



Job Title: Manager – Opposition Caucus Office

CORPORATE INFORMATION

1. **Salary Band:** \$44,564.50
2. **Duty Station:** Office of the Leader of Opposition, Parliament Complex, Government Buildings, SUVA
3. **Reporting Responsibilities:**
 - a) **Reports to:** Leader of Opposition of the Parliament of the Republic of Fiji
 - b) **Liaises with:** Opposition – Members of Parliament, Administration/Research Officer, Secretary-General to Parliament and Parliament Secretariat Staff.
 - c) **Subordinates:** None.

POSITION PURPOSE

The role entails providing executive support to the Office of the Leader of the Opposition and ensuring the efficient and effective operation of the Opposition Caucus Office.

KEY RESPONSIBILITIES

1. Oversee the overall running of the Office of Leader of Opposition and Opposition Caucus Office.
2. Assist in any other matters concerning the Opposition Caucus Office, whether local or overseas travel.
3. Ensure that relevant, succinct, reliable information is readily available to Office of Leader of Opposition and Opposition Caucus Office to enable the smooth running of Parliament.
4. Draft correspondences and minutes for the Office of Leader of Opposition and Opposition Caucus Office.
5. Provide research material, whenever requested, on parliament-related issues
6. Travel locally and overseas to assist senior staff and MPs as and when required.
7. Actively contribute to Parliament requirements, including planning, budgeting, and corporate activities.

PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Provision of professional and accurate advice and support to the Office of Leader of Opposition and Opposition Caucus Office on Parliament engagements in line with agreed timeframes, standards and instructions.
2. All policy and procedural advice given are accurate, in line with the Constitution and Standing Orders of Parliament and provided within agreed timeframes.
3. All reporting requirements are delivered accurately, in line with reporting standards and produced within given timelines.
4. All other agreed tasks/activities are delivered within agreed timelines and compliant with relevant standards, policies and legislations.

PERSON SPECIFICATION

A relevant Post Graduate qualification with an undergraduate degree in political science, law, business, management, public administration or relevant discipline from a recognized institution OR more than 5 years experience at the senior level.

The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

At least 3-5 years of relevant work experience at the supervisory level.

1. Knowledge of parliamentary democracy and the legislative process.
2. Knowledge of the procedure and practice of Parliament.
3. Good understanding of the Fijian Constitution and other subsidiary legislations and policies.
4. A good working knowledge of Microsoft Office Suite and particular Word, Excel, and PowerPoint.

SKILLS AND ABILITIES

1. Maintaining strict impartiality, discretion, and confidentiality in a sensitive political environment.
2. Lead and manage individuals and teams to ensure the delivery of business objectives.
3. Ability to identify and adapt to changing priorities and work under pressure to demanding deadlines.
4. Proven ability to monitor tasks systematically and organize, planning and prioritizing multiple activities effectively.
5. Demonstrated collaboration and interpersonal skills with the ability to communicate clearly and effectively verbally and in writing.
6. Ability to exercise sound judgement and initiative and innovative approaches to problem-solving.
7. It is a service-oriented approach committed to supporting the organization's operational/corporate environment.

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 a 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.