

# Government of Tuvalu – Job Description



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

## **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.*