

JOB DESCRIPTION			
PA TO CEO			
Department:	Executive Office	Date Prepared:	November, 2025
Location:	Level 6, Civic Tower, Suva	Prepared by:	Human Resources
Incumbent:	Siteri Tagilala	Approved by:	Chief Executive Officer
Reports to:	Chief Executive Officer		
Internal Relationships:	Investment and Trade Promotion team, Investment Facilitation team, Human Resources, Marketing and Communications, Information Technology team, Regional & Trade Development Team		
External Relationships:	Ministries and Government departments, IF Board Directors, Local and International Stakeholders		
Authorities:	N/A		
Support Staff:	N/A		
Procedures, Policies & Guidelines:	People and Culture Policy, IT Policy, Finance Manual, Service Guarantee guideline		
Position Description:	The Executive Personal Assistant will be required to handle all the administrative function related to CEO's office and provide interactive support between the CEO's Office and internal/ external stakeholders		

KEY RESULT AREAS (Distinct areas that contribute most to position performance)	SPECIFIC ACTIVITIES/TASKS (Specific activities/tasks that contribute towards achieving the performance of the KRA)
SCREENING ENQUIRIES AND INFORMING CEO	<ul style="list-style-type: none"> • Answer and screen all phone call enquiries coming to the CEO before transferring the call to the CEO's office. • Attend all uninformed walk-in enquiries and analyze the possibility of a meeting with the CEO. • Take messages from all internal / external stakeholders when CEO is not available and revert back to the enquirer after discussing with CEO. • Divert all enquiries that are not directly related to the CEO's office to other departments and ministries. • Keep a record of visitors who visit the CEO's office with date, name, contact details and reason for the visit.
KEEPING AN UPDATED MEETING / EVENTS DIARY FOR CEO AND CHAIR	<ul style="list-style-type: none"> • Record and update on all appointments and meetings that the CEO is scheduled to attend. • Send reminders to CEO and Chairperson for any upcoming meetings and events. • Upon discussion, organise outside meetings, venue and time. • Note all the participants of the meeting and send agenda for the meetings.
ORGANISING MEETINGS, WORKSHOPS AND EVENTS BOTH LOCALLY AND OVERSEAS	<ul style="list-style-type: none"> • Organise the refreshments and venue of the events locally. • Liaise with other ministry Secretaries and PAs with any upcoming events and Investment Fiji's need for participation. • Send meeting calendars and reminder emails to all the meeting participants. • Take the minutes of the meeting. • Do transport /travel bookings, accommodation booking, organise Per-diem and do requisition memo for the appropriate payment to be organized for confirmation of bookings for CEO, Chairperson and the Board.
HANDLE BOARDROOM BOOKINGS	<ul style="list-style-type: none"> • Keep a diary of all boardroom bookings. • Advise the availability and capacity of the seating of the Boardroom. • Ensure that the Boardroom is kept clean, well maintained and all multi- media, communication devices and equipment are in good working condition.

<p>OTHER ADMINISTRATIVE DUTIES</p>	<ul style="list-style-type: none"> • Ensure that the Executives office is kept clean, organized and has good supply of stationery and equipment. • Arrange for the daily newspaper to be delivered to the CEO's desk every morning. • Helping the CEO carry out background research, source for information and present findings when called upon. • Proper filing, data management and maintaining office systems. • Send emails on behalf of the CEO. • Do printing, photocopying and typing for the CEO when required. • Put in and take out correspondence from CEO office after approval and restrict unauthorized entry to , CEO's & Chairperson's Office. • Assist the respective departments in organising events, etc when the need arises. • Maintain the Gift registry as per People & Culture Policy. • Ensure that the Boardroom is prepped prior to any meetings in relation to CEO/Chairperson.
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KEY SELECTION CRITERIA:	
QUALIFICATIONS:	
Essential	Desirable
<ul style="list-style-type: none"> • A Diploma in Office Administration or related field. 	<ul style="list-style-type: none"> • A Degree in Office Administration or related field.
KNOWLEDGE/EXPERIENCE:	
Essential	Desirable
<ul style="list-style-type: none"> • At least 2 to 3 years of experience in a similar role in a professional setting and medium to large organization structure. • Excellent organizational and time management skills. • Strong written and verbal communication skills. • Proficiency in Microsoft Office suite. • Polite and Service oriented person. 	

KEY SKILLS/ATTRIBUTES/COMPETENCIES	
Competencies	Skills
Customer Service	<ul style="list-style-type: none"> • Professionalism. • Courtesy • Helpfulness • Good command of English.
Organisation	<ul style="list-style-type: none"> • Task management. • Multi-tasking. • Visitor management. • Understanding and appreciation of different culture.
Working Knowledge	<ul style="list-style-type: none"> • Ability to work independently. • Positive work relationship. • Professional demeanor. • Calendar management. • Organisation and attention to detail. • Document management. • Correspondence management.
Awareness	<ul style="list-style-type: none"> • Strong work ethic.

Values: Transparency, Reliability, Accessibility, Communicative, Effective, Responsiveness

Change to Job Description:

From time to time, it may be necessary to change the Job description as per changing operational needs. Investment Fiji may initiate the changes as it deems necessary.