



GOVERNMENT OF NIEUE

JOB DESCRIPTION

Job Title: Executive Assistant	
Department: Office of the Secretariat of the Niue Public Service Commission	
Location: Niue Public Service Commission Office, Government Building	
Reports to: Chair of the Niue Public Service Commission	
Approved by Niue Public Service Commission: Date:	Employee signature: Date:

Vision: Niue ke Monuina – A Prosperous Niue

Mission:

To build a prosperous Niue responsibly and sustainably, to meet social and economic needs and development aspirations while preserving Taoga Niue culture and heritage value and protecting our environment.

Summary of position:

The Executive Assistant is responsible to the Chairperson of the PSC (on behalf of the Commissioners) for providing high-level, proactive, professional, and comprehensive executive support to the Niue Public Service Commissioners .

Governance Accountability

The Executive Assistant:

- Provides direct support to the Chairperson and Commissioners.
- Supports the Commission in carrying out its statutory, governance and oversight responsibilities.
- Maintains independence, discretion and confidentiality in all Commission matters.
- Ensures decisions, actions and records of the Commission are accurately maintained.

Operational Coordination

The Executive Assistant:

- Works collaboratively with the Director of Secretariat on planning, workflow coordination and implementation of Commission decisions.
- Coordinates with Secretariat staff to ensure meeting papers, reports, correspondence and administrative services are delivered effectively.
- Supports the Director in monitoring progress of Commission actions and directives.
- Operates within established Secretariat systems, policies and administrative processes.

Strengthening Governance responsibilities

This role is responsible for the effective management of schedules, meetings, correspondence, and event coordination, with a stronger focus on governance support functions.

Commission Governance Support

- Maintain Commission decision and action registers.
- Monitor implementation of Commission resolutions and directives.
- Track and report on outstanding Commission actions.
- Assist in the preparation and management of Commission work programmes.
- Support governance reporting and accountability requirements.

Records & Information Management

- Maintain secure personnel and Commission records.
- Ensure compliance with approved records management and privacy requirements.
- Maintain Commission registers, filing systems and controlled documents.
- Facilitate document retrieval and support audit requirements when required.

Employment and Commission Administration

- Coordinate documentation relating to appointments, promotions, disciplinary matters and employment reviews as directed.
- Support preparation of Commission papers relating to personnel matters.
- Coordinate interviews, hearings, reviews and other employment-related meetings.
- Maintain confidentiality of all personnel and employment-related information.

Key Tasks or Job Expectations	Methods	Outcomes	Performance Indicators
Executive Support and Meeting Coordination	• Proactively manage Commissioners' calendars, appointments, travel, and official engagements using approved scheduling systems • Coordinate travel, accommodation, meeting logistics, and stakeholder engagement arrangements. • Prepare and distribute agendas, briefing papers, and meeting materials. • Attend meetings, record accurate minutes, and maintain action registers. • Monitor and follow up on agreed actions with relevant staff and stakeholders.	• Commissioners are effectively supported, informed, and able to meet governance priorities. • Meetings, workshops, and stakeholder engagements are professionally coordinated. • Decisions and actions are accurately documented and progressed in a timely manner.	• 95–100% of meetings, appointments, and travel arrangements coordinated without scheduling conflicts. • Meeting agendas and supporting papers distributed at least 1 working day before scheduled meetings. • Meeting minutes distributed within 3 working days of meetings. • 90% of action items tracked and followed up by agreed deadlines. • Positive feedback from Commissioners and stakeholders regarding coordination and support.
Communication and Information Management	• Management correspondence, enquiries, and official communications on behalf Commissioners. • Prepare, proofread, and format reports, briefing papers, presentations and other official documents. • Ensure confidential and sensitive information is handled in accordance with approved policies and procedures.	• Monitor and coordinate incoming and outgoing correspondence, ensuring timely responses and appropriate escalation where required. • Draft, review, proofread, and format reports, presentations, briefing papers, and official communications to organisational standards. • Maintain effective document management and record-keeping systems.	• 95% of correspondence and enquiries acknowledged or actioned within agreed service standards. • Reports, presentations, and briefing papers completed by required deadlines with minimal revisions required. • Less than 2% error rate in official correspondence and documentation. • Maintain full compliance with confidentiality, privacy, and records

		• Apply confidentiality, privacy, and records management requirements when handling sensitive information. • Liaise with internal and external stakeholders to gather, verify, and communicate information accurately and professionally. •	management requirements. • Stakeholder and Commissioner satisfaction ratings of 90% or above regarding communication quality and responsiveness.
Stakeholder and Administrative Support	• Maintain effective communication and liaison between Commissioners and internal and external stakeholders. • Coordinate official travel, visits, meetings include bookings and logistics, itineraries and supporting documents. • Provide proactive administration support, including scheduling, document preparation, records management, and follow up-up actions • Assist with organisational initiatives, projects and special assignments as required • Ensure all administrative activities are undertaken in accordance with organisational policies, procedures, and service standards. •	• Effective stakeholder relationships are maintained and strengthen Administrative services are delivered efficiently, and accurately in a timely manner. • • Organisational initiatives and projects are supported through effective administrative assistance. • Compliance with organisational policies, procedures, and standards is consistently maintained.	• 95% stakeholder enquiries responded to within agreed timeframes. • Travel, events, and official visits delivered on time and within approved budgets. • Successful completion of assigned project and administrative support tasks within agreed deadlines. • Compliance with organisational policies, procedures, and service standards at all times. • Positive feedback from Commissioners, stakeholders, and colleagues regarding the quality and responsiveness of administrative support. • Accurate and complete documentation maintained for all assigned administrative activities. •

Key Performance Indicators (KPIs)

Governance and Secretariat Services

- Meeting papers distributed within agreed timeframes.
- Minutes completed and circulated within three working days.
- Commission action register maintained and updated monthly.
- Commission decisions accurately recorded and archived.

Records and Compliance

- Compliance with records management requirements.
- Zero breaches of confidentiality or privacy obligations.

Stakeholder Services

- Stakeholder enquiries acknowledged and actioned within agreed service standards.
- Positive feedback from Commissioners regarding quality of support services.

Key Relationships

Internal	Government (when required)	External
Reports to the Chairperson of the PSC (on behalf of the Commissioners) Director of Secretariat Secretariat Divisional Heads Secretariat Staff Commissioners	Government Agencies and Departments Secretary to Government & Deputy Secretary to Government All Government Employees	External stakeholders, service providers, and consultants Community organisations and representatives Other parties relevant to the work of the Niue Public Service Commission

Persons Specification – Education Qualification, Knowledge/Skills, Work Experience

The appointee ideally should have a:

1. Qualifications and Experience

- Relevant tertiary qualifications in Human Resource Management, Public Administration, or a related field, and/or demonstrated work experience in a similar role, are desirable.
- At least five (5) years' experience in a senior administrative, executive support, governance, or public sector role.
- Demonstrated knowledge of public sector governance and legislative frameworks.
- Experience supporting senior executives, boards, commissions, or government officials is highly desirable.
- Relevant executive support, governance, or administrative qualifications would be advantageous.

Knowledge and Skills

The successful applicant will demonstrate:

- Exceptional organisational, planning, and time-management skills.
- Ability to work independently, exercise initiative, and manage competing priorities under pressure.
- Strong stakeholder engagement and relationship management skills.
- Strong written and verbal communication skills in English are required. Knowledge and understanding of Vagahau Niue would be an advantage, although fluency is not a prerequisite.
- High levels of professionalism, discretion, and integrity when handling confidential information.
- A sound understanding of Niuean cultural values, customs, and community expectations is preferred.
- Advanced proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and Teams.
- Strong attention to detail and commitment to accuracy.
- Demonstrated ability to effectively coordinate projects, events, meetings, and related administrative activities, ensuring tasks are completed on time and to a high standard.
- Strong analytical and problem-solving abilities, with a proactive approach to identifying and implementing continuous improvement opportunities.

Personal Attributes

- Professional and trustworthy.
- Highly motivated and results-focused.
- Flexible, adaptable, and resilient.
- Collaborative and service-oriented.
- Committed to the values and objectives of the Niue Public Service.

EGRONOMIC – OCCUPATIONAL HEALTH AND SAFETY

Regulation 13 of the Niue Public Service Regulations 2004 require the incumbent to familiarize themselves with the Occupational Health and Safety Policy of the Department, and to adhere to these provisions to avoid injury and accidents within the workplace.

The duties herein will often require the incumbent to spend long hours to complete special projects activities sitting and using office equipment including computers and attending lengthy meetings which will cause physical and mental strain and stress. The use of computers may also cause eyestrain, risk of **“Repetitive Strain Syndrome (RSS)”** leading to occasional headaches and stress.