FIJI ASSOCIATION OF SPORTS & NATIONAL OLYMPIC COMMITTEE

# JOB DESCRIPTION

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| **POSITION TITLE** | ADMINISTRATIVE OFFICER |
| **Reports to** | Corporate Services Manager |

## ORGANISATIONAL BACKGROUND

The Fiji Association of Sports & National Olympic Committee (FASANOC) is an independent, charitable organisation responsible for providing support and resources to enable Fijian athletes to achieve at the highest levels of their sport and to excel at Olympic, Commonwealth and the Pacific Games.

FASANOC is affiliated to the International Olympic Committee (IOC), the Commonwealth Games Federation (CGF) and the Pacific Games Council (PGC).

*Vision* Inspiring Fiji through Sport
*Mission* Enhancing Sports through Collaboration and Learning
*Values* Excellence, Respect, Integrity and Commitment

We are committed to athlete engagement and advocacy.
We are committed to preparing and selecting the best Team to represent Fiji.

## POSITION PURPOSE

To provide efficient, professional and well-organised administrative support to FASANOC and ensure the effective day-to-day operation of its office, corporate administration systems, meetings, records, facilities and logistical requirements.

The Administrative Officer is responsible for office and reception administration, corporate records and correspondence, meeting coordination, travel and logistics, facilities and property administration, routine human-resources administration and administrative support for formal governance activities.

The role also serves as the Secretariat for FASANOC Commissions, providing consistent administrative support to ensure Commission meetings, documentation, minutes, communications, action registers and follow-up processes are professionally managed and appropriately recorded.

The Administrative Officer supports the Corporate Services Manager in maintaining effective administrative and governance-support systems while ensuring matters requiring management, policy, financial or governance decisions are referred to the appropriate Manager, CEO-SG, Board member or Commission member.

## FUNCTIONAL RELATIONSHIPS

**Internal relationships:** Corporate Services Manager; CEO-SG; Executive Board; Finance Officer; Department Managers and Officers; FASANOC Commission Chairs and members; Board Committees and Sub-Committees; FASANOC staff and volunteers.

**External relationships:** National Federations; Government ministries and agencies; suppliers and contractors; travel and accommodation providers; property tenants and guests; maintenance and service providers; training providers; visitors and other stakeholders relevant to FASANOC's administrative operations.

## KEY RESPONSIBILITIES

| Responsibility Area | Key Responsibilities |
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| **Office Administration & Reception** | Coordinate the day-to-day administration of the FASANOC office and ensure administrative processes operate efficiently. Manage reception, telephone and general email enquiries; receive and assist visitors; direct enquiries to appropriate staff; maintain office calendars and shared administrative schedules; coordinate routine internal communications; and provide general administrative support across the Secretariat. |
| **Records, Filing & Correspondence** | Maintain structured electronic and physical filing and records-management systems; ensure corporate records are accurately filed, accessible and appropriately secured; maintain registers and administrative databases; draft, format and proofread correspondence, reports and other documents; maintain records of incoming and outgoing correspondence; and support the proper custody and archiving of organisational documents. |
| **FASANOC Commission Secretariat** | Provide Secretariat support to FASANOC Commissions. In consultation with Commission Chairs and relevant staff, maintain annual meeting calendars; schedule meetings; issue meeting notices; prepare and circulate agendas, papers and supporting documentation; coordinate attendance and meeting logistics; record and prepare accurate minutes; maintain Commission records and action registers; circulate decisions and actions; monitor agreed follow-up dates; and follow up outstanding actions. Facilitate routine communication between Commission members and the Secretariat and escalate matters requiring action or decision to the appropriate staff member, Commission Chair or member, CEO-SG or Board representative. Maintain Commission membership, Terms of Reference and other governance records as required. |
| **Board & Corporate Governance Meeting Support** | Support the Corporate Services Manager with the administrative requirements of Executive Board meetings, the Annual General Assembly and other formal governance meetings. Coordinate meeting dates, venues, attendance, catering, technology and documentation; assist with compilation and circulation of meeting packs; maintain attendance and meeting records; prepare minutes or action records where assigned; and assist with follow-up and filing of approved governance documentation. Governance accountability and responsibility for Board reporting remain with the Corporate Services Manager and CEO-SG. |
| **Meeting, Workshop & Event Logistics** | Coordinate administrative and logistical arrangements for corporate meetings, workshops and organisational activities, including venues, catering, accommodation, participant communication, meeting materials and equipment. Provide corporate-services support to NF workshops, the Annual General Assembly, Sports Awards, Hall of Fame activities, Olympic Day and other FASANOC activities when required, without assuming ownership of programme delivery or Team Fiji Games operations. |
| **Travel & Accommodation Coordination** | Coordinate approved domestic and international travel arrangements for staff, Board members, officials and other authorised persons; arrange flights, accommodation, ground transport and itineraries; maintain travel records; provide required documentation and logistical information; and liaise with the Finance Officer regarding approved payments and financial documentation. |
| **Human Resources Administration Support** | Support the Corporate Services Manager with routine HR administration, including maintaining personnel and leave records, recruitment and interview logistics, onboarding documentation, induction arrangements, staff records, performance-review administration and other employment documentation. Maintain confidentiality of personnel information and refer employment or HR-policy decisions to the Corporate Services Manager. |
| **Office Supplies, Procurement &** | Monitor office supplies and administrative requirements; maintain inventories; coordinate requests for quotations and routine supplier liaison; prepare purchasing |

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| **Suppliers** | information and supporting documentation in accordance with approved procedures; and liaise with the Finance Officer on purchase orders, payments and financial records. Maintain records of suppliers, service arrangements and administrative contracts as required. |
| **Facilities & Property Administration** | Coordinate routine maintenance and facilities requirements for the FASANOC office and other FASANOC-operated properties; maintain maintenance schedules and service records; liaise with contractors and service providers; report significant maintenance or asset issues to the Corporate Services Manager; coordinate access, keys and security arrangements; and support the effective operational management of organisational facilities. |
| **Suva Apartments Administration** | Administer the operational aspects of the Suva Apartments booking and occupancy system; receive and process booking requests; maintain booking, occupancy, tenant and guest records; coordinate check-in and check-out arrangements; respond to routine tenant and guest enquiries; coordinate maintenance, cleaning and service requirements; and provide relevant booking and occupancy information to the Corporate Services Manager and Finance Officer. Financial invoicing, receipting, debtor management and financial reporting remain the responsibility of the Finance function. |
| **Assets, Fleet & Administrative Registers** | Maintain operational records relating to office equipment, keys, access cards, vehicles and other assigned organisational resources; coordinate vehicle bookings, maintenance schedules and operational records; assist with periodic physical asset checks; and provide information required by Finance for maintenance of the formal Fixed Asset Register. |
| **Administrative Systems & Continuous Improvement** | Support implementation of approved administrative policies, procedures and systems; maintain administrative calendars, registers, templates and standard forms; identify opportunities to improve administrative efficiency and record-keeping; and assist the Corporate Services Manager with implementation of improved office and corporate systems. |
| **Corporate Contribution** | Maintain confidentiality, professionalism and discretion; uphold FASANOC's values; provide responsive service to internal and external stakeholders; promote accountability and transparency in the administration of organisational resources; represent FASANOC when authorised; support organisational activities when reasonably required; and undertake other duties reasonably related to the role as directed by the Corporate Services Manager or CEO-SG. |

## COMPETENCY AND ATTRIBUTES

The Administrative Officer should demonstrate:

**Administration and office-management capability:** Strong practical ability in office administration, records management, correspondence, scheduling, logistics and maintaining efficient administrative systems.

**Secretariat and meeting-management capability:** Ability to coordinate formal meetings, prepare agendas and meeting papers, record clear and accurate minutes, maintain action registers, manage follow-up and preserve appropriate governance records.

**Records and information management:** Strong attention to detail and the ability to maintain accurate, structured and confidential electronic and physical records, registers and databases.

**Organisation and delivery:** Strong planning, time-management and follow-up skills, with the ability to coordinate multiple meetings, deadlines, stakeholders and administrative priorities simultaneously.

**Communication and stakeholder service:** Professional written and verbal communication skills and the ability to interact effectively with Board and Commission members, staff, National Federations, suppliers,

tenants, visitors and other stakeholders.

**Digital capability:** Competence in Microsoft Word, Excel, PowerPoint, Outlook and electronic document-management and meeting systems, with the capacity to learn and use other administrative technologies.

**Confidentiality and judgement:** Ability to handle confidential organisational, governance, employee and stakeholder information appropriately; exercise sound judgement; understand the limits of delegated authority; and escalate matters requiring management or governance decisions.

**Professional attributes:** Accountability, reliability, initiative, discretion, integrity, attention to detail, customer focus, problem-solving ability, adaptability and the ability to work effectively under pressure as part of a collaborative Secretariat team.

**Qualifications**

- A Diploma or Bachelor's Degree in Business Administration, Office Administration, Management, Human Resource Management or a related field.
- Relevant training or certification in office administration, records management, secretarial services or computer applications will be an advantage.

**Experience**

- At least two to three years of relevant experience in office administration, secretarial services, corporate administration or a similar role.
- Experience in managing office operations, correspondence, filing systems and administrative records.
- Experience in coordinating meetings, preparing agendas, recording minutes and maintaining action registers.
- Experience in organising travel, accommodation, meetings, workshops and other logistical arrangements.
- Basic knowledge of human resources administration, including staff records, leave management and recruitment coordination.
- Experience in dealing with suppliers, contractors, service providers and external stakeholders.
- Experience in using Microsoft Office applications, particularly Word, Excel, PowerPoint and Outlook.

**Additional requirements**

- Excellent organisational, time management and communication skills.
- Strong attention to detail and ability to maintain confidential records.
- Good written and verbal communication skills.
- Ability to multitask, meet deadlines and work under pressure.
- Professional attitude, reliability, integrity and willingness to learn.
- Ability to work effectively with staff, Board members, National Federations and external stakeholders.