

Government of Tuvalu – Job Description



Position Title:	Professional Assistant (OPL)	
Level and Salary:	T1 – T3	\$15,448 to \$29,287
Ministry and Department:	Office of the Prime Minister	Office of the People's Lawyer
Location:	Funafuti	
Reports to:	People's Lawyer	

JOB PURPOSE:

The Professional Assistant (PA) to the Office of the People's Lawyer (OPL) is a critical role responsible for providing comprehensive administrative and paralegal support to the OPL. The PA will contribute to the efficient operation of the office, ensuring seamless communication, organization, and support for legal activities.

KEY RESPONSIBILITIES:

1. Monitor and record office expenditures/staff management.
2. Manage the fix asset register and office supplies.
3. Handle office accounts and financial transactions, including preparing payments and assisting with budget preparation.
4. Provide logistical and coordination support for office events, staff meetings, and Continuing Learning Education (CLE) activities.
5. Undertake paralegal tasks as assigned, such as legal research, document review, and case preparation.
6. Assist with the drafting and editing of legal documents.
7. Monitor staff leave roster and client appointments.

MAIN DUTIES AND OUTCOMES:

1. Ensure that the office is properly managed and information and communication is well organized and delivered in a timely manner.

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2. Manage the sending, receiving and filing of all in office expenditures and keep an updated record of all payment vouchers.
 - 2.1 Meet and greet all clients in a professional and timely manner to ensure their needs are attended to.
3. Organize, plan and schedule meetings appointments of the PL or staff within the office.
 - 3.1 Where required, play role of secretariat in meetings and maintain Confidentiality at all levels.
 - 3.2 Managing communications between the office, its customers, clients and its employees, such as by mail, phone, or email.
 - 3.3 Assist with organizing staff meetings, Continuing Legal Education (CLEs) and trainings.
 - 3.4 Keep careful filing records, or developing a filing system for; assisting other employees with projects or research; and assist with travel arrangements
4. Liaise and work in coordination with legal professional on awareness programmers, workshops, trainings, editing and proofreading documentation.
5. Assist team members with paralegal and research work.

MANDATORY REQUIREMENTS:

- Diploma in Law or other related field; Bachelor is an advantage.
- At least three years of experience in clerical and administrative roles.
- Basic knowledge of bookkeeping and experience in basic account or record keeping.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and legal software.
- Previous experience in a legal or administrative role is preferred.
- Excellent communication and interpersonal skills, strong organizational and time management abilities, attention to detail, and the ability to work independently and as part of a team.

DESIRABLE REQUIREMENTS:

- Very good written and oral communication skills in Tuvaluan and English.
- High-level proficiency in Microsoft Office Suite and database management.
- Excellent filing skills and management.
- High level of independence.
- Strong interpersonal and ethical skills.
- High-level attention to detail and accuracy.
- Good time management and secretariat skills.
- Strong organizational and customer service skills.
- Ability to liaise effectively with a range of stakeholders and clients.

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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 check list.

It is also 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.