EXPRESSION OF INTEREST

The Ministry of Agriculture is looking for applicants to fill the following Acting Appointments for a short term period. Interested candidates who meet the requirements of the post are encouraged to apply and submit with an updated CV. The relevant Job Description can be obtained from the Post Processing Unit upon request. Other particulars of the posts available for EOI are tabulated below.

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<th>VACANCY NO.</th>
<th>EOI 51/2019</th>
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<td>POST</td>
<td>SECRETARY- DIRECTOR AH&amp;P</td>
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<td>DIVISION</td>
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**DUTIES OF THE POST:**

1. To receive and register all incoming correspondence
2. To ensure timely, effectively, efficiency, confidentially, in managing inward and outward mails.
3. Speedily forward to mails (for action purposes)
4. To classify, store and provide reference services for both the incoming correspondence and the related outgoing correspondence after action is completed.
5. To assist in the efficient flow and retrieval of information by regularly updating transition of correspondence.
6. Updating file records and locating correspondence & subject files as and when requested.
7. Provide wide circulation of information by collating and submitting copies of correspondence.
9. Sending Reminders to HOS on Deadline.
10. Any other duties as directed by Director AH& P.

**PERSON SPECIFICATION:**

In addition to Diploma in Officer Administration or similar, the following knowledge, with at least 3 years’ experience, skills and abilities are required to successfully undertake this role.

**KNOWLEDGE & EXPERIENCE:**

1. Sound knowledge of administrative skills, communication skills & leadership quality & teamwork.
2. Knowledge on AH&9 Division’s research stations programs and activities.
3. At least 3 years’ relevant working experience.
4. Understanding of PSC code of conduct and values and general order.

**SKILLS & ABILITIES:**

1. Demonstrated ability to communicate with people from diverse backgrounds in order to disseminate information to clients.
2. Demonstrated organisational skills to assist D/AH&P to meet deadlines and organise trainings, meetings and workshops.
3. Demonstrated ability to analyse and solve complex problems, in a resource constrained environment.
4. Service oriented approach, with a commitment to supporting the operational/corporate goals of the organisation.
Applications must be received at the office of the Director Human Resources, Finance & Information or email to AgrPPU@govnet.gov.fj or lavenia.lalanabaravi@govnet.gov.fj by 4pm Wednesday, 17th July, 2019. Late applications will not be considered.