

**REF 628: Executive Officer (Re-advertised) – National Office**

The Authority seeks to recruit a suitably qualified person for the position of **Executive Officer**. The successful candidate will be based at **National Office**.

**PRIMARY JOB PURPOSE**

The **Executive Officer** is responsible for ensuring that the Chief Financial Officer has excellent support, enabling CFO to focus on Strategic, business development and high-level management issues, this position is often privy to confidential information and as such, requires diplomacy and discretion.

**PRINCIPAL ACCOUNTABILITIES**

- Devising and maintaining office systems, including data management and filing
- Organizing and maintaining diaries and making appointments, taking minutes of meetings
- Develop and design documents, briefing papers, reports and presentations for Chief Financial Officer
- Maintain all appointment calendar scheduling
- Maintaining and updating a list of delegations and approval levels for the Authority
- Maintaining a list of policies and procedures and ensuring regular reviews
- Keep Chief Financial Officer advised of time sensitive and priority issues
- Assist Senior Business Analyst in implementing and follow up on business process improvement
- Following up on board action items with various sub units and ensuring all matters arising are action on timely basis
- Preparation of analytical reports, presentations for CFO
- Organizing and attending meetings and ensuring their manager is well-prepared for meetings
- Checking of all paperwork for CFO approval and ensuring that all required documentation are in place
- Arranging travel and accommodation for Chief Financial Officer
- Dealing with incoming email, mail correspondence and if required responding and doing follow ups on behalf of Chief Financial Officer
- Screening telephone calls, enquiries and requests, and handling them when appropriate
- Liaising with clients, suppliers and other staff
- Follow up on all contractor/ vendor queries and ensure responded within 24 hours
- Handling calls and correspondences and following up on pending matters with limited direction
- Co-ordinate meetings, including agendas, taking and distribution of minutes/action points
- Organising catering and other administrative functions for meetings
- Assisting with organising events and functions and catering for board meetings
- Assisting in office management and ensuring that the Finance office is well equipped and level of cleanliness maintained by the cleaners
- Managing meetings and follow up action items related to ministry
- Maintain all business and personal contacts; and
- Provide additional support to management team as requested
- Any other duties assigned by supervisor from time to time.

### **Person Specification**

In addition to a Diploma in Office Administration/Office Management or a Bachelor Degree in Management, the Knowledge, Experience, Skills and abilities required to successfully undertake this role are:

### **Knowledge and Experience**

- 5 years' experience for Diploma holders or 3 years' experience for Degree holders

### **Skills and Abilities**

- Proficient in Microsoft Office applications
- The desire to work in an organization where there is a culture of urgency, personal accountability, and of striving 'to perform'.
- Reliability, honesty, integrity and trustworthy
- Excellent written and oral communication, interpersonal and presentation skills
- Maturity – A person who will command respect and who is prepared to assertively exercise his/her powers when the need requires it
- Excellent organizer and communicator with a proactive and friendly attitude
- The ability to take prompt assertive action whenever required
- Problem-solving and decision-making skills, with the ability to analyze complex information to identify key issue/action and drive resolution
- Excellent phone skills and a good speaking voice and proficient in English
- Work well under pressure to meet tight deadlines
- Able to work extra hours and travel when necessary
- Able to multi-task and work in a busy environment
- Be well groomed and dressed appropriately at all times
- A meticulous and thorough nature
- Loyalty and a high level of confidentiality
- Excellent computing skills.

### **REMUNERATION**

Remuneration will be commensurate with relevant qualifications and experiences.

**WHERE TO SEND YOUR APPLICATION**

Typed applications must include your curriculum vitae in chronological order and the names of at least 2 referees with certified copies of Certificates. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied. **INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

Applications should be marked “**Confidential – REF 628: Executive Officer (Re-advertised) – National Office**” and should be received no later than **27<sup>th</sup> September 2019** and could be:

Mailed to:

**The Manager Human Resources**

**Water Authority of Fiji**

**P. O. Box 1272**

**Suva**

**OR**

Hand delivered to:

**Human Resources Unit**

**Level 3, Manohan Building**

**Corner Wainivula & Kings Road**

**Nasinu**

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