

POSITION TITLE	ADMINISTRATIVE OFFICER
Department/Section	FINANCE & PROPERTIES
Reports to	FINANCE & ADMIN MANAGER
Strategic Pillars	Pillar 3: Strategic Collaboration Pillar 4: Operational Sustainability
Date	JANUARY 2025

ORGANISATIONAL BACKGROUND

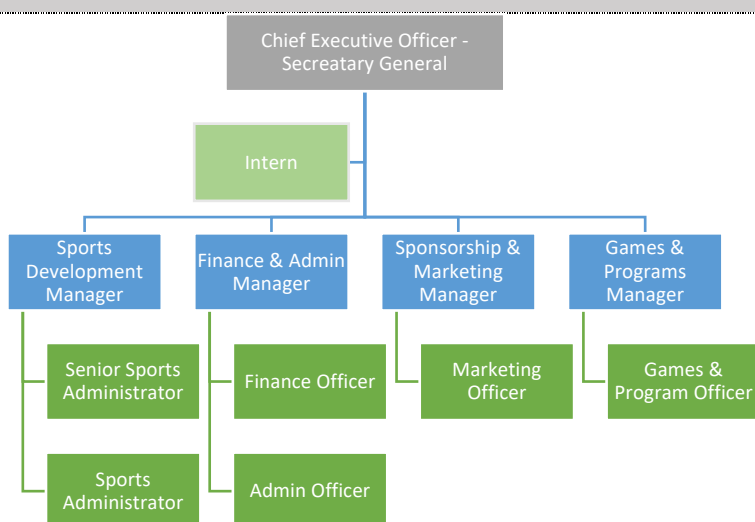
The Fiji Association of Sports & National Olympic Committee (FASANOC) is an independent, charitable organisation responsible for providing support and resources to enable Fijian athletes to achieve at the highest levels of their sport and to excel at Olympic, Commonwealth and the Pacific Games.

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.

ORGANISATIONAL CHART



POSITION PURPOSE

This role is responsible and accountable for the day-to-day administration of the FASANOC office, including managing the Suva Apartments booking system, coordinating facilities maintenance, and ensuring the smooth operation of all administrative functions to support FASANOC's strategic objectives.

FUNCTIONAL RELATIONSHIPS

INTERNAL

CEO-SG
Department Managers/Officers
Volunteers
FASANOC Commissions

EXTERNAL

National Federations
Government Ministries and Departments
Training Providers
Visitors

KEY RESPONSIBILITIES

OPERATIONAL RESULTS

Office Administration

- Coordinate and implement office procedures to ensure a smooth and efficient workflow.
- Schedule and organize meetings, manage calendars, and facilitate communication between departments.
- Maintain records, databases, and filing systems (physical and electronic) to ensure easy retrieval of documents.
- Draft, proofread, and format correspondence, reports, and other documents.
- Act as the first point of contact for internal and external inquiries, managing phone calls, emails, and walk-in visitors.
- Manage the reception area, providing information and notifying relevant staff of visitor arrivals.
- Monitor and manage office supplies inventory, place orders, and maintain relationships with suppliers.
- Coordinate travel arrangements, accommodation bookings, and itineraries for FASANOC staff and officials.
- Manage the issuance of access passes, keys, and security cards.
- Manage vehicle fleet schedules, maintenance logs, and fuel records.
- Assist with human resources administration, including maintaining leave records and supporting staff onboarding.

Suva Apartments Administration & Booking System

- Manage the Suva Apartments booking system, including receiving, processing, and confirming reservations.
- Coordinate check-in and check-out procedures for Suva Apartments guests and tenants.
- Maintain and update the Suva Apartments occupancy schedule, tenant records, and guest registers.
- Handle tenant and guest inquiries, complaints, and requests in a professional and timely manner.
- Prepare and issue invoices for Suva Apartments rentals and services.
- Follow up on outstanding payments from Suva Apartments tenants and guests.
- Coordinate maintenance and repair requests with relevant service providers.
- Ensure Suva Apartments are well-maintained, clean, and equipped with necessary amenities.
- Team Fiji Support
- Provide administrative support for Team Fiji preparations and activities.

JOB DESCRIPTION

	- Perform other work-related ad hoc duties as may be requested by the Finance & Admin Manager and the CEO-SG from time to time.
MANAGEMENT RESULTS	- Assist with the preparation of the annual administrative budget. - Assist with the management of Suva Apartments operations, including occupancy targets and tenant relations. - Assist with the development and implementation of administrative policies and procedures. - Assist with human resources management, including recruitment coordination and staff records. - Manage the maintenance schedule for FASANOC's properties and facilities. - Manage the procurement and inventory of supplies for FASANOC and Suva Apartments. - Manage the Fixed Asset Register in coordination with the Finance Officer. - Supervise and coordinate support staff (cleaners, security, maintenance personnel). - Undertake other duties directed by the Finance & Admin Manager and/or the CEO-SG.
CORPORATE EVENTS	Assist with all NF workshops and activities Assist with all Team Fiji events. Assist with the Olympic Day celebrations Assist with Sports Awards, Fiji Hall of Fame, Annual General Assembly and Board of Management meetings, Christmas Cheer and other events. Coordinate logistics, venue setup, accommodation, catering, and materials for events.
CORPORATE CONTRIBUTION	Represent FASANOC as and when required. Ensure accountability and transparency in the administration of FASANOC resources and assets. Ensure FASANOC and its programs are presented with a strong and positive image. Uphold the values of FASANOC in all interactions with stakeholders.

COMPETENCY AND ATTRIBUTES

1. Business 2. Customer/Supplier 3. People 4. Professional	- Strategic Development, Business Performance, Planning, Resource Management - Information Analysis, Documentation, Stakeholder Commitment, Commercial Focus - Promotion, Organizational Values, Relationship Builder - Leadership, Problem Solving, Compliance, Health & Safety - Excellent communication skills (written and verbal) - Able to perform under pressure and manage multiple priorities - Be proactive and willingness to take action independently - Strong organizational and time management skills - Good work ethic and attention to detail - Basic proficiency in MS Excel, MS Word, and PowerPoint
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JOB DESCRIPTION

	- Ability to work in diverse, challenging environments with a focus on inclusion and equity
1. Behavioral 2. Interpersonal 3. Thinking	- Accountable, Achiever, Enthusiastic, Reliable - Empathetic, Forthright, Perceptive, Self Sufficient and Assured, Customer-focused - Challenger, Decisive, Holistic Thinker, Well Organized, Problem Solver

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment. These changes may be initiated by the President and Executive Board with due consultation and agreement between the relevant parties. The position description may be reviewed as part of the preparation for performance planning for the annual performance review.

ACKNOWLEDGEMENT

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EMPLOYEE (NAME)

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SIGNATURE

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DATE

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LINE MANAGER

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SIGNATURE

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DATE