



Job Title: Executive Officer (Inter-Parliamentary Relations and Protocol)

CORPORATE INFORMATION

1. **Position Level:** Band F
2. **Salary Range:** \$24,261.72 – \$30,615.98
3. **Duty Station:** Parliament Complex, Government Buildings, SUVA.
4. **Reporting Responsibilities:**
 - a. **Reports To:** Administrative Officer Inter-Parliamentary Relations & Protocol (AO-IPRP)
 - b. **Liases with** Manager Inter-Parliamentary Relation and Protocol and the Senior Protocol Officer.
 - c. **Subordinates:** Nil

POSITION PURPOSE

The position assists in providing effective and efficient administrative and logistical support for local and overseas travel arrangements for Members of Parliament. In addition, it assists in the facilitation of protocol for courtesy calls for the Honorable Speaker and the Secretary-General to Parliament and the facilitation of logistics for Members of Parliament's training programs.

KEY RESPONSIBILITIES AREAS:

1. Assist and support all overseas travel administrative and logistic arrangements to Members of Parliament during overseas meetings.
2. Assist and support protocol facilitations for all Guests of the Fijian parliament.
3. Assist and support administrative & logistical arrangements for Members of Parliament during Induction and Training programs locally.
4. Updating of Unit records
6. Actively contribute to the Parliament and Corporate requirements, including HR activities and the Parliament's corporate responsibilities.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely and accurate administrative and logistical support services are provided to all parliamentary delegations in accordance with required policies and regulations, with positive feedback from delegates.
2. Reliable and timely protocol facilitation is accorded to incoming and outgoing visiting dignitaries and guests at the Fijian parliament.
3. Timely and accurate administrative and logistics for all MPs training, strengthening and capacity buildings and positive feedback.
4. All other agreed tasks and corporate requirements/activities are submitted to AO, SPO and MIPRP within agreed timeframes and required standards

PERSON SPECIFICATION

A Diploma in Economics, Political Science, International Relations, Management, and Public Administration or a relevant discipline from a recognized institution OR more than 2 years of experience in international relations and protocol.

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

Knowledge and Experience

1. At least 2-3 years' experience working in the area relevant to the job or similar.
2. Good understanding of the 2013 Constitution and related policies and legislations and their applicability to the roles of the position.
3. Sound knowledge and understanding of formal protocol and etiquette.
4. A good working knowledge of Microsoft Office Suite and, in particular, Word, Excel, and PowerPoint.

Skills and Abilities

1. Organizational abilities and the ability to be impartial and confidential.
2. Demonstrated ability to manage workload and tight deadlines under minimum supervision.
3. Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels and proven team relationship skills and abilities.
4. Strong communication, organization and negotiation skills.
5. Excellent written and verbal communication skills including public relations skills.
6. Service and customer-oriented approach with the ability to develop, coordinate and maintain stakeholder relationships.

PERSON CHARACTER AND POLITICAL NEUTRALITY

The 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 publicly carry on this activity 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 Parliament of the Republic 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 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 in assessing the relative suitability of applicants.