

Government of Tuvalu – Job Description



Position Title:	Assistant Secretary	
Band and Salary:	A1 – A3	\$25,439 – \$31,037
Ministry and Department:	To be advised	
Location:	Funafuti	
Reports to:	Secretary	

JOB PURPOSE:

To provide support in managing the administrative and operational functions of the ministry.

KEY RESPONSIBILITIES:

1. Provide high-level administrative support to the Secretary and the Deputy Secretary.
2. Provide high-level communication and correspondence as well as high-level information management.
3. Conduct policy research and analysis, and assist in coordinating and organizing meetings, conferences, and events.
4. Provide project and stakeholder management support and act a liaison between the Secretary's office and stakeholders.
5. Provide support in implementing policies and monitoring compliance within the ministry. Ensure strict confidentiality practices and high ethical conduct.
6. Conduct research and undertake special assignments.

MAIN DUTIES AND OUTCOMES: (list duties/tasks and outcomes of the responsibilities listed above)

- 1.1 Assist the Secretary or Deputy Secretary in managing their schedule, appointments, correspondence, and other personnel related matters.
- 1.2 Coordinate meetings, prepare agendas, take minutes, and handle administrative tasks such as filing, document preparation, and record-keeping.
- 2.1 Draft and edit correspondence, reports, and other documents on behalf of the Secretary or Deputy Secretary.
- 2.2 Handle incoming and outgoing communications, including emails, phone calls, and inquiries. Ensure timely and accurate responses to stakeholders.

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- 2.3 Organize and maintain records, databases, and other information systems. Retrieve and disseminate information as required. Ensure data integrity and confidentiality.
- 3.1 Conduct research and analysis on various policy issues relevant to the ministry. Compile and summarize information, identify key trends, and prepare reports or briefings for the Secretary or Deputy Secretary.
- 3.2 Assist in organizing and coordinating meetings, conferences, and events. Prepare meeting materials, coordinate logistics, and communicate with participants. Take minutes and follow up on action items.
- 4.1 Support the Secretary or Deputy Secretary in managing special projects and initiatives. Coordinate project activities, track progress, and provide regular updates. Ensure project deadlines and deliverables are met.
- 4.2 Act as a liaison between the Secretary's office and internal departments, external ministry's, government agencies, and other stakeholders. Establish and maintain effective working relationships and ensure timely communication and collaboration.
- 5.1 Assist in implementing policies, procedures, and guidelines within the ministry. Monitor compliance with applicable laws, regulations, and internal policies. Identify areas for improvement and recommend corrective actions.
- 5.2 Maintain strict confidentiality regarding sensitive information and adhere to ethical standards and codes of conduct. Handle confidential documents and information with discretion.
- 6.1 Conduct research on specific topics and prepare briefing materials for the Secretary or Deputy Secretary. Provide accurate and relevant information to support decision-making processes.
- 6.2 Undertake special assignments or ad-hoc projects as directed by the Secretary or Deputy Secretary. These assignments may involve research, analysis, and coordination.

MANDATORY REQUIREMENTS:

A Bachelor's Degree in Public Administration, Political Science, International Relations, Economics, Business Administration or a related discipline; with at least 3 years' experience in administration and managerial positions within the public service.

Skills and Knowledge:

Strong knowledge of policy development, government operations, and administrative processes.

Excellent organizational, analytical, and problem-solving skills.

Excellent communication skills (Tuvaluan and English).

Ability to work collaboratively and interact with stakeholders at various levels.

Strong decision-making skills.

Ability to handle complex and sensitive issues.

Ability to work independently while supporting the objectives and vision of the Secretary. Good understanding of political processes, public policy, and the functioning of government institutions.

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Familiar with legislative procedures, policy analysis, and the political landscape.
Excellent Computer skills.
Excellent Communication and interpersonal skills.
Agility, Adaptability, and Multi-tasking.
High confidentiality and ethical standards.

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.