



JOB ADVERTSIEMENT

HIGH COMMISSION OF THE REPUBLIC OF FIJI

VACANCY NOTICE

POST: Personal Assistant to the High Commissioner / Research Assistant

Station: High Commission of the Republic of Fiji, New Delhi

Vacancy Number: 01/2017

The High Commission of the Republic of Fiji – New Delhi has a vacancy for a Personal Assistant to the High Commissioner to start ASAP to work in the Mission.

Key Duties and Responsibilities:

- Managing High Commissioner's diary effectively and efficiently. Responding to invitations, liaising with other political and key stakeholders.
- General office/secretarial duties; Dealing with visitors, telephone calls, all general enquiries to the office.
- Managing the office information system, including paper and electronic record-keeping, gift and other registers.
- Responsible for assisting with the organising of programmes for official visitors coming to India.
- Routine tasks on behalf of the wider High Commission including processing of the diplomatic bags.
- Drafting correspondences, diplomatic notes, and other official communications for the High Commissioner and the High Commission.
- Keeping Mission's Registry up to date and filing on daily basis.
- Assisting in drafting speeches and meeting notes, briefs, and taking minutes/records of meetings for the High Commissioner.
- Attending to general immigration and other consular enquiries.
- Compilation of Inward and Outward mails/correspondences including emails on daily basis.
- Undertaking internet research, compiling and circulating current affairs from India and Fiji from the Internet, as and when required by the High Commissioner.

Knowledge and Experience:

- A minimum of two years of relevant experience is required.
- Relevant Degree or Postgraduate Qualifications.

- Excellent communication and influencing skills, including exceptional drafting and proof-reading in English, including records of meetings.
- Strong IT skills using Microsoft software.
- Need to be persistent, pay attention to details and be creative in solving day-to-day problems (e.g. in sorting diary issues);
- Need the motivation to develop a basic understanding of the overall objectives of the High Commission and of its constituent teams.

Skills and Abilities:

- A highly competent worker and ability to manage time well.
- Strong self-organisation, the ability to be flexible and resilient.
- Prioritizing in a fast-paced work environment, assuming responsibility for tasks with minimum supervision and delivering to deadlines.
- Being an excellent team player.
- Possess loyalty and a high level of confidentiality.

Only short-listed candidates will be notified of the date for the interview. If interested, please submit certified Academic Transcripts, three References and resume via e-mail/fax/post to:

High Commission of the Republic of Fiji

C 1/10, Vasant Vihar, New Delhi – 110057

Phone: 011-46564574, Fax: 011-46564573

Email: info@fijihc-india.in

Applications close on 28 July 2017, by 1700hrs.