



JOB TITLE: ADMINISTRATION AND RESEARCH OFFICER

CORPORATE INFORMATION

1. **Salary Range:** \$22,528.74
2. **Duty Station:** Office of the Leader of Opposition, Parliament Complex, SUVA
3. **Reporting Responsibilities:**
 - a. **Reports To:** Principal Administrator (Office of the Leader of Opposition)
 - b. **Liases with:** Members of Parliament, Parliament Secretariat and other relevant clients and stakeholders
 - c. **Subordinates:** None

POSITION PURPOSE

The position is responsible for providing quality administrative and research support to the Office of the Leader of Opposition for the effective functioning of their parliamentary work. The officer will provide administrative support, manage queries directed to the Opposition Office, and assist with research support for the Opposition members.

KEY RESPONSIBILITIES

1. Assist with the timely and quality provision of research services for the Leader of the Opposition and Members of Parliament (Opposition).
2. Maintain confidentiality and security of material of a confidential nature to ensure the integrity of the Parliament – Caucus Office of the Opposition is maintained.
3. Maintain research database and resources.
4. Assist and support all administrative and logistic arrangements for Opposition - Members of Parliament.
5. Actively contribute to the Parliament's Corporate requirements, including planning and budgeting activities where required.

KEY PERFORMANCE INDICATORS

1. Respond effectively, accurately and in a timely manner to requests for information and research enquiries from Parliamentary Standing Committees, Members of Parliament and the Parliament Secretariat according to the established guidelines and standards.
2. Provision of accurate and up-to-date research/data analysis, legislative briefs and information materials within agreed timeframes and according to established guidelines and standards.
3. Maintain an effective, efficient and accurate records management system to ensure timely access and retrieval of documents necessary for the provision of research products and services.
4. All agreed tasks/activities are delivered within agreed timeframes and compliant with relevant legislation, processes and policies.

PERSON SPECIFICATION

Essential Qualification: An Undergraduate Degree in either Economics, Social Science (History, Political Science or Geography), Commerce, Business Administration, Finance, Sociology or related discipline from a recognized institution.

Knowledge and Experience

1. At least 2-3 years of experience in research or other fields where research work has been undertaken.
2. Understanding of research methodologies and processes; experience in the retrieval of information, including proficiency in the use of MS Office programs, databases and other online resources.
3. A good working knowledge of Microsoft Office applications.

Skills and Abilities

1. Excellent research, writing and analytical skills.
2. Highly developed interpersonal, communication, consultation, negotiation and team-work skills and experience liaising effectively at senior levels with a diverse range of staff and stakeholders.
3. Ability to engage professionally with and manage expectations of high-level clients that includes the Members of Parliament and Executive Management.
4. Ability to be impartial and maintain confidentiality of information at all times.
5. Well-developed organizational, time-management and project-management skills with a proven ability to work effectively under limited supervision and meet tight deadlines.

PERSON CHARACTER AND POLITICAL NEUTRALITY

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

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

The Parliament of the Republic 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 when assessing the relative suitability of applicants.