



MINISTRY OF EDUCATION, SPORTS & CULTURE  
MATĀGALUEGA O Ā'OGA, TA'ALOGA MA AGANU'U

<b>Position Title</b>	<b>Senior Administration Officer</b>
<b>Position Code</b>	<b>EC000170</b>
<b>Supervisor Code</b>	<b>EC000027</b>
<b>Reports to:</b>	<b>Assistant Chief Executive Officer-Corporate Service Division</b>
<b>Immediate Supervisor:</b>	<b>Principal HR/Payroll</b>
<b>Division:</b>	<b>Assistant Chief Executive Officer-Corporate Service Division</b>
<b>Location:</b>	<b>MESC Main Office</b>
<b>Salary Grade</b>	<b>A12/A13 \$33,435 /\$34,438</b>

## PRIMARY OBJECTIVE

The primary objective is managing and administering all vehicle fleet of the Ministry on the daily basis to ensure all Ministry transport and administrative requests/demands are addressed timely and effectively.

## KEY RESPONSIBILITIES

### MANAGEMENT & COORDINATION OF TRANSPORT SERVICES

- Compile all divisions' official requests (visits) and produce weekly schedule to guide the use of vehicles on the daily basis. Also allocate responsible drivers for each request for proper and smooth implementation.
- Complete all paper works granting approvals for the use of all vehicles for official visits external from the Main office (Malifa). This also covers for Overtime conducted by any divisions endorsed by the CEO.
- Advise the Principal HR/Payroll and ACEO-CSD regarding any changes in schedules or any related issues to the distribution of vehicles to each division's requests.
- Ensure all proper checks conducted by drivers are effectively and honestly done to measure the drivers' performances.
- Deals with internal and external communication from the Staff regarding transport requests on the daily basis. For instance: pick from meetings, catering of official meetings and others.
- Check all the travel equipment and help in keeping all of it in the best possible working condition.
- Conduct inspection on all vehicles if any damages and report any Irregularities as per MOF process.
- Ensure that the logistics and the pick -up functions are performed properly by communicating with the management team on regular basis.
- Assist the Principal HR/payroll to monitor the movement of all vehicles using GPS systems in place to ensure the proper use of government vehicles.



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### **MAINTENANCE OF ALL VEHICLE FLEETS**

- Responsible in processing all paper-work to ensure all vehicles are insured. Liaise with Insurance Providers regarding insurance of policies of all vehicles and renewal as well on the yearly basis. Further, liaising with insurance providers regarding any Irregularities or damages to vehicles to be fixed timely.
- Ensure and process all paper-work on the registration of ALL vehicles as per LTA regulation on the yearly basis.
- Responsible in monitoring vehicles and report any technical problems relating to all vehicles. This includes finding quotes, seeking advice from technicians and ensures these are addressed immediately.
- Conduct Monthly Fuel Consumption report and inform the Principal HR-Payroll on any occurring issues. This involves the reconciliation of our monthly report with the MOF fuel monthly report to ensure there are no discrepancies existed.

### **DEBT RECOVERIES MANAGEMENT**

- Assist the Payroll Team to oversee MESC portfolio of age debtors by following up fortnightly payments are deducted from outstanding debts
- Contact debtors regarding outstanding debts and set repayment plan
- Assist the Payroll on strategic plans on how to minimize salary overpayments for the Ministry
- Collect outstanding debts from clients and achieve collection ensure government monies
- Maintain debtor's report by updating ensure that the debt status is accurate and latest.
- Develop reports on aged debt accounts to identify delinquent debts and take necessary action to recover the debts.
- Liaise with Legal Team regarding strategies to avoid legal issues and follow legal requirements during debt collection to recover salary overpayments and ensure provision for doubtful debts are recovered

### **ADMINISTRATIVE SUPPORT;**

- Provide administrative support during National Examination Preparation. This includes managing the vehicle fleets, allocation of routes and ensures the daily operation is smoothly done.
- Assist the HR Team to coordinate trainings and workshops for the Corporate Services
- Liaise with Records Management team on Urgent mails that concerns both internal and external
- Lead and provide coaching to all drivers to ensure they stay motivated.
- Sound knowledge of Workplace Health & Safety policy
- Assist in driving and transporting Staff when needed.



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**Core Competencies/Selection Criteria**

*To effectively and efficiently perform in this role, you must possess/demonstrate the following competencies:*

<b>SKILLS &amp; ABILITIES</b>	<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Demonstrate an open mind attitude when assessing a wide range of issues and impacts within a defined context</li> <li>• Understands theoretical side of matters and application in practical situations on arising issues where relevant</li> <li>• Undertakes impartial research and being able to apply analytical thinking in assessing the pros and cons of a situation based on documented proof and rules.</li> </ul>
	<b>Building Relationships</b>	<ul style="list-style-type: none"> <li>• Client focused, understands, facilitates and commit to effective service delivery</li> <li>• Support and sustains relationships within the organization and across the public service</li> <li>• Support team work and building relationships through constant knowledge sharing, discussions and ideas with team members to maintain morale</li> <li>• Promotes the purpose of the organization through networking and reciprocal sharing of authorized information with clients and the wider public.</li> </ul>
	<b>Achieving and Delivering results</b>	<ul style="list-style-type: none"> <li>• Understands and appreciates the organisation's direction, through the implementation of set work tasks towards the achievement of divisional objectives</li> <li>• Demonstrates enthusiasm and passion in work tasks to motivate others in the timely delivery of work results</li> </ul>
	<b>Communication and Presentation skills</b>	<ul style="list-style-type: none"> <li>• Communicates clearly in written and verbal</li> <li>• Correspond, convey and report in sequential order information and work related matters to minimize misinterpretation</li> <li>• Understands key issues and being able to apply and convey judgment for convincing and balanced rationale.</li> </ul>
<b>PERSONAL ATTRIBU</b>	<b>Commitment and personal drive</b>	<ul style="list-style-type: none"> <li>• Work effortlessly in any circumstances.</li> <li>• Committed to the work, team and organization by cooperating in team activities and valuing the input of staff at every level.</li> <li>• Work together to achieve a common purpose.</li> </ul>



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	<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Acts with integrity at all times</li> <li>• Demonstrates precision in work operations and being able to explain own actions</li> <li>• Role models professionalism, and objectivity in approach to sensitive matters.</li> <li>• Present authorised information where needed.</li> </ul>
	<b>SPS Values</b>	<ul style="list-style-type: none"> <li>• Familiar with the Code of Conduct.</li> <li>• Role models the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness</li> </ul>
<b>EXPERIENCE</b>	<b>Experience, Knowledge and Past Work Performance</b>	<ul style="list-style-type: none"> <li>• At least 3 years of proven work experience in Administration (Transport Administration, Finance, HR or related area)</li> </ul>
<b>QUALIFICATION</b>	<b>Formal Qualification</b>	<ul style="list-style-type: none"> <li>• Minimum qualification of a Bachelor degree in Public Administration and Management or related discipline from a recognised university.</li> </ul>