



EMBASSY OF THE REPUBLIC OF FIJI - TOKYO

VACANCY - PERSONAL ASSISTANT TO AMBASSADOR

FIJI EMBASSY TOKYO

VACANCY NUMBER: 01/2022

The Embassy of the Republic of Fiji in Tokyo, Japan invites suitably qualified and eligible applicants for the above full time position.

OVERVIEW OF THE FIJI EMBASSY TOKYO

BRIEF OVERVIEW:

Fiji and Japan established diplomatic relations in 1970. The resident Embassy of the Republic of Fiji is also the non-resident Embassy for the Russian Federation, the Republic of the Philippines, the Socialist Republic of Vietnam, and Brunei Darussalam.

POSITION PURPOSE:

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

The post reports directly to the Ambassador and is first point of contact between the Ambassador's Office and Mission's stakeholders.

PARTICULARS OF THE POSITION

CORPORATE INFORMATION:

Position Level	Personal Assistant to the Ambassador
Salary Range (Monthly)	JPY292,000 to JPY300,000
Duty Station	Tokyo, Japan
Reporting responsibilities:	
a) Reports to:	Ambassador
b) Liaises with:	All Diplomats
c) Subordinate:	Nil

Key Duties and Responsibilities:

- 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 ensure appropriate welcoming reception to all Embassy guests and clients and to facilitate their visits;
- 5) To assist the Ambassador and where appropriate other Embassy staff in facilitating the overall work of the Embassy;
- 6) To provide secretarial duties and other support needed to the Ambassador's Spouse in her official engagements;
- 7) To participate in community outreach initiative of the Mission in the weekends and at other times; and
- 8) To perform any other duties that may be assigned by the Head of Mission and/or delegated representative.

Key Performance Indicators

Performance will be measured through the following indicators:

- Manage and maintain an effective and efficient records management system to ensure timely access, retrieval and preparation of documents' and
- Build, maintain and sustain professional relations with stakeholders, suppliers, customers and colleagues through timely communication that enables delivery of activities within agreed time frames and standards.
- Quality reports and secretariat services are provided, and outcomes are attended to in a timely and effective manner
- Actively contribute to the Embassy's social and corporate requirements.

PERSON SPECIFICATION

To be considered for this role, the applicant must possess an Advanced Qualification in Microsoft Office Suite, Secretarial Studies, Office Administration or equivalent from a recognized institute with relevant work experience. Word processing knowledge and computer management skills are essential. In addition to this, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

The Knowledge, Experience, Skills and Abilities (KESA) required to successfully undertake this role are:

Knowledge and Experience

- 1) The incumbent must possess at least 3 years of relevant work experience in general office administration and secretarial support;
- 2) Need to be persistent, pay attention to details, be creative in daily management and demonstrate high level of confidentiality;
- 3) Sound knowledge of protocols, office etiquette and organizational skills;
- 4) Service oriented approach, with a commitment to supporting the operational/corporate environment of the Embassy; and
- 5) Fluent in English, both spoken and written. Ability to speak and write in the Japanese language would be advantageous.

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 workloads and tight deadlines;
- 4) Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels;
- 5) Ability to maintain confidentiality and neutrality in a sensitive environment;
- 6) Possess the required computing skills/literacy and knowledge to use computing applications.

PERSONAL CHARACTER AND ELIGIBILITY:

Applicants for employment at the Embassy must be able to work legally in Japan, under the local retirement age, in sound health and with a clear police record. The successful applicant will be required to provide satisfactory medical and police clearance as a condition of employment. The Fiji Embassy is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible applicants.

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.

HOW TO APPLY:

To apply for the above role please provide:

1. Application Covering Letter of no more than two pages;
2. Recent Curriculum Vitae (CV);
3. Certified Academic Transcripts; and
4. At least three referees (one being either a current or recent supervisor).

Please note that incomplete application and applicants that do not meet the addressed KESA (Selection Criteria) will not be considered. Only short-listed candidates will be notified of the date for the interview. If interested, please submit your application with the necessary supporting documents to the Second Secretary, Mr. Ashneel Shankar, via email ashneel.shankar@fijiembassy.jp

Closing Date of Vacancy: Sunday, 3rd July 2022.