

**VISION:**

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

**MISSION:**

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnerships, enhances excellence, and provides education and skills that promote sustainability through research with real-world impact and contributes to self-development.

## 1. POSITION DETAILS

Position : **Secretariat Officer**  
Grade : 4  
Incumbent :  
Division : Office of the Vice-Chancellor  
Department : Secretariat  
Location : Nasinu Campus  
Reports to : **Senior Manager Secretariat through Governance Manager**

## 2. PURPOSE

The Secretariat Officer supports and facilitates the effective operation of the secretariat section, especially the provision of efficient and effective secretariat support to all assigned committees. S/he is responsible for managing procedures associated with writing and editing minutes and preparing meeting papers, and actively supporting committee chairs in managing University business. S/he assists the Governance Manager – Senate with the daily operations of the Department, including document management. S/he will be servicing committees on rotational basis in consultation with the Senior Manager Secretariat.

## 3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Governance Manager**

Positions Reporting To You	No of Staff Reporting to them
n/a	n/a

## 4. KEY ACCOUNTABILITIES

### Secretariat

- Provides efficient and effective secretariat support to assigned committees within the University's governance structure, managing the business and all related activities of these committees.
- The position holder is responsible for ensuring that a true record of all meetings is completed through the provision of accurate minutes and ensure all important information, decision making and actions are properly captured in accordance with good governance principles.
- Supports the Senior Manager Secretariat and Governance Manager - Senate in planning the annual committee business cycle.
- Prepares draft agendas and briefing notes and ensures distribution of papers in line with approved processes. Produce documents, presentations, spreadsheets and databases.
- Communicates in a timely manner on any changes to agenda, papers or meeting time and venue.
- Attends and services meetings, producing clear, concise, error-free minutes for submission to the Governance Manager - Senate within the given deadline.
- Maintains the highest degree of confidentiality on matters discussed in all meetings.

### Promoting good governance

- Contributes to increased awareness of and participation in governance and the adoption of best practice.
- Supports the Governance Manager – Senate in matters relevant to University elections, for example the preparation of all election paperwork. Supports the Governance Manager – Senate to maintain the Corporate Governance and SLT web pages on the FNU Website.

### Policy review and document management

- Contributes to the University's document retention and management processes.
- Undertakes internal records management of the Department, contributing to the digitization of all Secretariat records.
- Liaises with Division of ITS to ensure that meetings are recorded as directed and preserved in the designated drives.
- Provides monthly reports on the audio recordings to the Supervisor.
- Provides monthly reports to the Supervisor on the scanned minutes which are placed on the drives.

### Other

- Performs such other duties as may be required from time to time by the Senior Manager Secretariat or Vice-Chancellor.
- To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands of service.

- Committee meetings may take place outside of regular office hours, to facilitate attendance by independent members who have external commitments. Dates and times of meetings are to be set well in advance to give Committee Secretaries, Chairs and Members time to make such arrangements as may be necessary to facilitate their attendance.

## 5. KEY CHALLENGES

- Contributing towards the transformation of Secretariat from minute-taking to professional business management.
- Supporting consistent, accurate, timely and responsive management of University business through the formal committee structure.
- Dealing professionally, sensitively and tactfully with sensitive material and information.

## 6. AUTHORITY LEVEL

Operating Expenditure	: none
Authority Level	: none
Capital Expenditure	: none
Others	: none

## 7. QUALIFICATIONS & EXPERIENCE

The successful candidate should ideally meet the following criteria:

- A Bachelors Degree in Management, Public Administration, English or any other related field from a recognised university with at least 2-years' experience in committee management.
- Demonstrable experience of successfully supporting the work of committees.
- Experience of working in a dynamic and changing workplace environment.

## 8. APTITUDES & SKILLS

- Excellent command of English with good interpersonal and communication skills (written and spoken)
- Ability to write minutes that encapsulate the essence of proceedings of meetings
- Good organisational and time management skills, with the proven ability to multi-task and meet demanding deadlines
- Good analytical and problem-solving skills
- Proven commitment to the principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, leadership
- Commitment to the values, vision and mission of FNU

- Demonstrable skill in summarising complex documents and presenting them clearly and concisely to diverse audiences
- Strong attention to detail, balancing accuracy and thoroughness with timeliness
- Ability to adapt quickly to changing circumstances and deal with ambiguity
- Self-starter with high levels of motivation, able to work independently or as part of a team
- Ability and commitment to maintaining the highest degree of confidentiality, and a high standard of personal and professional development
- Excellent ICT skills in MS Outlook, Excel, Word, SharePoint and web-based programmes
- Knowledge of university systems and preferably of university governance would be an advantage
- Knowledge of records management, data protection and legal matters would be an advantage
- Work independently and follow through on assignments with minimal direction
- Ability to perform effectively under conditions of fluctuating workload and ability to identify potentially more effective methods of work operation.

## 9. WORKING RELATIONSHIPS

INTERNAL	Frequency
Senior Manager Secretariat, Governance Manager - Senate, SLT members and committee chairs, Fiji National University Students' Association (FNUSA).	Regular/ need basis

EXTERNAL	Frequency
Fiji Higher Education Commission, government ministries, including the Ministry of Education, professional bodies, employers, other universities, schools, non-governmental organisations.	need basis

## 11. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.