



RS FORM 2 - JOB DESCRIPTION

SECTION A - POSITION DETAILS

MINISTRY: Ministry of Environment, Climate Change, Disaster Management and Meteorology

DIVISION: Corporate Services

DUTY STATION: MECDM HQ | Honiara

POSITION NUMBER: 299- 00006

MINISTRY VACANCY REF: MECDM 37/2024

POSITION TITLE: Receptionist

POSITION LEVEL: L3/4

SALARY RANGE: \$857.53 - \$1,267.82 fortnightly

THIS POSITION REPORTS TO: Admin officer/Principal Admin Officer

THIS POSITION SUPERVISES: None

SECTION B - SCOPE OF DUTIES

The incumbent will be responsible for providing secretarial services and front line services while at the same time supervise the cleanliness and orderliness of the office.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Receives and greets all visitors and provides assistance as necessary.
- Provides telephone reception services to the staff and assists callers or routes to appropriate staff.
- Performs basic office and clerical duties.
- Enters various data/information into database(s) related to department functions or activities; updates database(s) as needed.
- Formats and type letters, memos, agendas, notices, reports, or other correspondence.
- Organizes and maintains various filing systems.
- Coordinates and schedules appointments, meetings, or reservations at the request of staff.
- Maintains inventory of department supplies.
- Operates and performs routine maintenance of general office duties such as photocopying.
- Carry out any other task/duties as assigned/required by the Human Resources Manager from time to time.

SECTION D - KEY DELIVERABLES/KEY PERFORMANCE INDICATORS

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

- Visitors received a friendly greetings and assistance at all times.
- Callers and visitors are provided with excellent friendly customer services and shown right directions on request.
- Basic office and clerical duties are effectively carried out.
- Data/information and other database(s) are regularly updated.
- Letters are formatted and typed including memos, agendas, notices, reports and other correspondences in an agreed format to clients and stakeholders.
- A proper filing system is established and maintained.
- Appointments, meetings, reservations are scheduled as requested by staff.
- A proper inventory system is established and maintained at all times.
- Photocopy machines and other office equipment are operated to maximise productivity for staff.
- Supervisors are satisfied with completion of additional duties as requested from time to time.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Certificate in Secretarial Studies, Business Administration or a related discipline OR equivalent level of expertise gained from a combination of experience, training or professional accreditation.

Desirable Qualifications

- Preferably a Certificate in Secretarial Studies, Business Administration or Business Finance or related.

Capabilities Required

- Demonstrate Leadership capabilities
- Sound communication & Presentation skills

SECTION F – KEY SELECTION CRITERIA

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

Experience

- A minimum of 2 years' work experience in Finance and Accounting areas or related areas.
- At least 1 year's minimum working in government sector, private sector or similar institution.
- Experience in managing and supervising employees.

Skills and ability:

- Ability to understand and comply with the requirements of the Ministry and its ethics.
- Ability to write succinctly and prepare and present reports
- Excellent oral and written communication skills and a motivated team player.
- Ability to work under pressure and be able to meet strict deadlines.

Knowledge:

- Excellent conceptual and analytical skills and a capacity to think strategically.
- Understanding and a commitment to the provision of reliable services to support the operations of the Human Resources Unit.

Attitude

- Self-motivated and a team player
- Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.

SECTION G - TERMS AND CONDITIONS

a)	Current Level:	3.1
b)	Fortnightly Salary:	\$857.53 per fortnight
c)	Annual Salary:	\$22,295.86 per annum
d)	Annual Leave Entitlement	21 Days per annum
e)	Housing Allowance	20% of basic if not accommodated under SIG Housing or PSRS
f)	Other conditions of service as stipulated in the Agreement of Service on appointment.	

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:

.....
Permanent Secretary/Responsible Officer

14/8/20.
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Date Approved

Additional Comments: