



ROLE DESCRIPTION

ROLE DESCRIPTION: Clerical Officer [Nawaicoba]

CORPORATE INFORMATION

1. **Position Level:** Band C
2. **Salary:** \$12,081.69 - \$15, 489.35
3. **Duty Station:** Nawaicoba
4. **Reporting Responsibilities:**
 - a) **Report to:** Agriculture Officer (Sheep-Nawaicoba)
 - b) **Liaises with:** Accounts Officer (West)
Administrative Officer (West)
 - a) **Subordinates:** None

POSITION PURPOSE

The primary purpose of the post is to provide quality administrative and financial support services for the effective delivery of agriculture technical services at the Nawaicoba Quarantine Station in accordance with General Orders, Finance regulations and other related regulations.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

1. Facilitate the administrative and accounting needs of the station
2. Provide sound advice on administrative and financial matters to staff
3. Compile and submit weekly, monthly & quarterly administrative and financial returns
4. Maintaining of vote books
5. Facilitate all purchases for operating and capital programs
6. Revenue collection, analysis and lodgement
7. Maintaining of imprest account
8. Vehicle supervision including maintaining of vehicle log books for machinery & vehicles
9. Submit weekly wages timesheet and weekly wages reconciliation
10. Maintaining wage earners personal files and all officers leave files

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Maintaining of financial and administrative records – vote books, payment voucher register, safe register, imprest register, inventory ledgers, personal files, leave files and vehicle log books
2. Daily lodgement of revenue and facilitate all purchases
3. Submission of accurate financial and administrative reports in a timely manner

PERSON SPECIFICATION

A pass in Fiji Seventh Form Examination or equivalent with Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

Knowledge, Experience,

1. Demonstrate ability to handle clients in a professional manner
2. Knowledge of administrative, clerical procedures and systems of processing, managing files and records
3. Ability to work as a team that displays a good nurtured and cooperative attitude
4. Ability to deal with officers and their queries and concern with tact and sensitivity
5. Ability to deliver high quality service, attention to details and dependable fulfilling obligations

Skills and Abilities

1. Communication skills including listening, reading and writing
2. Ability to show initiative in order to take more responsibilities
3. Basic computer skills

Personal Character and Eligibility

Applicants for employment in the Ministry of Agriculture must be a Fijian Citizens, under the age of 55, in sound health with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Agriculture is an equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.