



The Anglican Church

OFFICE OF THE DIOCESE OF POLYNESIA

VACANCY: EXECUTIVE ASSISTANT TO THE DIOCESAN BISHOP

Applications are invited from interested individuals for the position of Executive Assistant to the Diocesan Bishop based at the Office of the Diocesan Bishop at the M.A.S.T., 7 – 11 Des Vouex Road, Suva.

Accountabilities

The appointee shall provide secretarial and administrative support and in upholding confidentiality and integrity of the high office of the Diocese of Polynesia; oversee the Bishop's diary and in liaising with key stakeholders to plan appointments and manage his activities; provide first line response as an effective 'gatekeeper' for the Diocesan Bishop including managing his inward and outward mails and related tasks; organize domestic and overseas travel including ensuring the timely processing of allowances and visa arrangements where applicable; manage the Diocesan Bishop's meetings and with the provision of all meeting-related tasks including attending the Diocesan Synod; assist in the preparation of reports, hand-outs and/or statements and provide input as and when necessary; organize power-point presentation, slides, hand-outs when required; manage the Diocesan Bishop's events and all related tasks; maintain records and filing system in the Diocesan office; and provide general oversight to ensure the effective operations of this high Office.

Qualification / Other Requirements

- 3-4 years' proven experience as a senior secretary, executive assistant / personal assistant.
- A diploma in secretarial studies, and/or administration/management and other relevant areas.
- IT skills particularly in MS Word, Excel, Outlook and power-point;
- Strong interpersonal skills working in an ecumenical and multi-cultural environment;
- Excellent verbal and written communication skills
- Ability to work under pressure and independently but be a good team player;
- Have good planning, organization and time management skills and in meeting deadlines;
- In-depth knowledge of the Anglican Diocese of Polynesia; therefore preferably a communicant member of the Anglican Church.

APPLICATIONS

Written applications indicating qualifications, work experience, and names of two (2) referees (one professional and one character reference) in a curriculum vitae may be sent to the Diocesan Secretary and Registrar, Diocese of Polynesia, P.O. Box 35, Suva, or emailed to registrar@dioceseofpolynesia.org

Any questions relating to the position may be directed to **Revd Sepiuta Hala'api'api Tel 773 4261/ 770 6588**

Applications close at 4pm on **Friday 14 December 2018.**