



POSITION DESCRIPTION: Dispatch Clerk

CORPORATE INFORMATION

Salary Range: \$21,978.84 - \$24,868.55

Reporting Responsibilities:

- a. **Reports To:** CSO FIN/Assistance Staff Office Accounts
- b. **Liaises with:** RFMF staff, stakeholders and Government Departments.

POSITION PURPOSE

To ensure that all accounts mails and correspondence received and dispatch are recorded in Mail Register.

KEY DUTIES

1. Receiving mails for accounts
2. Entering payment voucher received from units
3. Dispatching all accounts mails and correspondence
4. Bank Lodgement
5. Any other duties assigned by CSO FIN

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely and accurate Dispatching of Mails and Correspondence.
2. Ensure that all copies are filed and properly kept for future reference.
3. Timely and accurate delivery of customer services with compliance to all regulations.
4. Provide timely support and assistance to other staffs when assigned by immediate supervisor.
5. Adherence to all Fiji Military Forces code of conduct and its rules and regulations.

PERSON SPECIFICATION

Bachelor's Degree in Commerce, Finance, Accounting, Public Administration or equivalent with excellent results in English writing. Excellent computing skill/ literacy in computing applications and Microsoft suite.

Knowledge and Experience:

- At least 3 years work experience in similar role either in corporate or public environment
- Understanding of Government general administrative practices, and code of conduct.

Skills and Abilities:

- Demonstrate ability to work as member of a team with minimum supervision
- Effective communications skills
- Advance knowledge and efficient with MS Excel and other MS Office

- Service oriented approach with a commitment to supporting the operational/corporate environment of the RFMF.
- Highly developed interpersonal skills
- Responds to request for information or assistance.
- Demonstrate the ability to work within a team environment
- Demonstrate the ability to follow instructions and meet set deadlines when under pressure.

Personal Character

- Applicants for employment to the Fiji Military Forces must be of good character, and demonstrate their commitment to the service values of the Fiji Military Forces. Applicant must also be a Fijian citizen, under the age of 55, in sound health with clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.