



ACCIDENT COMPENSATION COMMISSION, FIJI

VACANCIES – 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:

PERSONAL ASSISTANT TO THE CHIEF EXECUTIVE OFFICER AND 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 a diploma/degree (or similar) 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. Deal with correspondence and managing phone calls;
2. Manage the CEO's diary - organising meetings, appointments and presentations;
3. Make travel arrangements;
4. Demonstrate organisational and administration skills;
5. Demonstrate the ability to manage files and liaise with key stakeholders;
6. Excellent keyboard skills and the capability to utilise computer programs to support the operations of ACCF;
7. Demonstrate the ability to draft reports and correspondence;
8. Demonstrate the ability to communicate with people from diverse backgrounds in order to support the functions of ACCF and ensure a positive customer experience;
9. Demonstrate the ability to maintain confidentiality;
10. Excellent customer service;

11. Ability to work under minimum supervision;
12. Flexible to work from different locations.
13. Ability to speak the iTaukei language will be an advantage

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

Applications must be emailed to fehrin@accf.com.fj by 4 pm on 09th September 2022 or attention to the Case Manager, 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.