



JOB DESCRIPTION – NIUE PUBLIC SERVICE COMMISSION

Job Title: Office Manager – Niue Bulk Fuel	
Annual Salary: \$34,821.00 (Grade 05 – Step 21) Niue Unified Salary Scale 2019	
Terms of Conditions of Employment: Local and Fulltime	
Department: Niue Bulk Fuel	
Location: Fonuakula, Alofi South	
Reports to: General Manager	
Niue Public Service Commission: Date:	Appointee Signature: Date:

VISION

“NIUE KE MONUINA – A PROSPEROUS NIUE”

To build a sustainable future that meets the economic and social needs, while preserving environment integrity; social stability and the Niue Culture.

MISSION

To provide a harmonious and healthy lifestyle in a thriving, educated and safe community that has access to a wide range of quality social services and sustainable development opportunities.

GENERAL AIM

- Provides administrative and financial support to the Controlling Officers and General Manager.
- Ensure the smooth running of the department daily.
- Must maintain a positive and friendly image on behalf of the department and Government by acting at the first line of contact for visitors, customers, and employees.

JOB FUNCTIONS AND EXPECTATIONS

Key Responsibility	Methods/Output	Target Outcomes
Administration Tasks	• Complete all general administration tasks as required to ensure the office runs smoothly and efficiently	• Welcome all visitors and ensure that all visitors adhere to site entry requirements. • Receive and distribute mail • Answer telephone and take/pass on messages • Maintain hardcopies and soft copies of all records and ensure all documents are filled daily and can be easily retrieved when required • Take minutes for monthly staff meeting and forward minutes to Management before monthend. • Manage the office email and maintain an efficient email filing system • Ensure good housekeeping for the whole administration building and supply cupboards. Also, organise refreshments for meeting as required. • Order/collect any other supplies as required. • Adhere to standard operating procedures for all administrative tasks. • Ensure the upkeep and ongoing operation of all office equipment and furnitures. • Adhere to all good accounting and financial practices and requirements. • When required, in the absence of the General Manager , will assume the responsibility of Acting General Manager. • Lodge custom entries for all imports and export items.
		• Process accounts receivable invoices accurately on a weekly basis.

Accounts Payable/Receivable	• Ensure financial obligations for NBF are met and all financial transactions are completed on a timely and accurate manner	• Ensure all accounts payable invoices are approved and processed by month end • Process staff expense claims and ensure these are appropriately authorised • Maintain accurate records • Reconcile accounts payable and receivable monthly • Resolve all financial and account queries • Code transactions appropriately • Perform NCT reconciliation every month end • Perform monthly processes to update general ledger and prepare balance sheet reconciliations for Management • Complete monthly financial reconciliations accurately and submit financial report every monthend. • Prepare Monthly NCT and PAYE returns and reconciliations for sign off by management. • Maintain a debtors report and reconcile monthly with Treasury records. • Provide all relevant information for Budget Projection ,development and reporting. • Update Fuel Batch Reports Weekly and submit Fuel Batch Summary every monthend.
Health and Safety	• Capture and maintain all H&S related records, comply with all health and safety requirements as outlined in the Health and Safety Policies and Manuals	• Always demonstrate good Health and Safety behaviour • All accident and near miss accident reports are completed and provided in a timely manner • All new hazards are identified and notified to Management as soon as possible. If possible, isolate new

		hazards until the Management can evaluate the hazard and act • Company Health and Safety administration is up to date and accurate and Health and Safety is actively managed • Regularly monitor and replenish PPE and PPC supplies for the department. • Take meeting minutes, circulate accordingly and file meeting minutes accordingly • Work with Management in ensuring H&S record are updated, accurate and filed appropriately. Records should include a list of employees who are trained first aiders and when they are due for their refresher. • Must participate in all HSSE meetings and Emergency Response Drills. • Must participate and successfully complete the SHELL Aviation Competency Education(ACE) Training Modules relevant to role.
HR Administration	• To ensure all HR related administration happens in a timely manner and all HR information is accurate, up to date and stored legally	• Employee hardcopy and softcopy records are accurate and up to date and that access is limited to the relevant personnel. • Ensure all new employees have completed a comprehensive inductions, ensuring induction checklists are signed by managers and filed on employees' file. • New employees are tracked to ensure they have completed all inductions requirements. • Follow up to ensure all employees' training registers are up to date and managers are aware of gaps. • Ensure the timely and correctness of staff times on Timebook daily.

		• Submit monthly Leave Update Summary.
Assets	• Maintain asset registers and keep track of routine maintenance and administration requirements	• I Required repairs and maintenance to all equipment within the administration building to be reported and actioned according to industry timeframes.Ensure Asset register is accurate and up to date, submit Asset Register Report Annually.
Relationships		• Effective communications are developed with Management, Team, Customers, and suppliers. • Use appropriate interpersonal styles to support the team towards goal achievement, modifying behaviour to accommodate tasks, situations and individuals involved. • Relationships are maintained, and any disputes are responded to quickly • Support community involvement, demonstrating department values • Continuing to build a positive image of the business in the local community • Support team to ensure reporting (internal and external) is accurate and timely. • Adhere to department protocols that all Third-Party agreements and decisions , rests with the General Manager and superiors. • Endeavour to use best efforts to address and resolve all forms of conflict.

PERSON SPECIFICATION

The appointee ideally should have;

1) Academic qualifications: (Certificate, Diploma, Degree, etc.)

- Bachelor's degree in management, or equivalent qualification in a related field
- Good understanding and knowledge of the Machinery of Government, with very well-developed skills in strategic and corporate planning, and annual, quarterly, and monthly reporting
- Computer literacy knowledge and experience in using contemporary software packages with the ability to learn new software packages quickly and autonomously
- Fluency in written and oral communications skills in both Vagahau Niue and English

2) Knowledge, skills and experience:

- 3 Years Minimum work experience in a range of management roles within the Niue Public Service or Private Sector
- Proven ability to use initiative and common sense
- Sound working knowledge of office management responsibilities including but not limited to
 - Accounts payable and receivable
 - Payroll
 - H&S and HR Admin
 - Clear understanding of logistics
- Great communications skills
- A 'can do' attitude with a proactive approach
- Enthusiastic and adaptable with the ability to 'help out' if required
- Ability to remain calm, maintain stable performance and think clearly under pressure
- Someone who is willing to learn.

3) Personal Competencies: (Key traits/behaviours)

Achievement driven

- Is flexible and adaptable
- Strong focus on relationship building
- Works well in a team and autonomously
- Capable of meeting routine deadlines
- Displays leadership qualities
- Respect for equal employment opportunities, workplace diversity, individual rights and personal dignity
- High levels of personal commitment and energy
- Physical capability and mobility to participate during an emergency.

4) Other Requirements & Working Conditions

- Must adhere to department and industry work policies, practices and requirements
- Must adhere to Niue Public Service Code of Conduct and Regulations

- Must recognise and respect the different levels of authority that exist within the Government and Public Service.
- Must be willing to work odd and long hours when required
- Must be willing to work in areas outside the specific responsibilities
- Must be a team player
- Must have a valid driver's license and have a form of transportation.
- Risk of direct exposure to toxic fuel and gas products and vapours
- Safety conscious environment (adherence is paramount)
- Given the nature of the physical working environment, the individual must disclose any health issues that may potentially be exacerbated when exposed to fumes, vapours etc for long periods of time.