



Embassy of the Republic of Fiji – Tokyo

POSITION DESCRIPTION:

Job Title: Personal Assistant/ Confidential Secretary to Ambassador

Job Description: To provide Executive and Secretarial support to the Head of Mission and ensure efficient, effective and timely support of the Mission's needs.

- 1) To receive and manage all confidential correspondence and communications for and on behalf of the Ambassador;
- 2) To provide secretarial duties to the Ambassador, including typing, filing, making appointments, receiving and making telephone calls and photocopying;
- 3) To ensure that the Embassy filing system is reviewed and coordinated to that used at MOFA HQ in Fiji, with a system of cross-referencing the files by subject and dates;
- 4) To assist the Ambassador in ensuring that the Locally Engage Staff of the Embassy are attending to their respective duties on time and achieving appropriate outcomes;
- 5) To ensure appropriate welcoming reception to all Embassy guests and clients and to facilitate their visits;
- 6) To assist the Ambassador and where appropriate other diplomatic staff in facilitating the overall work of the Embassy;
- 7) To provide secretarial duties and other support needed to the Ambassador's Spouse in her official engagements;
- 8) To participate in community outreach initiative of the Mission in the weekends and at other times;
- 9) To be of assistance to the Administrative and Finance Officer when needed; and
- 10) To perform any other duties that may be assigned by the Head of Mission and/or delegated representative.

Knowledge and Experience

- 1) The incumbent must possess at least 3 years of relevant work experience in general office administration and secretarial support;
- 2) Knowledge of the applicable legislation's, regulations and public sector policies and procedures.

Skills and Abilities

- 1) Ability to work under pressure and diligently individually and/or as part of a team;
- 2) Ability to plan, develop and coordinate multiple tasks/activities, and work additional hours as and when required;
- 3) Demonstrated ability to manage demanding workload and tight deadlines;
- 4) Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels;
- 5) Demonstrated experience and ability in handling diplomatic communications and confidential information and in processing the same;
- 6) Ability to maintain confidentiality and neutrality in a sensitive environment;
- 7) Possess the required computing skills/literacy and knowledge to use computing applications.; and
- 8) Fluent in English, both spoken and written. Conversational ability in the Japanese language would be advantageous.
- 9) Must be able to work closely with Ambassador's spouse and assist in her work related duties.

PERSONAL CHARACTER AND ELIGIBILITY:

Any nationality, in sound health with a clean police record is eligible to apply. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

An attractive Salary will be offered for the above position.

All applications to include an up-to-date Curriculum Vitae (CV), at least two referees with one being the current or recent supervisor and a covering letter of no more than two pages, which explains how you meet each of the selection criteria. Applications that do not address the selection criteria will not be considered.

Closing Date of Vacancy: Friday, 25 December 2020

Queries and applications are to be addressed to: Mr. Ashneel Shankar, Second Secretary via email ashneel.shankar@fijiembassy.jp