



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**MINISTRY:** Ministry of Communication and Aviation

**AGENCY:** Civil Aviation Authority of Solomon Islands      **DUTY STATION:** Honiara International Airport

**POSITION NUMBER (HRMIS):** 289-00021

**MINISTRY VACANCY REF:** MCA02/2023

**POSITION TITLE:** Executive Personal Secretary

**POSITION LEVEL:** L7/8

**SALARY RANGE:** \$:1,848.59 - \$2,092.85

**THIS POSITION REPORTS TO:** Director of Civil Aviation

#### THIS POSITION SUPERVISES:

CAASI EPS manages the front office operations and other support office functions to ensure a smooth and orderly office environment is maintained at all times.

### SECTION B - SCOPE OF DUTIES

The Ministry of *Communication and Aviation* is mandated and crucial to promote communication, safety and security in the airport airspace operation and infrastructure that are vital to achieve the sustainability of rural and urban livelihoods and economic development.

Civil Aviation Authority of Solomon Islands as a regulator undertaking safety oversight to promote and achieve a safe and secured standards of operation with integrity and sustainable development of Civil Aviation System in the country as required under the Civil Aviation Act 2008. *That all airports are operational and function with certified requirement by the Civil Aviation Authority Solomon Islands.*

This position will contribute to the technical functions and objectives of Civil Aviation Authority and the Ministry by undertaking the necessary administrative practices that aims at ensuring an effective and well-coordinated front office space and support to the DCA and staff.

### SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Manages CAASI Reception Desk,
- Manages CAASI PABX
- Manages CAASI Filing System
- Coordinates meetings, procurements and events for CAASI
- Other duties as directed by the Director of Civil Aviation

## SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables

1. CAASI's customers and clients are well received and catered for in their queries
2. CAASI's communication system is effective
3. CAASI's filing system is well maintained and updated;
4. The interface between DCA and staff and CAASI and the public is effectively coordinated to support delivery of CAASI functions and maintain sound reputation;
5. Prepare a monthly report to DCA on activities undertaken

## SECTION E – QUALIFICATIONS AND CAPABILITIES

### Mandatory Qualifications

- Diploma in Secretarial and Administrative Studies

### Desirable Qualifications

- Diploma in Finance and Administration with 5 years of experience in a similar role
- Good Leadership and team player;
- Good communication skills and negotiator
- Age 25-37 years

## SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

- KSC1. Having completed a Diploma in Secretarial and Admin Studies
- KSC2. At least 5 years experienced in a secretarial role
- KSC3. Comprehensive and in-depth knowledge and understanding of Front Office Management
- KSC4. Proven experience with File Management, communication and coordination
- KSC5. Competent with use of computer programs ie. MS words, Excel, power point presentation. Etc
- KSC6. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Ethic including high level of work commitments.

## SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: **\$1,848.59**

Annual Salary: **\$48,063.34-\$54,414.10**

- Annual Leave entitlement: 28days
- *Special duty allowance* 32.5%
- *Housing Allowance* 15%

Other Conditions of Service relevant to this position:

- Incentives and increment bonus as per required under the General Orders
- Other entitlement as maybe recommended.

## SECTION H - APPROVAL *(Business use only)*

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*



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**Permanent Secretary/Responsible Officer**

14/6/23

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**Date Approved**

*Additional Comments:*