



HIGH COMMISSION OF THE REPUBLIC OF FIJI
Canberra, Australia

VACANCY NUMBER: 01/2019

Position Title: Level	Temporary Relieving Personal Assistant
Mission:	Fiji High Commission Canberra

Primary Purpose:

The position is as Personal Assistant (Temporary Relieving) for the High Commissioner.

Principal Accountabilities:

1. Advise High Commissioner Daily of his Official and Social Engagements.
2. Advise Spouse Daily of her Official and Social Engagements.
3. Ensure Driver is aware Daily of High Commissioner and Spouse's Engagements.
4. Maintain Diary of Official and Social Engagements for High Commissioner and Spouse.
5. Prepare copies of Weekly Programme of Engagements for the High Commissioner, First Secretary and Second Secretary ensuring that copies are distributed to all staff members and the residence.
6. Provide Secretarial duties for the High Commissioner, First Secretary and Second Secretary.
7. Receive incoming telephone calls and electronic mail for the High Commission/Staff ensuring that these are referred to relevant parties for action.
8. Ensure proper filing of all inward and all actioned correspondence for the High Commissioner/diplomatic staff. Maintain proper custody of the High Commissioner's/Missions personal staff and confidential files and correspondence.
9. Receive and assist at the High Commission, Visitors for the High Commissioner and other diplomatic staff members.
10. Typing/e-mailing of all correspondence including confidential communication and submit where appropriate type written correspondence for signatures.



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11. Assist in responses and ongoing requirements to general correspondence received from Diplomatic Missions based in Canberra particularly Missions accredited to Fiji based in Canberra.
12. Facilitate paperwork for Airport Facilitation Requests (AFR) for transiting / overnighing eligible Fiji Dignitaries.
13. Ensure Registers completed/updated for:
 - a. Requests for Support;
 - b. Course Offers; Nominations; Acceptances;
 - c. Agréments and Presentation of Credentials.
14. Ensuring despatch of diplomatic bag and inclusion of all required documentation.
15. Perform any other duties assigned by High Commissioner.

Qualification:

Knowledge and Experience: <ul style="list-style-type: none">• Experienced Personal Assistant• Minimum 5 years in similar position;	Skills and Abilities: <ul style="list-style-type: none">• Demonstrate good Customer service skills;• Good communication skills, both oral and written;• Computer literacy is an advantage; and• Ability to work within a team environment.
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Personal Character and Eligibility:

Applicants for employment at the Fiji High Commission must be able to work legally in Australia, under the local retirement age, in sound health and with a clear police record.

The Fiji High Commission is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible applicants.

Interested applicants must email a short covering letter, updated Curriculum Vitae and other necessary supporting documents to secondsecretary@aus-fhc.org

Late, incomplete and applications received via any other means will not be considered.

Closing Date: 4pm Friday 16 August, 2019