



PARLIAMENT OF FIJI

JOB DESCRIPTION — CORPORATE SERVICES DIVISION



JOB TITLE: SUPPORT SERVICE STAFF – CHAMBER ATTENDANT

CORPORATE INFORMATION

1. **Position Level:** Band C
2. **Salary Range:** \$12,081 - \$15,489.35
3. **Duty Station:** Government Buildings, Suva
4. **Reporting Responsibilities:**
 - a. **Reports To:** Manager Tables and Training Officer
 - b. **Liases with:** Parliament Staff, Caucus staff and Members of Parliament
 - c. **Subordinates:** Nil

POSITION PURPOSE

Ensure cleanliness of offices within Parliamentary complex, assist in setting up of Committee meetings and Chamber, serve refreshments/lunch for any occasion in Parliament.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Maintaining the cleanliness of the premises on daily basis;
2. Provide support to the Chamber during sitting days (including receiving and distributing tabled papers, Bills, copies of parliamentary papers and other documents and relaying messages).
3. Provide assistance to other Tables Office staff when required during Parliament sittings.
4. Setting up meeting room and serving refreshments, lunch for meetings, sitting, workshops and official activities
5. Perform messenger and driving duties when required plus any other official activity assigned by the supervisor
6. Actively contribute to all corporate requirements of the Ministry, including quality initiatives and HR activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Minimal complaints received on cleanliness of office and rest rooms in compliance with OHS standard
2. Timely delivery of services required with positive feedback on quality of services provided
3. All other agreed activities, corporate requirements are delivered in compliance to policies, procedures and timelines

PERSON SPECIFICATION –

In addition to a Pass in Fiji School Leaving Certificate or equivalent relevant experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. 1 – 2 years' relevant experience in cleaning;
2. General knowledge of cleaning services and processes; and
3. General knowledge of OHS Regulations and other relevant legislations

SKILLS AND ABILITIES

1. Good customer service skills and communications skills;
2. Ability to use and maintain cleaning equipment and machines;
3. Ability to work long hours/late nights;
4. General organizational abilities and the ability to be impartial and maintain confidential information; and
5. Ability to work effectively with team/work group or those outside formal line of authority (eg. peers, senior managers) to accomplish organisational goals.

PERSON CHARACTER AND POLITICAL NEUTRALITY

The Parliament of Fiji operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the Parliament of Fiji and cannot be considered for employment.

All applicants for employment in the Parliament of Fiji must be under the age of 60, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

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