



# ACCIDENT COMPENSATION COMMISSION, FIJI

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## VACANCY – ACCIDENT COMPENSATION COMMISSION FIJI

*The Accident Compensation Commission Fiji (ACCF) has been established to make provision for compensation in respect of persons who suffer personal injury or death as a result of an accident in Fiji.*

*ACCF has an opportunity to join their high performing team, through an open merit recruitment system, to accommodate and cater for the demand for its services. ACCF is an equal employment opportunity employer and is looking for an experienced and dynamic person to fill the following positions:*

### **SUPPORT OFFICER**

The person will provide administration, clerical support and oversight on the Accident Compensation Commission, Fiji's (ACCF) day to day operations, as well as support to customers and any other responsibilities assigned by the CEO.

The person we are looking for will have qualifications in administration, or business management with experience supporting the administration activities in an organisation and providing support to customers. The person will also need to have sound knowledge of filing systems, information management, and the Accident Compensation scheme.

We are looking for the following skills and abilities:

1. Successfully manage face to face, phone and email enquiries
2. Facilitate an application process for compensation.
3. Attend to education and awareness of the ACCF scheme.
4. Maintain a register of all applications.
5. Demonstrate ability to manage files and liaise with key stakeholders;
6. Demonstrate ability to communicate with people from diverse backgrounds in order to support the administration functions of ACCF and ensure a positive customer experience;
7. Investigate applications for compensation
8. Liaise with any approved providers.
9. Assess all applications in accordance with ACCF requirements.
10. Obtain necessary approvals.

11. Efficiently arrange impairment assessments where required.
12. Communicate outcomes.
13. Attend to document management.
14. Support ACCF's administrative requirements.
15. Assist in any other matters as required.

A remuneration package will be offered commensurate with the skills and experience of the successful candidate.

Interested applicants should submit

1. An application form and declaration, including two referees one of whom should be a current or recent supervisor;
2. A covering letter of no more than one page which addresses your suitability against the eligibility and criteria above;
3. A current cv

To receive an application form, please email: [fehrin@accf.com.fj](mailto:fehrin@accf.com.fj)

Applications must be emailed to [fehrin@accf.com.fj](mailto:fehrin@accf.com.fj) by 4 pm on 18<sup>th</sup> August 2020 or attention to the Accountant, Accident Compensation Commission Fiji and posted to P O Box 6264, Valelevu, Nasinu. Late applications will not be accepted.

ACCF is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.