
Position Description

Vacancy Title: **Secretary General - CEO**

Location: **Suva**

Reports To: **None**

Objective

Reporting to the President and the Executive Board, the role as guided by the FASANOC Charter is the principal administrative and finance officer of FASANOC and shall be responsible for the efficient operation and management of FASANOC Offices. In addition, s/he will provide overall strategic direction, leadership and organisational management to FASANOC. The CEO is an ex-officio member of the Executive Board without voting rights to meet IOC requirements.

Outcomes

Organisational Stakeholders

1. Management and Leadership of FASANOC

- Robust coordination in the development of Strategic Plans
- Implementation of Strategic Plan/direction is ensured
- Policies are recommended for personnel, finance and administration
 - Approved policies and procedures are implemented
- Annual business plan reflects FASANOC's strategic direction and is effectively implemented
- Monthly and annual statements of FASANOC's accounts are prepared and submitted
- Budgets are developed and successfully managed
 - All expenditures are contained within budget
- Risk management - assessment plan developed, implemented and continuously monitored
 - Risk mitigation plans for high level risks developed and well understood by Board and staff.
- Cohesive leadership provided to FASANOC programs/projects
 - Resources, including human resources, are managed while considering priorities, barriers and obstacles
- Increased application of technology supports strategic direction of the organisation
- Project management – delivery:
 - Program implementation is successfully delivered against targets and objectives
 - Organisational environment focuses on customers and supports continuous improvement
 - Effective and efficient administration of services provided
- Assets are optimised through effective monitoring against business priorities, including but not limited to:
 - Financial, Human capital and Physical assets – property, plant and equipment
- Undertaking of other duties as directed by the Executive Board and or President
- Role of Company Secretary enacted as and when required
 - Governance and compliance matters raised
 - Briefs provided to the Executive on key issues raised through board decisions
 - Drafting of all correspondences coming from the President of the Executive
 - Maintaining complete, correct and relevant minutes, and matters arising
 - Effective distribution of meeting minutes and papers ensured
 - Ensuring matters arising are appropriately and efficiently addressed

2. Robust Human Capital Management

- Constant review of the management structure and systems
 - Efficient and effective organisation with clear roles and responsibilities for all staff
- Performance is managed
 - Annual performance management reviews implemented
 - Performance management measures established and maintained while managing adjustments and variations
 - Performance reports submitted to relevant stakeholders in a timely and accurate fashion
 - Performance reporting system/s and measures are established and maintained
- Developing and growing workforce (FASANOC and Membership):
 - Support and relevant learning opportunities provided for staff
 - Staff are effective, competent and motivated
 - Retention ensured
 - Demonstrable increase in FASANOC staff competencies
- Developing and growing the volunteer workforce of FASANOC

3. Strategic Communication oversight ensured

- Effective image building implemented at community levels
 - Advocacy and awareness of FASANOC priority areas on FASANOC website, social media, mainstream media ensured
- Strategic communications plan developed and implemented
 - Synergising and coordination with stakeholders' efforts ensures
 - Communication and advocacy through mainstream media strengthened
- Effective public relations management with stakeholders ensured

4. Well-informed Executive supports informed decision-making

- Compiles and circulates FASANOC Annual Report
 - Annual Report finalized for presentation to Annual General Assembly
 - Report circulated to FASANOC stakeholders
- Monitoring and reporting on FASANOC Strategic Plan ensured
 - Bi-annual reports to FASANOC Executive Board and Annual Report to FASANOC Board
- Regular financial reporting to FASANOC Executive Board and Staff provided
- Annual Report on FASANOC Programs provided to the Executive Board and relevant stakeholders
- Sound advice provided to the Board includes but is not limited to company policies, regulatory, investment, business growth, etc.

5. Effective Stakeholder and Membership Engagement

- FASANOC represented at international meetings relevant to the work of the organisation ensured
 - Accompanies and supports members of the FASANOC Executive Board as and when required on various representational and consultative tasks
- Monitoring and reporting on FASANOC Solidarity programs ensured and where appropriate, advice and guidance provided on utilisation of funds
 - Clear and precise guidelines to FASANOCs regarding access to programs delivered
 - Templates for standard technical and administrative reports for individual activities planned by FASANOC as approved within the framework and that of international bodies eg. Olympics International
- Ongoing liaison with NOCs, Regional/International Sports Federations, ANOC and IOC ensured
 - "User-friendly" relationships between FASANOC, ONOC, NOCs, Regional/International Sports Federations, ANOC and IOC
- Training activities effectively coordinated for Executives and management staff on FASANOC Programs
 - Training activities implemented
 - Improved delivery of programs in the region
- Securing of core funding from potential donors ensured
 - Ascertain minimum funding required to ensure the sustainability of the core function of FASANOC
 - Ensure programs and activities undertaken by FASANOC can self-funding
- Continuous stakeholder engagement and advocacy supports financial growth and organisational sustainability and targeted thematic areas in mandated activities
- Commercial viability managed - current and future
 - Funding secured from donors, private sector, and local philanthropy
 - Funding meets financial goals over time

6. Delivery of Administration Duties as and when required

- FASANOC Annual General Assemblies, FASANOC Executive Board Meetings, FASANOC Commission Meetings, and Secretaries General Meetings coordinated and supported
 - Meetings organized and serviced
 - Timely production of summary records of meetings

7. Statutory and operationally compliant organisation

- Risk assessment program is implemented and managed
- Procedural compliance is ensured at all times
- Statutory compliance is ensured at all times
- Professional best practice is ensured across all operations

8. FASANOC's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

| Competence | Description |
|-----------------------|--------------------------------------------------------------------------------|
| Business | |
| Strategic Development | Establish the strategic direction and steer the organisation towards its goals |
| Business Performance | Manage the performance of the organisation. |
| Risk Management | Analyse and manage risk. |

| Competence | Description |
|---------------------|-----------------------------------------------------------------------------------------------------------|
| Planning | Deliver results by developing, reviewing or following a work plan, action plan or operational plan. |
| Resource Management | Deliver results through the efficient and effective allocation and use of supplies, equipment and people. |
| Documentation | Communicate using formal business writing. |
| Communication | Exchange information through verbal communication |

Customer

| | |
|-----------------------|--------------------------------------------------------------------------------------|
| Customer Commitment | Demonstrate a commitment to customer service - both internal and external customers. |
| Promotion | Promote the value of the products/services offered by the organisation. |
| Quality Focus | Deliver quality. |
| Organisational Values | Display the organisation's image and value standards. |

People

| | |
|-------------|-----------------------------------------------------------------------------------------------------|
| Leadership | Utilise a leadership position to influence people and events and to increase performance. |
| Negotiation | Reach agreement through discussion and compromise. |
| Innovation | Use original and creative thinking to make improvements and/or develop and initiate new approaches. |
| Learning | Develop the competencies of self and others to enhance performance. |

Professional

| | |
|------------------------|-----------------------------------------------------------------------|
| Technical Strength | Demonstrate knowledge of a specialist discipline. |
| Financial Application | Apply financial principles and practices. |
| Global Environment | Respond to globally driven changes in the organisation's environment. |
| Technology Application | Apply technology. |

Qualifications

| Qualification | Discipline | Notes |
|-------------------------------------------|------------------------------------------------------------------|-------|
| Preferred | | |
| Higher Degree incl. Post Grad Cert or Dip | Business Administration, Operations Management, Sport Management | |
| Desirable | | |
| Masters Degree | Business Administration, Operations Management, Sport Management | |

Work Knowledge and Experience

- Minimum of 5 years in a similar role or 8 years at a Senior Managerial role
- Computer literacy including an intermediate level of skill in MS Word and Excel
- Exceptional self-management skills (organisation and time management) and the ability to work well within a team
- Exhibit excellent communication (verbal and written) and interpersonal skills
- Consultancy skills - ability to understand the HR needs of both the organisation and the individual staff member
- Possess skills in establishing and maintaining relationships and partnerships with a wide range of internal and external stakeholders (Mutually beneficial relationships)
- Proven experience in administration management
- Ability to maintain a high level of customer service
- Ability to apply/implement organisational and procedural guidelines of the office
- An understanding of the sporting environment in Fiji and partner development including management of staff and volunteers
- Financial management with a demonstrated ability to prepare and manage budgets, analyse financial records and report preparation
- An understanding of the Olympic movement and the functional roles of its key components as well as understanding of the autonomy of sport

Requirements

Language Proficiency

- Excellent command of spoken and written English

Professional Associations

- Membership of appropriate Professional Institution

Regulatory Compliance Requirements

- Police Clearance

Other Required Requirements

- No other required items found.

Interactions

| Type | Interaction | Comments |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Internal | | |
| | Management Team | |
| | Staff | |
| | National Federations (NFs) | |
| | Commissions, Committees, Programs: SJC, Uniform, Medical, Drug Free Sport, HPC, Athletes, Sports & Environment, Olympic Academy, WIS, Appeals, Disciplinary | |
| | Team Fiji Management, Team Officials | |
| | Volunteers | |
| | Suva Apartments Staff | |
| External | | |
| | IOC & Member NOCs | |
| | ANOC | |
| | CGF & Member CGAs | |
| | International Federation of Sport | |
| | IOC recognised organisations of sport | |
| | Games organising committees | |
| | International funding and donor agencies | |
| | International media | |
| | International sport interest organisations | |
| | ONOC & Member NOCs | |
| | PGC & Member PGAs | |
| | Regional media | |
| | Regional funding and donor agencies | |
| | SportingPulse | |
| | Government agencies | |
| | Sponsors | |
| | School and tertiary institutions | |
| | Suppliers | |
| | General public | |

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. |
| Innovative | Devises new and creative ways to do things comes up with original ideas. |

Integrity Adherence to moral and ethical principles; soundness of moral character; honesty.
Resilient Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

Realistic Shows concern for facts and reality, rejecting the impractical.
Self-sufficient and assured Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Team Oriented Enjoys being with others as part of a group or team.
Trusting Places confidence in others without misgivings, relying on their ability, character, and truthfulness.

Thinking Styles

Concrete thinker Focuses on the tangible experiences of actual things or events.
Holistic thinker Considers issues/situations as a whole rather than analysing or dissecting the parts.
Initiative Takes action and makes decisions without the help or advice of other people.
Numeratorate Shows abilities in quantitative thought and expression.
Well organised Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

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Closing Date: 10 Jul 2022