



JOB DESCRIPTION - EXECUTIVE ASSISTANT TO THE CEO

IDENTIFICATION

Position Title: Executive Assistant
Position Number: TSLs 18
Reports to: CEO's Office

Location: Suva
Category: Staff
Supervised by: HR Coordinator

ORGANIZATION CONTEXT

The Tertiary Scholarships and Loans Service (TSLs) is a Statutory Institution established under the Tertiary Scholarship and Loans Act 2014 ("the Act") to administer and implement Government funded scholarship, study loan and grant schemes. TSLs is responsible for ensuring transparent and accountable management of Government funding. In doing this, TSLs focuses on achieving demand led human capital development outcomes for Fiji.

POSITION CONTEXT

The Executive Assistant to the CEO plays a critical role in ensuring the smooth and effective operation of the CEO's office. This position serves as a trusted partner, providing high-level administrative support, managing complex scheduling, coordinating communication across internal and external stakeholders, and maintaining the utmost confidentiality in handling sensitive information. The role requires strong organizational, communication, and multitasking skills, as well as the ability to proactively manage priorities in a fast-paced, dynamic environment. The Executive Assistant acts as a key liaison between the CEO and the broader organization, contributing to strategic initiatives, supporting project execution, and ensuring the CEO is well-prepared and informed at all times.

Key Accountabilities-Executive Assistant to CEO

- Prepare and edit correspondence, communications, presentations and other documents
- Design and maintain databases
- File and retrieve documents and reference materials
- Conduct research, collect and analyze data to prepare reports and documents
- Manage and maintain executives' schedules, appointments and travel arrangements
- Arrange and co-ordinate meetings and events
- Record, transcribe and distribute minutes of meetings
- Monitor, screen, respond to and distribute incoming communications
- Receive and interact with incoming visitors

- Liaise with internal staff at all levels
- Interact with external clients
- Co-ordinate project-based work
- Review operating practices and implement improvements where necessary
- Custodianship of all the Confidential Documents
- Prepare reports.

QUALIFICATION

- Diploma in Commerce or related field.

EXPERIENCE

- 3 - 5 years of experience, preferably in recovery or customer services field.

ATTRIBUTES

- Communicate effectively orally and in writing.
- Establish cooperative working relationships with persons contacted in the course of performing assigned duties.
- Proven experience and working knowledge of Microsoft Word, Excel, and PowerPoint

RENUMERATION

- **Salary Band:** 1
- **Salary Range:** \$17,475.00 - \$26,213.00