

Tuvalu Government – Job Description



Position Title:	Professional Assistant	
Level and Salary:	T1 - T3	\$15,448 - \$29,287
Ministry and Department:	Office of the Prime Minister	Attorney General's Office
Location:	Funafuti	
Reports to:	Attorney General	

JOB PURPOSE:

The Professional Assistant (PA) will be part of the support staff within the AGs Office. The PA is the frontline and backend personnel who will offer the first and last impression of the office to customers, clients and visitors in greeting, directing and assisting them upon their visits and when they depart.

In that respect, the PA will be the voice and face of the office to visitors and clients and the overall administration of the AGs office management.

KEY RESPONSIBILITIES:

1. Management, administration and distributing information within the office
2. In charge of sending and receiving correspondence, as well as greeting clients and customers.
3. Assist in monitoring and recording office expenditures/staff management.
4. Assist office staff with documentation/aside from storing, organising and managing files, assistant may need to type, edit documents for Counsels to proof read.
5. Play the role of a secretariat when required.
6. Planning events such as board meetings and luncheons / include scheduling appointments and preparing presentation materials.

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MAIN DUTIES AND OUTCOMES:

1. Ensure that the office is properly managed and information and communication is well organised.
2. Assist relevant officers with financial expenditures and budget planning.
3. Organise, plan and schedule meetings appointments of the AG or staff within the office.
4. Where required, play the role of secretariat in meetings.
5. Managing communications between the office, its clients and employees by mail, phone, or email.
6. Organise staff meetings, CLEs and trainings.
7. Liaise and work in coordination with legal professionals on awareness programmes, workshops, trainings etc
8. Assist with logistics on events organised by the office.
9. Keep careful filing records, developing a filing system, assisting other employees with projects or research, and making travel arrangements
10. Other administrative duties as required by the Attorney General.

MANDATORY REQUIREMENTS:

Certificate in a relevant field OR has work experience on administrative matters for at least 3 years

DESIRABLE REQUIREMENTS:

Good written and oral communication skills (Tuvaluan and English)
High-level attention to detail and accuracy
Sound Microsoft Office and computer skills/database
Ability to liaise with a range of stakeholders
Sound time management skills
Good secretariat and management skills
Good organizational skills
Good customer service skills
Familiar with Tuvalu's legal system/laws etc
Familiar with the daily operations and functions of the AG's Office
Familiar with the Government's accounting system