



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**MINISTRY:** Ministry of Justice and Legal Affairs

**DIVISION/SECTION:** Public Solicitor Office

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 292-00081

**MINISTRY VACANCY REF:**

**POSITION TITLE:** Assistant Admin Officer

**POSITION LEVEL:** Level 5/6

**SALARY RANGE:** \$1,345.30- \$1,950.63

**THIS POSITION REPORTS TO:** Senior Admin Officer/ Office Manager

**THIS POSITION SUPERVISES:**

### SECTION B - SCOPE OF DUTIES

The Ministry of Justice and Legal Affairs is mandated to provide a vibrant and robust service to the Agencies for effective, efficient and sustainable justice services to Solomon Islands.

The Public Solicitors Officer supports the Ministry of Justice and Legal Affairs to do this by providing fair and accessible justice system that defends the rights and responds to the diverse needs of disadvantaged people in the Solomon Islands.

This position will contribute to the corporate functions and objectives of the Public Solicitor Office by providing operational and administrative support to the Senior Admin Officer and the Office Manager in ensuring the smooth running of office functions. The position assists in day-to-day administrative operations, procurement activities, logistics, and coordination of office resources, ensuring that the Public Solicitor's Office is efficiently supported both at headquarters and provincial levels.

### SECTION C - KEY DUTIES

This position is required to undertake the following duties:

#### 1. Administrative Support

- Assist the Senior Administrative Officer and Office Manager in coordinating administrative activities and implementing office procedures.
- Maintain accurate records, correspondence, and filing systems (both electronic and manual)
- Support staff travel and logistics arrangements, including accommodation, transport, and allowances.
- Assist in the preparation of administrative reports, meeting minutes, and follow-up actions.

#### 2. Procurement and Logistics

- Support the Senior Administrative Officer in implementing procurement plans in accordance with government procurement guidelines and procedures.
- Facilitate purchase requisitions, quotations, and procurement documentation for review and approval.
- Maintain up-to-date records of suppliers, quotations, and purchase orders.
- Monitor the delivery of goods and services to ensure they meet quality and quantity requirements.
- Coordinate with suppliers and service providers to ensure timely delivery of items and services.
- Support inventory and asset management systems, including tagging, tracking, and reporting.

### **3. Provincial Procurement Support**

- Serve as the focal point for ensuring procurement needs in the province are identified, processed, and delivered in a timely manner.
- Liaise with provincial office staff to consolidate procurement requests and ensure compliance with approved procedures.
- Track procurement timelines and delivery schedules for provincial operations.
- Prepare and submit periodic reports on procurement activities and expenditures for the province.

### **4. Office Operations and Coordination**

- Assist in managing office supplies, utilities, and maintenance of office equipment and facilities.
- Provide administrative support for meetings, workshops, and training activities.
- Support financial processes including petty cash handling and payment requests as delegated.

## **SECTION D - KEY DELIVERABLES**

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

1. Timely and accurate administrative and procurement documentation prepared.
2. Efficient coordination of procurement needs for provincial offices.
3. Up-to-date inventory and asset records maintained.
4. Effective administrative support provided to ensure smooth office operations.
5. Full compliance with SIG public service rules, orders, instructions, codes
6. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **Mandatory Qualifications**

- Diploma in Business Administration, Management, Finance Management, or related field.

### **Desirable Qualifications**

- Bachelor degree in Public Admin and Financial Management, Procurement.

### Experiences:

- At least 2–3 years of work experience in administration, procurement, or office support roles within the public service or similar environment.

### Key Competencies and Knowledge:

- Sound knowledge of government procurement and financial management procedures.
- Strong organizational and coordination skills.
- Excellent communication and interpersonal skills.
- Ability to work under pressure and meet deadlines.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- High level of integrity, accountability, and attention to detail.

## SECTION F - KEY SELECTION CRITERIA

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

**KSC 1.** Possess a relevant qualification in Public Administration, Management, Accounting, or related field with practical experience in administrative or procurement work.

**KSC 2.** Demonstrate sound knowledge of government administrative and procurement procedures.

**KSC 3.** Proven ability to organize, prioritize, and coordinate multiple tasks effectively to meet deadlines.

**KSC 4.** Demonstrate strong written and verbal communication skills and the ability to work well with others.

**KSC 5.** Ability to maintain accurate records and use Microsoft Office applications effectively.

**KSC 6.** Show initiative and problem-solving skills with the ability to work independently when required.

**KSC 7.** 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

**Fortnightly Salary:** \$1,345.30- \$1,950.63      **Annual Salary:** \$34,977.89 - \$50,716.50

**Annual Leave entitlement:** 23 days per annum

**Housing Allowance:** Payable 10% of the Basic Salary if no Housing is provided

## 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**

.....  
**Date Approved**

*Additional Comments:*