



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

DIVISIONAL ENGINEER (WORKS) CENTRAL EASTERN

JOB ROLE: Clerical Officer (Plant Pool)

CORPORATE INFORMATION

1. **Position Level:** Salary Band C
2. **Salary Range:** \$12,081.69 to \$15,489.35
3. **Duty Station:** Walu Bay, Suva.
4. **Reporting Responsibilities:**
 - a) **Reports To:** Plant Pool Supervisor
 - b) **Liaises with:** Staff from across all Divisional Engineers Central Eastern, Accounts Section, Subordinates:
 - c) **Subordinates:** Nil

POSITION PURPOSE

The positions supports the functions of the Divisional Engineer (Works) Central Eastern through ensuring that proper process is followed in the processing of staff wages for the Plant Pool section.

KEY RESPONSIBILITIES/KEY RESULTS AREA (KRAs)

The position will achieve its purpose through the following key duties:

1. Ensure that funds allocated are properly authorized and accounted for in the Commitment and Expenditure Ledger;
2. Ensure that Workmen's Time Sheets are prepared and reconciled with daily timecards.
3. Ensure proper reconciliation of wages is done with the payroll.
4. Ensure staff time are promptly entered into the system;
5. Properly file all documents and liaise with supervisor on all staff pay related issues.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Proper record of fund allocated in the Commitment and Expenditure Ledger;
2. Timely and accurate reconciliation of time and wages for workmen;
3. Quality of report submitted and proper record of liabilities.

PERSON SPECIFICATION

In addition to Year 13 pass or Fiji Seventh Form Examination (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

KNOWLEDGE AND EXPERIENCE

1. At least some experience in general Accounting duties in the public sector or corporate environment;
2. Working knowledge of public financial management requirements, including the processing of expenditure within public sector legislation and policy;
3. Demonstrated ability to undertake sound financial reconciliation of accounts.
4. Demonstrated ability to communicate with people from diverse backgrounds and to motivate them to achieve results within set deadlines.

SKILLS AND ABILITIES

1. excellent interpersonal skills
2. team building skills
3. analytical and problem solving
4. attention to detail and high level of accuracy
5. computer skills including the ability to operate computerized accounting, spreadsheet and Word-processing programs

Personal Character and Eligibility

Applicants for employment in the Ministry of Infrastructure and Meteorological Services must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Infrastructure and Meteorological Services is an Equal Employment Opportunity Employer. Applicants 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