



EMBASSY OF THE REPUBLIC OF FIJI, UNITED ARAB EMIRATES
ACCREDITED TO KUWAIT, OMAN, BAHRAIN, JORDAN, QATAR, IRAN AND PERMANENT REPRESENTATIVE TO IRENA

VACANCY – EXECUTIVE ASSISTANT (EA) TO AMBASSADOR – EMBASSY OF THE REPUBLIC OF FIJI

The Embassy of the Republic of Fiji in Abu Dhabi, UAE invites suitably qualified and eligible applicants for the above full time position.

OVERVIEW OF THE FIJI EMBASSY, ABU DHABI

The Fiji Embassy in Abu Dhabi (FEAD) was opened on 2 September 2012 and its role is to extend Fiji's Foreign Policy and promote development co-operation with Middle East and the Gulf countries under its accreditation namely the United Arab Emirates, the Sultanate of Oman, the State of Kuwait, the Kingdom of Bahrain, the State of Qatar, the Islamic Republic of Iran, the Hashemite Kingdom of Jordan and Fiji's Permanent Representatives to the International Renewable Energy Agency (IRENA). The Embassy is Fiji's first in the region which has a population of over 350 million and underscores not only the strategic importance of the region but also our commitment to expand our engagement with the rest of the world, in particular the Middle Eastern and Gulf region. With the closure of the Fiji Embassy in Ethiopia in early 2019, Cabinet endorsed the transfer of responsibilities for Africa, the African Union and UN organizations (UNEP & UN Habitat) over to FEAD.

The overall objectives of the Embassy are aligned to Fiji's National Development Plan (NDP) and global commitments such as the 2030 Agenda for Sustainable Development and the Paris Agreement particularly in the areas of Renewable Energy, Climate Change and Social Development. These objectives percolate into the Embassy's mandate in enhancing trade and commerce particularly 'Fijian Made' products; promote investments from the region to enhance Fiji's economy while providing investors with investment incentives; promoting Fiji through public and cultural diplomacy as well as an attractive tourist destination; facilitate employment opportunities for Fijians in the region by promoting greater participation of Fijians in the large foreign workforce; promote defence cooperation and greater involvement of the countries of the region in the development initiatives of the Pacific Small Islands Developing States (PSIDS). Our presence in the region helps enhance Fiji's quest for global leadership and to further the vision of 'building a better Fiji' through the work of the Mission in Middle East and Africa.

POSITION PURPOSE:

The position is required to provide executive level support to the Ambassador which includes administrative/clerical support, receiving clients and visitors, arranging travel and correspondence, scheduling meetings and translation of communication and correspondences (Arabic to English & Vice Versa).

PARTICULARS OF THE POSITION

Position Level	Executive Assistant to the Ambassador
Salary Range	AED8,000 to AED12,025 per month
Duty Station	Abu Dhabi, UAE

Reporting responsibilities:	
a) Reports to:	Ambassador
b) Liaises with:	All Diplomats
c) Subordinate:	Nil

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties;

1. Provide efficient and professional secretarial support for the efficient and effective operation and functioning of the Ambassador.
2. Ensure all communications, documentations, filing and stores are managed in a timely and appropriate manner.
3. Organize and provide secretarial support for meetings, appointments, events and travel logistics for the Ambassador.
4. Timely recording of all inward and outward correspondence via email, fax, and mails.
5. Perform any other official duties assigned by the Ambassador or Diplomats.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Manage and maintain an effective and efficient records management system to ensure timely access and retrieval of documents; and
2. Build, maintain and sustain professional relations with stakeholders, suppliers and customers through timely communication that enables delivery of activities within agreed time frames.

PERSON SPECIFICATION

To be considered for this role, the applicant must possess a Bachelor's degree in Secretarial Studies, Office Administration or equivalent from a recognized institute with relevant work experience. Word processing knowledge and computer management skills are essential. In addition to this, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

The Knowledge, Experience, Skills and Abilities (KESA) required to successfully undertake this role are:

Knowledge and Experience	Skills and Abilities
<ol style="list-style-type: none"> 1. At least 2-3 years of relevant work experience. 2. Sound knowledge of protocols, office etiquette and organizational skills. 3. Sound knowledge of IT to support the operations of the Embassy. 4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the Embassy. First hand Arabic language, both spoken and written with a good command of English language. 	<ol style="list-style-type: none"> 1. Ability to work under pressure, flexibility, be of character and work as a team. 2. Ability to plan, develop and coordinate multiple tasks/activities, and work additional hours as and when required. 3. Strong interpersonal, communication and writing skills and the ability to work effectively with internal and external stakeholders. 4. Good filing and records management and customer service skills. 5. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment.

PERSONAL CHARACTER AND ELIGIBILITY

Incumbent must be of good character, with a background that demonstrates his/her commitment to provide services. Applicants must be in good health, have a clear police record and must be under the age of 55 years.

The successful applicant will be required to arrange for his/her own logistics and accommodation to, fro and in Abu Dhabi and is also required to provide a medical certificate and police clearance prior to assuming duty.

HOW TO APPLY:

To apply for the above role please provide:

- Application Covering Letter of no more than two pages,
- Recent Curriculum Vitae (CV),
- Certified Academic Transcripts,
- At least three referees (one being either a current or recent supervisor).

Please note that incomplete applications and applicants that do not meet the addressed KESA (Selection Criteria) will not be considered. Only short-listed candidates will be notified of the date for the interview. If interested, please submit your application to:

Mr. Sanaila Laqai, First Secretary, on email firstsecretary@fijiemb.ae

Closing Date of Vacancy: Monday 12 April, 2021 (6.00pm UAE Time).