands on his/her work schedule with sensitivity and good judgement. The PAsSec is expected to manage some relationships on behalf of the HOM including those in other diplomatic missions in Wellington and government departments in Fiji including the Ministry of Foreign Affairs.

The PAsSec is responsible for the management of sensitive and classified information of importance to the Mission and to the Fijian Government. This demands a high level of integrity, professional discretion and confidentiality.

**Salary:** NZ\$45,000 - \$52,000 per annum

### KEY RESPONSIBILITIES:

- Secretarial/Administrative Support
  - Support services provided for HOM are handled efficiently, professionally and in accordance with regulations, procedures and best practice
  - Proactive and attention to details
  - Liaison/Representation
  - Response/requests received in a timely manner
  - Events are well organised and objectives achieved
- Research and Information
  - Easily accessible and retrievable information
  - Complete information
- Management Support
  - Demonstrate leadership and Good team player



### **SUMMARY OF QUALIFICATIONS AND EXPERIENCE:**

- Previous extensive experience as Personal Assistant at senior management level
- Knowledge of standard office administrative practices and procedures
- Accurate and fast typing speed
- Strong knowledge of MS Office including Word, Excel, PowerPoint and Outlook
- School level qualification or higher

### **Key Competencies**

- A thorough knowledge of Fijian Government systems, procedures and policies
- Excellent written and oral communication skills in English and i-Taukei or Hindi languages
- A thorough knowledge of Fijian protocol and ability to participate.
- Excellent organisational and planning skills including the ability to organise workloads and resources effectively
- Problem analysis and problem-solving skills
- Proven ability to use sound judgement and initiative effectively
- High standard of self-discipline and ethical standards
- Keen attention to detail and accuracy

To apply for the above role; provide an up-to-date resume, at least two referees with one being a current or recent supervisor and a covering letter of no more than three pages which explains how you meet each of the selection criteria. Also attach certified true copies of your academic qualifications and transcripts.

Applications that do not address the selection criteria will not be considered.

The successful candidate is required to pay for all expenses relating to relocation to Wellington. This will include:

- Police and medical clearance
- NZ Work visa/permit
- Airfares
- Accommodation

All applications emailed to: [viti.fhc@gmail.com](mailto:viti.fhc@gmail.com)

Applications must be submitted by midnight **Tuesday, 31<sup>st</sup> October 2023**

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**