

FINANCE & ADMINISTRATION DIVISION

POSITION DESCRIPTION		
POSITION: ADMINISTRATION OFFICER	DEPARTMENT: ADMINISTRATION	ISSUE DATE: Aug 2017 Revised dates :

Position Title:	ADMINISTRATION OFFICER	Category	6	No. of Position(s)	2
Incumbent:	X3	Signature			
Date appointed to substantive position		Rate			
Division:	Finance & Administration	Department: Administration	Section: Administration		
Reports to:	Senior Administration Officer				
Supervisor's Name:		Signature			

Organizational Environment

Role of Organisation

The purpose of Housing Authority is to develop and produce affordable lots and mortgage financing with attractive loan packages on a competitive basis to all customers with special focus on low-income earners.

Role of Division

The Finance & Administration Division is primarily responsible for ensuring prudent financial management including reporting, data integrity and disseminating timely and quality information and providing efficient and administrative services.

Core Activities

- Finance
- ICT
- Administration
- Registry

Role of Department

The Department is responsible to provide administrative support and management of office services in an equitable, efficient and effective manner.

Primary Purpose

The successful applicant is responsible to carry out logistics for mail management, printery, vehicle fleet management, office supplies and supervise cleaners.

Position Dimension

Staff:

Direct:
Indirect:

1 (SAO)

Asset:

Office chair & desk, telephone, vehicle keys, franker, computer

Nature & Scope

Interpersonal Relationship

The position is a subordinate role requiring supervision.

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Internal

Internal contacts with HA management and staff.

External

Suppliers, vehicle dealers, service providers, government agencies

Reporting Requirements

The position is under the direct supervision of the Senior Administration Officer.

Reports submitted to supervisor

Activities and feedback as and when required, KPI / PMS

Role of subordinates

Nil

Decision Making

- 1) Sound judgement in discharging duties.
- 2) Handling complaints.
- 3) Attention to details.
- 4) Service / supplier queries and/or information.

Challenges

- Urgent and/or unplanned deliveries.
- Repeated trips.
- Follow-ups and/or out-of-stock supplies.
- Resolving complaints.

Principal Accountabilities**Vehicle**

- 1) Daily delivery of documents, files, mails, cheques, etc., to relevant recipients and organisations.
- 2) Regular collection of bank statements, cheques, pay slips etc., from relevant agencies and organisations.
- 3) Transport Suva office cashier to the bank.
- 4) Obtain quotes for service and arrange servicing of HA vehicles including repairs.
- 5) Arrange annual road worthiness for HA vehicles with LTA.
- 6) Arrange drop-off of HA vehicles for service; and pick up, if required.
- 7) Maintain mileage record for city trips in a timely manner.
- 8) Attend to other trips as and when required by Management.

Mail Management

- 1) Collect and sort mails from Post Office, courier and hand-delivered.
- 2) Record all official mails (standard & registered) in register before despatch including Demand Notices.
- 3) Despatch personal mails to allocated mail cells.
- 4) Frank outgoing mails and arrange delivery with Post Fiji.
- 5) Organise return of 'return to sender' mails' to Post Office.

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Printery

- 1) Record and supply printery materials to recipients stock card.
- 2) Carry out stock-take on printery items and note low stock.
- 3) Prepare LPO based on stock level and new supplies.
- 4) Show movement for all items on stock card.

Additional Duties

- 1) Supervise cleaners.
- 2) Relieve Front Desk Officer during lunch hour.
- 3) Relieve Telephone Operator as and when required.
- 4) Assist Finance in the payment of utility bills at Post Office.

Knowledge & Skills

- 1) Knowledgeable in vehicles, locations and transport logistics
- 2) Good communication skills
- 3) Observe safe driving practices
- 4) Good coordination and attention to details
- 5) Ability to work with computers
- 6) Good interpersonal skills
- 7) Ability to understand and follow verbal and written instructions
- 8) Ability to work well under pressure
- 9) Sense of responsibility and dependability
- 10) Ability to demonstrate initiatives and work independently
- 11) Ability to adapt to changes

Experience

The incumbent should be capable to perform administrative duties related to any of the above fields. Driving is essential.

MQR

- 1) Certificate or higher qualification in Administration and/or Management.
- 2) Perform at least 3 years' experience in general administrative work.
- 3) Computer literate
- 4) Possess valid driving license.

Salary Range: \$13,000 - \$20,700

Category: 6

POSITION HOLDER:

DATE:

SENIOR ADMINISTRATION OFFICER:

DATE:

GM FINANCE & ADMINISTRATION:

DATE: