



## Employment Opportunity School of Law

### **Administrative Assistant**

**Suva Campus**

**Ref: SoL 03/11**

The University is looking for a talented and dynamic Administrative Assistant to service the School of Law at its Suva Campus.

The successful applicant will normally have a Bachelor's degree, a good command of spoken and written English, proficiency in the use of Microsoft Office applications, internet and e-mailing systems, the ability to work under pressure to meet deadlines with minimum supervision, good organisation skills and the ability to establish good working relations with staff, customer and visitors to the University. Experience in working in a legal environment would be an advantage.

*Salary Range:*

Graduates: **FJD\$ 10,500 - \$13,000 per annum**

Others: **FJD\$ 8,500 - \$11,000 per annum**

*In addition the University pays 8% of salary towards superannuation.*

Duration of the appointment: term of three years renewal by mutual agreement.

Applicant must provide a full curriculum vitae and a covering letter (a) explaining their interest in the position and (b) addressing the requirements for it. Please provide the names of three referees, their addresses, telephone and email contacts and ask them to send their reports directly to the Registrar by email ([titoi@unifiji.ac.fj](mailto:titoi@unifiji.ac.fj)) or fax +679 6640700. Certified copies of qualifications and academic transcripts should be sent with the application.

Applications should be sent to the Registrar by (a) email ([titoi@unifiji.ac.fj](mailto:titoi@unifiji.ac.fj)), or (b) post to The University of Fiji, Private Mail Bag, Lautoka, or (c) fax to +679 6640700.

**Applications close on 28 October 2011.**