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**WATER AUTHORITY OF FIJI**  
**REF: 1026 CLERICAL OFFICER**  
**PLANNING & DESIGN**  
**(NATIONAL OFFICE)**

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**Purpose**

The Clerical Officer is responsible for providing administrative support to relevant departments within Water Authority of Fiji's (WAF) SBUs ensuring that the designated department's functions projects and outcomes are successfully delivered in compliance with all relevant internal and external requirements. This position reports to the relevant superior within the designated department.

**Principal Accountabilities**

1. Effective and efficient administrative services and assistance provided

- Office systems, including data management and filing devised and maintained for ease of retrieval and access
- Timely and quality assistance provided to staff in the region through efficient and effective logistical support in:
  - Procurement of equipment and / or parts
  - Telephone calls, enquiries and requests
  - Assistance in preparation of documents, briefing papers, reports and presentations being prepared and submitted
- All calls handled effectively and correspondences and / or follow up on pending matters attended to with minimum supervision
- All departmental reports and requirements of organizational reports required by management prepared and submitted in a timely and effective manner
- Relevant superiors advised and briefed on urgent and priority issues pertaining to the department
- Resources of the department / unit efficiently and effectively arranged, managed and accounted for:

- petty cash
- office budget
- supplies, stationery and inventory

## 2. Teamwork and cooperation

- Cooperation within the team and greater function / department encouraged
- Cooperation across functions / departments ensured
- Collaboration and leadership to achieve relevant organisational targets and goals
- Other related duties assigned by the incumbent's direct supervisor effectively and efficiently addressed

## 3. Timely, relevant and compliant reporting

- All internal and external (if any) reporting requirements pertaining to the outcomes of this role fully understood and correctly executed
  - Robust and relevant periodic reports prepared and submitted in a timely manner
  - Superiors provided with useful information combined with analysis and interpretation, for the purpose of decision making
  - Ad-hoc information request by superiors addressed in a timely manner

## 4. Organisational Values upheld and demonstrated at all times

- Support toward the alignment of deliverables to organisational values and strategic directions ensured
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

## **Knowledge & Experience**

- Certificate in Business Management or Accounting and Administration
- At least 3 years proven experience in a similar role in a commercial or corporate organization. Experience on complaints management software or tools will be an added advantage.
- Strong administrative experience/skills
- Analytical and problem solving skills
- Ability to handle complex and unplanned tasks.
- Proven ability to work effectively in a Team

### **Skills & Abilities**

- Contribute to the team improving team effectiveness through personal commitment
- Evaluate the best course of action making appropriate decisions to ensure effective and timely outcomes.
- Recognise a problem in a routine task and select the appropriate solution.
- Utilise time and effort efficiently to complete tasks set by others.

### **Remuneration**

Remuneration will be commensurate with relevant qualifications and experiences.

### **WHERE TO SEND YOUR APPLICATION**

Typed applications must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

**INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

Applications should be marked “**Confidential REF: 1026 Clerical Officer – Planning & Design (National Office)**” and should be received no later than **3 June 2022** and could be:

**Mailed to:**

The Manager Human Resources      or  
Water Authority of Fiji

**Hand delivered to:**

Human Resources Unit      or  
Level 3, Manohan Building

**Emailed to**

hr.recruit@waf.com.fj