

## JOB DESCRIPTION

<b>Incumbent Name:</b>		<b>Emp No:</b>	
<b>Job Title:</b>	Executive Officer/ Board Secretary	<b>Position Type:</b>	Fulltime
<b>Department:</b>	Operations & Corporate Services	<b>Salary scale:</b>	Band 5
<b>Location:</b>	Suva	<b>Region</b>	Central Eastern
<b>Directly Reporting To:</b>	1. Manager Operations & Corporate Services 2. General Manager People, Culture & Corporate Services & General Manager Regulations 3. Chief Executive Officer 4. FCCC Board	<b># of Reports:</b>	NA

### Organization Summary

The Fijian Competition & Consumer Commission (FCCC) is an independent statutory body established under Section 7 of the FCCC Act 2010 that promotes effective competition and informed markets, encourages fair trading, protects consumers and businesses from restrictive practices, controls prices of regulated industries and other markets where competition is lessened or limited.

### Purpose & Nature of the Role

The Executive Officer / Board Secretary is responsible for providing principal governance, secretariat, and executive coordination support to the FCCC Board, its standing committees, and the Chief Executive Officer. The role exists to protect and strengthen the integrity, effectiveness, and procedural soundness of the Commission's governance processes by ensuring that Board and committee business is managed in a timely, accurate, compliant, and well-coordinated manner. It supports high-quality decision-making through disciplined agenda management, effective paper flow, accurate records, action tracking, governance advice, and confidential executive support on priority institutional matters.

The role has substantial responsibility for governance administration, procedural quality, confidentiality, and executive support. The role has both strategic and operational importance. Strategically, it contributes to Board effectiveness, governance discipline, institutional continuity, and sound compliance practice by promoting high standards in Board processes, documentation, and follow-through. Operationally, it manages the full cycle of Board and committee administration, including annual calendars, agendas, meeting documentation, minutes, registers, resolutions, action monitoring, and related executive coordination tasks. The role requires discretion, maturity, attention to detail, confidence in dealing with senior stakeholders, and the ability to manage sensitive and time-critical matters with professionalism and sound judgement.

## Key Result Areas (KRA's)

- Board and committee papers circulated within approved timelines and to the required quality standard.
- Minutes, resolutions, and action registers completed accurately and within required turnaround times.
- Demonstrated compliance with applicable Board Charter, governance procedures, and statutory support requirements.
- Effective tracking and reporting of Board and committee actions, with clear escalation of overdue or high-risk items.
- Strong quality assurance of Board submissions, resulting in reduced rework and improved decision-readiness.
- Well-maintained governance records and registers, with high standards of confidentiality, accessibility, and control.

## Key Accountabilities

- Plan, coordinate, and manage the end-to-end secretariat function for the Board and its committees, including annual meeting schedules, notices, logistics, agendas, papers, resolutions, and follow-up actions.
- Coordinate the timely receipt, quality review, formatting, and circulation of Board and committee papers, ensuring submissions meet required standards of completeness, clarity, and decision-readiness.
- Prepare accurate minutes, maintain formal records of resolutions and decisions, and operate an effective action-tracking process to monitor implementation and report on outstanding items.
- Provide sound procedural guidance to the Board, committees, Executive Management, and paper authors on governance requirements, meeting protocols, approvals, conflicts management, and applicable internal rules or instruments.
- Maintain secure, complete, and accessible governance records, registers, correspondence, and archival documentation in accordance with approved standards and confidentiality requirements.
- Support compliance with relevant charter, policy, and governance obligations by monitoring key requirements, maintaining records, and escalating material risks or procedural gaps where required.
- Coordinate induction arrangements, briefing materials, and ongoing administrative support for Board members to promote continuity, readiness, and effective participation in governance processes.
- Provide high-level executive support to the Chief Executive Officer on governance matters, priority correspondence, confidential documentation, and strategic coordination requirements linked to Board and committee business.
- Serve as a central coordination point for communication between the Board, Executive Management, internal business units, and authorized external stakeholders on governance and decision-process matters.
- Identify and implement improvements to governance systems, templates, registers, schedules, and meeting processes to enhance efficiency, compliance, and institutional discipline.

- Follow all Occupational Health & Safety procedures according to the Health and Safety at Work Act 1996 (OHS Act) while carrying out hazardous work outside or within the Office.
- Ensure that Weekly, Monthly, Quarterly are compiled and presented in a timely manner to the General Manager- People Culture & Corporate Services, who shall table the same to the Chief Executive Officer.
- Always adhere to 5s principles and use quality tools to maximize productivity.
- Ensure Innovation and continuous improvement and business excellence strategies are implemented aspects of Board Secretarial work to achieve the desired outcome of FCCC.
- Any other duties that may be assigned by the Supervisors.

### **Key Performance Indicators (KPI's)**

*(To be Added upon commencement of the position)*

### **Qualification**

Applicants with Bachelor's in Public Administration, Business Management, or a related discipline or Professional Secretariat certification will be an added advantage.

### **Knowledge and Experience**

- With minimum 2 - 4 years' proven or relevant operational experience in Board secretariat services, governance administration, executive office support, compliance coordination, or a comparable corporate role.
- Demonstrated experience in managing senior-level meetings, preparing formal minutes and resolutions, and coordinating complex documentation.
- Experience of working with senior executives, Boards, committees, or equivalent decision-making bodies.
- Experience in a statutory authority, public sector, regulatory body, or similarly controlled governance environment will be an advantage.

### **Skills and Abilities**

- Strong knowledge of governance administration, Board and committee processes, and formal record-keeping requirements.
- Excellent drafting skills for agendas, minutes, resolutions, correspondence, and briefing papers.
- Strong understanding of document quality assurance, action tracking, and records management systems.
- Ability to interpret and apply policies, procedures, charters, and governance instruments accurately.
- High level of organisational planning, workflow coordination, and deadline management.
- Proficiency in office systems, document management, and standard reporting tools.
- Integrity, discretion, and strong sense of confidentiality.
- Excellent attention to detail and commitment to accuracy.

- Professional confidence and sound judgement in dealing with senior stakeholders.
- Strong interpersonal and relationship management capability.
- Composure under pressure and ability to manage multiple priorities in time-sensitive environments.
- Personal accountability, reliability, and commitment to follow-through.
- Service orientation with a strong governance and quality mindset.
- Maintains strict confidentiality and secure handling of sensitive Board, committee, and executive information.
- May be required to work outside standard hours to support Board meetings, urgent papers, or governance deadlines.
- Undertakes other duties reasonably assigned and consistent with the level and purpose of the role.

### **Risk and Compliance**

- Timely submission of reports/information papers
- Corporate Governance
- FCCC Act 2010
- Health and Safety at Work Act 1996
- Other Relevant Laws, Acts, Codes and Regulations

### **Key Challengers / Success Factors**

- Ability to track for information from sources relating to a particular activity.
- Ability to stand his/her ground when seeking information.
- Ability to look for deficiencies in processes that may not be obvious.
- Good communication and analytical skills; and
- Ability to write clear, concise, robust, and balanced reports.

### **Internal / External Relationships**

#### **Internal**

- FCCC Board
- CEO, GM's, All Managers.
- All staffs

#### **External**

- Other relevant stakeholders
- Other relevant Government Ministries and local Institutes

### **Authority Level**

#### **Financial Authority Level**

As per the Financial Manual.

## Human Resources

Through the Human Resources Self Service Portal (myHRhub), you are required to manage your personal details together with Leave Management, while ensuring the Organizations Human Resources Policies are always followed.

### Proviso

The Job Description and KRA's in this contract with a view that upon review at any time within the contractual period engaged with FCCC, it can be altered, changed or extended with added responsibilities. Any such proposed changes will be in consultation with the concerned staff, Department Manager and Human Resources.

## APPROVAL and ENDORSEMENT

<b>Name of Incumbent -</b>	<b>Date:</b>	<b>Signature:</b>
<b>Name of Department Manager</b>	<b>Date:</b>	<b>Signature:</b>
<b>Manager Human Resources Name</b>	<b>Date:</b>	<b>Signature:</b>

*Note: These responsibilities are not exhaustive. From time to time, it may be necessary to change the position requirements in response to the changing nature of our work environment, including technological requirements or statutory changes. Such change may be initiated as necessary by your manager or General Manager and will be discussed with you.*