

Government of Tuvalu – Job Description



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| Position Title: | Personal Assistant | |
| Level and Salary (P/L): | S1 - S3 | \$10,887 - \$15,447 |
| Ministry and Department: | Office of the Prime Minister | Parliament Office |
| Location: | Funafuti | |
| Reports to: | Speaker to Parliament/Minister | |

JOB PURPOSE:

Manage and administer the Speaker's / Minister's daily appointments and correspondence.

KEY RESPONSIBILITIES:

1. Manage and coordinate the daily activities for Parliament / Ministers.
2. Manage and administer all correspondences for the Minister.
3. Administer Minister's official travel arrangements.
4. Manage the staff at the Speaker / Minister's residence.
5. Contribute and support other activities as instructed from time to time.

MAIN DUTIES AND OUTCOMES:

- 1.1 Manage the Speaker's/Minister's diary to ensure all appointments, official functions and commitments are met and managed in a timely manner.
- 1.2 Follow up on outcomes from meetings and/or appointments within the agreed timeframe.
- 2.1 Administer all correspondence and circulation folders received by the Speaker / Minister and take initiatives to resolve them all or draw the attention of the Speaker / Minister
- 2.2 Prepare and draft responses to correspondence on behalf of the Speaker / Minister
- 3.1 Arrange all travel documentation and logistics for the Speaker / Minister are organized prior to departure to ensure a smooth travel process.
- 3.2 Accompany the Speaker / Minister during official trips to both international and national events when Speaker / Minister is travelling with a spouse.

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4.1 Supervise the staff at the Speaker / Minister's residence, including conducting briefings, overseeing cleaning and utilities supplies, and monitoring work contracts and performance.

5.1 Carry out any other duty required by the Speaker/Minister that supports Ministry's activities.

MANDATORY REQUIREMENTS:

A Certificate in Secretarial and Computer skills with at least 2 years' working experience in administration and an office environment.

DESIRABLE REQUIREMENTS:

Good written and oral communication skills (Tuvaluan and English)

High-level attention to detail and accuracy

Sound knowledge of Microsoft Office package

Ability to liaise with a range of stakeholders

Sound time management skills

Officer will be required to travel with the Minister for official functions.

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application checklist.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.