



## 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](mailto:ashneel.shankar@fijiembassy.jp)