



Position Description

Vacancy Title: **Personal Assistant to Executive Office v (5.00) [Fiji]**

Location: **Fiji**

Reports To: **Executive Officer (v 3.00)**

Objective

The Personal Assistant reports to the Chief Executive Officer and will be responsible for providing secretarial and administrative support and implementing best practices in the operations of the Executive Office. The person in this position will also be required to work with other team members on combined activities to ensure that the operational goals of the Fiji Ports Corporation Limited are achieved.

Outcomes

Organisational Stakeholders

1. Secretarial support to Executive Management provided in an efficient and effect manner:

- Efficient management of calls and correspondence to EM's office.
- Effectively handling of confidential documents.
- Prepare Confidential papers on behalf of EM .
- Systematic filing of all correspondence ensured.
- Maintain and update EM office Intranet Page and DMS.
- Incoming mail, reviewed and evaluated to identify those requiring priority attention and distributed effectively.
- Follow up to activities and status reports provided.
- Meetings and conferences scheduled and coordinated.
- Appointments scheduled.
- Meetings attended to and minutes taken as directed.
- Electronic diary and emails managed.
- Travel arrangements facilitated.
- Accommodation and transport arranged.
- Assist in compilation of Board papers.
- Coordination of deadlines for reporting purposes.
- Any assigned duties from Executive Management.

2. Ensure that efficient administrative support is delivered:

- Management updated of scheduled meetings in advance.
- Informed stakeholders.
- Management and stakeholders liaison on follow ups.
- Excellent customer service to all visitors provided.
- Office supplies and stationary managed.

3. Informed Executive Management and Board:

- Monthly reports to Executive Management coordinated.
- Executive Office calendar maintained and updated.
- Relevant queries from operations escalate.
- Manage Board meetings on behalf of Board Secretary's absence.
- Assist in taking and circulate board minutes as and when required.

4. All relevant internal and external communications handled professionally:

- All correspondences handled efficiently
 - communications of high priority highlighted to the EM in a timely manner
- Confidential documents handled with professionalism
- Matters dealing with mass communications, company event coordination and media releases liaised with the HR and Public Relations department

5. Contributions made to the organization's success proactively:

- Deadlines and service level agreements met at all times
- Any other work-related task assigned by the Management that is within the capacity of the position holder is performed; teamwork is demonstrated
- Contributions made towards the organization's efficiency and improved productivity within -
 - cost reduction initiatives
 - process/systems improvement initiatives
- Contributions made towards the organization's profits in line with the scope of the work
- Modern technology and innovative methods used to achieve results

6. The organisation's image and value standards demonstrated and upheld at all times:

- Confidentiality of all communications upheld at all times
- A professional and amiable relationship maintained with all stakeholders

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
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.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
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.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
People	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Financial Application	Apply financial principles and practices.
Technology Application	Apply technology.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.
Environment	Establish and maintain an environmentally friendly organisation

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Management or Public Administration or other relevant fields, Trade Diploma in Office Administration	Minimum qualification of Diploma in Office Administration
Desirable		
Degree	Business Studies or Public Administration	Degree in Business Administration or equivalent is preferred

Work Knowledge and Experience

Minimum of 5 years of secretarial experience providing high level support for Senior Executive Staff Demonstrated knowledge in electronic document management Proficiency with Microsoft Office, Visio and FPCL online reporting systems Demonstrated knowledge in records management Demonstrated competence of handling matters effectively in complex environments Ability to work under pressure Ability to think innovatively and contribute with ideas for improvements

Requirements

Language Proficiency

Excellent interpersonal/communications skills
Successful completion of Level 2 Speaking and Writing Test

Regulatory Compliance Requirements

OHS
Fire Prevention
First Aid

Skills Assessment

Good customer service/ interpersonal skills
Good report writing skills
Good time management skills
Effective coordination and organizational skills

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
	Executive Management	
	Board and Board Sub Committees	
External		
	Customers/Clients	
	Stakeholders	
	Business clients	

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.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
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.
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.

Thinking Styles

Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Initiative	Takes action and makes decisions without the help or advice of other people.
Well Organized	Controls tasks in a well thought out and critical manner

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 17 May 2025