



Employment Opportunity

VACANCY NO.67 Sept/18: ADMINISTRATION OFFICER

(Readvertised)

Applications are invited from suitably qualified candidates to take up the above position.

The closing date is Friday September 21st, 2018

OFFICER JOB DESCRIPTION: ADMINISTRATION OFFICER

CORPORATE INFORMATION

Role:	Administration Officer
Salary Band:	Band 2
Salary range:	\$21,614 - \$25,937
Location:	Valelevu
Unit/Division:	Corporate Governance
Reports to:	Manager Corporate Governance

Position Purpose

The Administration Officer (Governance) is responsible for providing support and assistance to the Board Secretary in the successful implementation of Board activities and compliance to decisions.

Key Responsibilities

Assist the Board Secretary in all Board activities and logistics and performing first level secretarial function.

Submit report on Board and CEO's action item for update to the Board.

Ensure proper document control, record keeping, storage and disposal of Board papers and Minutes.

Prepare draft reports, communication for Chairman's signature and response.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely submission of draft minute and advance Board meeting logistic.
2. Number of follow up on LTA Board decisions and CEO's action item.
3. Timely submission report on Board documents archived in the e-file and attending to internal request.
4. Timely submission of draft CEO and Board monthly and quarterly performance report.
5. Satisfactory work attendance and compliance to instruction from supervisor.

Selection Criteria

The Person

Degree in Legal, Management and Public Administration, Business Management or equivalent, with at least one (1) year working experience in the legal and general administration field or Diploma in Legal, Management and Public Administration, Business Management or equivalent, with at least four (4) years working experience in the legal and general administration field, the following Knowledge, Experience, Skills and Abilities are required:

Knowledge and Experience

1. Demonstrate knowledge of Board meeting procedures and general logistic management.
2. Demonstrate experience in following up on matters that need urgent attention.
3. Working knowledge of identifying compliance issues with treatment to avoid flashback.
4. Knowledge and experience in handling proper document control, record-keeping, storage and disposal.

Skills & Abilities

1. Demonstrate ability to communicate effectively and be a team player.
2. Demonstrate ability to analyze and contribute solutions to complex problems in a resource constrained environment.
3. Excellent attention to detail, good report writing and minute taking skills.
4. Ability to work with minimum supervision to achieve organization targets.
5. Demonstrate ability to keep confidential information in a highly classified environment.
6. Proficient skills for Microsoft Suite and typing speed of 50 to 80 wpm.

Personal Character and Eligibility

All applicants for employment in the Land Transport Authority must be of good character, with a background that demonstrates their commitment to the values of the organization. Applicants must also be Fijian Citizen, under Age 55, in sound health, with a clear police record.

Applications will be regarded as incomplete should the applicant fail to submit their covering letter not more than two (2) pages addressing how they meet the Knowledge, Experience, Skills and Abilities required for the position with their current CV, 2 recent referee and 1 being the immediate Supervisor and copies of relevant academic transcripts or certificates.

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

1. Applications can be accessed through the online recruitment portal (recruitment.lta.com.fj/LinkRM) or emailed to recruitment@lta.com.fj