

## **SAMOA QUALIFICATIONS AUTHORITY**

### **JOB DESCRIPTION**

**POSITION TITLE:** Administration Officer  
**DIVISION:** Corporate Services Division  
**GRADE:** O1  
**SALARY RANGE:** O1 \$28,377.00 p.a.  
**RESPONSIBLE TO:** ACEO Corporate Services through the Principal  
Administration/Human Resources Officer

#### **PRIMARY OBJECTIVES:**

To provide efficient and effective administrative support services to the Corporate Services; work closely with the Senior Administration Officer in the development and maintenance of the SQA Central Filing system, receipting, transmittal, dispatching, filing the office correspondence to ensure the safety of SQA information and records.

#### **KEY RESPONSIBILITIES AND DUTIES:**

1. Work collaboratively with the Senior Administration Officer in the development and maintaining the SQA Central Filing system for all correspondence and relevant documents and ensure confidentiality of all records;
2. Responsible for the daily clearing of the inward and outward correspondence to and from the Office of the CEO and the Offices of the Executive Management Team;
3. Assist in managing the flow of communication, incoming and outgoing information, correspondence for the CEO including those between the Office of CEO, Minister's Office, Board, SQA stakeholders and the public;
4. Ensure the staff personal files, confidential files, vacancy files and other staffing matters are updated and safely kept confidentially;
5. Update the Filing Index and provide reports to the Senior Administration Officer for recommendation to the Principal Administration and Human Resource Officer on an annual basis;
6. Assist in ensuring stationery and equipment supplies are adequate for the Central Filing and Records Room;
7. Assist the Senior Human Resource Officer in distributing the staff's leave balances and records;
8. Maintain confidentiality and sound judgment in all aspects of the job;
9. Assist in allocation of transport for the staff in the absence of the Senior Administration; (suggest to remove and move under PAHRO's JD if its necessary).
10. Responsible for staff pay slips and confirmation letters;
11. Maintain office supplies by checking inventory and order items;
12. Responsible for the in-house maintenance and ensure that Occupational Health & Safety Policies are compiled by.
13. Any other duties required by the ACEO Corporate Services.

**SELECTION CRITERIA:**

1. Minimum qualification of a Bachelors Degree in Administration, Management, Business or relevant field. *(Essential)*
2. Demonstrated records management, administrative, secretarial and planning and policy drafting skills. *(Essential)*
3. Computer proficiency in Microsoft applications. *(Essential)*
4. Proficiency in written and oral communications in both Samoan and English. *(Essential)*
5. Demonstrated good interpersonal and public relations and customer service skills with a willingness to work as part of the team. *(Essential)*
6. A well organized and methodical approach to work; able to multi-task, prioritize and manage time, even when under pressure. *(Highly Desirable)*
7. Ability to demonstrate sound judgment, confidentiality, adaptability, innovativeness with a pleasant personality and willingness to learn. *(Highly Desirable)*
8. Understanding of Legislation, Policies and Plans guiding SQA's work. *(Highly Desirable)*