



HIGH COMMISSION OF THE REPUBLIC OF FIJI
Canberra, Australia

VACANCY- EXECUTIVE ASSISTANT TO THE HIGH COMMISSIONER OF FIJI TO AUSTRALIA
FIJI HIGH COMMISSION CANBERRA
VACANCY NUMBER: 01/2025

The High Commission of the Republic of Fiji in Canberra, Australia invites suitably qualified and eligible applicants for the above part time position.

OVERVIEW OF THE FIJI HIGH COMMISSION

The Fiji High Commission in Canberra, Australia is one of the 12 Overseas Missions of the Government of the Republic of Fiji. It was among the first Foreign Missions to be established in 1971 following Fiji's independence, with the core function to foster relations with the Government of Australia as well as to develop mutual, political and economic cooperation. The High Commission has the primary responsibility of overseeing Fiji's bilateral relationship with Australia, which is one of Fiji's largest trading partners, source of overseas tourists, bilateral aid, home to the highest population of the Fijian diaspora, source of remittances and investment.

The High Commission is also the first point of contact for 50 other sovereign nations that have diplomatic relations with Fiji including Embassies or High Commissions in Canberra that are accredited to Fiji.

POSITION PURPOSE

The primary purpose of this position is to provide executive support services to the High Commissioner including administrative services for the Mission and be the point of contact for the High Commissioner's office with other relevant missions in Australia and diaspora engagement.

PARTICULARS OF THE POSITION

Position Level:	Executive Assistant to the High Commissioner of Fiji to Australia
Salary Range:	AU\$57,000 (inclusive of 11.5% of superannuation)
Duty Station:	Fiji High Commission in Canberra, Australia
Reporting Responsibilities:	
(a) Reports to:	High Commissioner
(b) Liaises with:	All diplomats
(c) Subordinates	Nil
Hours of work	9am-2pm



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KEY RESPONSIBILITIES:

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

1. Provide efficient & professional secretarial support for the efficient and effective operation and functioning of the office of the High Commissioner by ensuring communications, documentations, filing and stores are managed in a timely and appropriate manner.
2. Organize and provide secretarial support for meetings, appointments, events and travel logistics for the High Commissioner and Diplomats including typing, making appointments, receiving and making telephone calls and photocopying.
3. Updates the google calendar daily, weekly, monthly as per invite request and approvals from High Commissioner and diplomats.
4. Receives emails for Third Party Notes/Note Verbales' from Missions and International Organisations in Canberra for conveyance to diplomats.
5. Organize invites for Mission events including the provision of menu and preparation of venue for all official and diaspora engagements/events in the Mission.
6. Receives email and requests for visa appointments for official visits to Schengen and non-Schengen countries from all organizations in Fiji (with requests received through the Ministry of Foreign Affairs).
7. Answer phone calls coming through and redirects to appropriate officer.
8. Point of contact to liaise with the Australian Federal Police (AFP) during off work hours regarding gate/security issues.
9. Organizes Arrival and Departure notifications to Australian Department of Foreign Affairs and Trade (DFAT) of diplomats, then gets diplomatic cards after arrivals have been confirmed.
10. Prepare Airport Facilitation Request (AFR) for high dignitaries' delegation in absence of Diplomats.
11. Organizes Diplomats' homes, business cards, driver's license, medical insurances, movements and settlement in their approved homes in absence of diplomats.
12. Maintains Leave schedule for all staff to be organized for diplomat to supervise, check and update when leave is applied.
13. Ensures Mission diplomats, their dependents and locally engaged staff (LES) visas are valid and up to date as per each staff's term of contract.
14. Drives Mission vehicle when needed for both vehicles to be used.



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15. Perform any other official duties assigned by the High Commissioner or Diplomats.

KEY PERFORMANCE INDICATORS

1. Quality executive and administrative services are provided, and outcomes are attended to in a timely and effective manner.
2. Build, maintain and sustain professional relations with internal and external stakeholders through timely communication that enables delivery of activities within agreed time frames and standards.
3. All reports, information, papers and mission activities are compiled accurately and prepared within agreed timeframes.
4. Manage and maintain an effective and efficient records management system to ensure timely access, retrieval and preparation of documents.
5. Actively contribute to the Mission's social and corporate requirements.

PERSON SPECIFICATION

To be considered for this role, the applicant must possess a relevant undergraduate degree or equivalent in Business or Public Administration, Office Management or equivalent from a recognised institute with relevant work experience and the following knowledge, experience, skills and abilities (KESA) are required to successfully undertake this role:

Knowledge and Experience:

1. At least 2-3 years of relevant work experience;
2. Sound knowledge of Microsoft Office applications including Google Calendar and linking to email and tasks for High Commissioner and diplomats;
3. Service oriented approach and understanding of operations in the High Commission;
4. Good knowledge of Foreign Missions accredited to Fiji in Canberra and arranging of courtesy calls for High Commissioner's appointments;
5. Experience in updating administrative and executive support activities; and
6. Fluent in English (speaking Fijian or Hindi would be an advantage).



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Skills and Abilities:

1. Strong interpersonal, communication and writing skills and ability to work effectively with internal and external stakeholders;
2. Strong organisational and planning skills;
3. Demonstrated ability to work independently with minimal supervision and able to work under pressure and a team player;
4. Demonstrated ability to implement task assigned and maintain high standards of professionalism;
5. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
6. Ability to work flexible hours in a dynamic environment; and
7. Excellent time management skills and ability to multi-task and prioritise work.

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 with a clear police record. The successful applicant will be required to provide satisfactory medical and police clearance as a condition of employment. The Fiji High Commission is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible applicants.

HOW TO APPLY:

To apply for the above role, please provide:

1. Application covering letter of no more than two pages;
2. Recent curriculum vitae (CV);
3. Certified Academic transcripts; and
4. At least three references (one either being a current or recent supervisor).

Please note that incomplete applications and applicants that do not meet the addressed KESA (Selection Criteria) will not be considered. Only shortlisted candidates will be notified of the date for the interview. If interested, please submit your application with the necessary supporting documents to mere.uluvuda@aus-fhc.org.

CLOSING DATE OF VACANCY: 4pm, 10 March 2025