

Government of Tuvalu – Job Description



Position Title:	Clerical Officer	
Band and Salary:	S1-S3	\$10,887 to \$15,447
Ministry and Department:	Allocated	Allocated
Location:	Allocated	
Reports to:	Secretary	

JOB PURPOSE:

A Clerical Officer performs a variety of administrative and clerical tasks to support the efficient operation of an office/department/ministry. The role involves handling office communications, managing records, and ensuring that administrative activities run smoothly. This position is critical for maintaining organizational effectiveness and supporting other staff members.

KEY RESPONSIBILITIES:

1. General Administrative Support
2. Document Management
3. Data Entry and record Keeping
4. Office Coordination
5. Other Duties

MAIN DUTIES AND OUTCOMES:

- 1.1 Answering and directing phone calls, emails, and other communications.
- 1.2 Greeting visitors and providing assistance.
- 1.3 Scheduling appointments and managing calendars.
- 2.1 Creating, maintaining, and organizing physical and digital files.
- 2.2 Preparing, proofreading, and editing documents and correspondence.
- 2.3 Handling confidential information with discretion.
- 3.1 Inputting data into databases and ensuring its accuracy.
- 3.2 Maintaining updated and accurate records.
- 3.3 Retrieving information as requested from records, email, and other related documents.
- 4.1 Ordering office supplies and managing inventory.
- 4.2 Coordinating with vendors and service providers.
- 4.3 Assisting in the preparation of regularly scheduled reports.

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5.1 Supporting the planning and execution of office events.

5.2 Performing additional administrative tasks as required.

MANDATORY REQUIREMENTS:

Tertiary qualification in Office Administration.

Familiarity with office equipment (e.g., printers, fax machines) and basic office procedures.

Skills & Knowledge:

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other office software.

Excellent written and verbal communication skills.

Strong organizational and time management abilities.

Attention to detail and problem-solving skills.

Ability to work independently and as part of a team.

Basic understanding of bookkeeping and financial principles is an advantage.

Personal Attributes:

Friendly and professional demeanor.

Dependable and punctual.

Ability to handle multiple tasks and prioritize effectively.

Discretion and integrity when dealing with confidential information.

Occasional overtime may be required during peak periods or to meet deadlines.

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.