FIJI LAW SOCIETY

Position Description

Vacancy Title: Head of Secretariat
Location:
Reports To: Reports to the President of the Fiji Law Society, with accountability to the Council.

Objective

The Head of Secretariat manages the Fiji Law Society Secretariat and provides governance, administrative and stakeholder support to the President, Council and Committees. The role coordinates member services, financial administration, records management and professional development activities. It prepares legal submissions and other documents for Council review and approval, and maintains effective Secretariat operations within approved policies, delegated authority and applicable requirements. Reports to the President of the Fiji Law Society, with accountability to the Council.

Outcomes

Organisational Stakeholders

1. Governance and Council Administration

- Council and Committee meetings are effectively administered, enabling informed decision-making and timely governance oversight.
- Meeting agendas, papers, resolutions, and minutes are prepared, distributed, and maintained in accordance with governance requirements.
- Legal submissions, Council papers, reports and correspondence are drafted and submitted for Council review and approval within agreed timeframes.
- Council actions and resolutions are monitored, tracked, and progressed to completion within agreed timeframes.
- Governance records and documentation are securely maintained and made accessible when required.
- Compliance with governance requirements, policies, and relevant legislation is supported and promoted.

2. Secretariat Operations Administration

- Secretariat operations are administered efficiently and consistently to support organisational objectives.
- Administrative systems, procedures, and records are maintained to ensure operational effectiveness.
- Organisational information, correspondence, and documentation are accurately maintained and readily retrievable.
- Office resources, facilities, and service providers are effectively coordinated and monitored.
- Opportunities for process improvement are identified, implemented, and maintained.

3. Member Services and Stakeholder Support

- Professional, timely, and responsive support is provided to Society members and stakeholders.
- Enquiries, requests, and correspondence are administered and resolved within agreed service standards.
- Positive working relationships are maintained with members, government agencies, service providers, and other stakeholders.
- Issues requiring escalation are identified and referred through appropriate governance channels.
- Member engagement and communication activities are effectively coordinated and supported.

4. Financial Administration

- Financial and administrative records are maintained accurately and in accordance with organisational requirements.
- Invoices, payments, and expenditure records are processed and monitored within approved timeframes.
- Financial documentation is maintained to support reporting, audit, and compliance requirements.
- Supplier, venue, and service-provider obligations are monitored and administered effectively.
- Administrative controls supporting financial accountability and transparency are maintained.

5. Events and Professional Development Administration

- Society events, meetings, workshops, and Continuing Legal Education (CLE) activities are effectively coordinated and delivered.
- Event logistics, registrations, venues, communications, and schedules are administered efficiently.
- Positive participant experiences are supported through effective planning and administration.
- Event records, attendance data, and supporting documentation are accurately maintained.
- Relationships with suppliers, venues, presenters, and stakeholders are coordinated to support successful event delivery.

6. Policy and Institutional Support

- Policy development and consultation activities are supported through effective research, coordination, and administration.
- Research findings and stakeholder feedback inform draft policy positions and law reform proposals for Council consideration.
- Records relating to policy, advocacy, and institutional initiatives are accurately maintained.
- Stakeholder engagement activities supporting organisational objectives are coordinated and facilitated.

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.

Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

Customer

Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.

People

Self-Management	Manage your priorities and objectives efficiently and effectively

Professional

Compliance	Comply with relevant laws and the policies and procedures of the organisation.

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Business Management or Business Administration or related fields	
Desirable		
Degree	Business Management or Business Administration or related fields	
Desirable		
Degree	Laws	A degree in law or an equivalent legal qualification

Work Knowledge and Experience

A minimum of three (3) years' experience is required in secretariat administration, executive or governance support, office administration, or member services administration.

Demonstrated experience in coordinating administrative functions, maintaining organisational records, supporting leadership or governance bodies, and delivering high-quality stakeholder or customer service is essential.

Experience supporting Boards, Councils, Committees, or professional associations is desirable.

Experience coordinating meetings, conferences, workshops, or professional development events would be advantageous.

Experience maintaining financial and administrative records, managing organisational documentation, and working within a professional membership organisation, statutory body, regulator, or not-for-profit organisation.

Strong research and written communication skills, including the ability to prepare clear, accurate submissions and Council papers.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
No interactions found.		

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

--

Contact for Enquiries

Contact Name: Elizabeth Cama

Contact Email: elizabeth@maxumise.com

Further Contact Information: --

Closing Date: 29 Nov 2026