

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 01/2008

DATE: 15th January 2008

ISSUED BY THE PUBLIC SERVICE COMMISSION

THE FIJI PUBLIC SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER

VACANCIES

ADVERTISEMENTS must be submitted on plain paper together with GP Form 140 for each vacancy.

APPLICATIONS for vacancies must be made on GP142 Form stating the appropriate reference number and submitted via the Head of the Employee's Department. All applicants must include their Curriculum Vitae (CV) with GP142 Form.

CLOSING DATE for all applications for the posts advertised in this circular will be 21 days from the date of publication shown above. Late applications will not be considered.

JOB DESCRIPTIONS Additional information may be obtained by contacting the Ministry or Department concerned.

CIRCULATIONS Permanent Secretary's and Heads of Departments are to ensure that copies of this circular are made available to all employees by distributing them as widely as possible. A copy should be placed on the Ministry/Department's Notice Board. Those going on in-service training abroad should make arrangements to be informed of matters of interest to them.

RECRUITMENT AND PROMOTION POLICY The Fiji Public Service is an equal employment opportunity employer and vacancies are opened to all Fiji citizens. The following extracts from the 1997 Constitution should be considered in all cases.

"The recruitment of persons to a state service, the promotion of persons within a state service and the management of a state service must be based on the following principles:

- (a) *Government policies should be carried out effectively and efficiently and with due economy;*
- (b) *appointments and promotions should be on the basis of merit;*
- (c) *men and women equally, and the members of all ethnic groups should have adequate and equal opportunities for training and advancement;*
- (d) *the composition of the state service at all levels should reflect as closely as possible the ethnic composition of the population, taking account, when appropriate, of occupational preferences."*

APPOINTMENT AND PROMOTION The following extracts from Regulation 5 of the Public Service (General) Regulations, 1999 should be carefully observed by all recommending employees.

Subsection (1): The appointment or promotion of a person to an office pursuant to section 147 [1] of the Constitution must be made on the basis of merit after an open, competitive selection process, and in accordance with section 140 of the Constitution.

Subsection (2): An appointment or promotion may only be made if -

- (a) the vacancy in the office, or a vacancy in an office with the same duties, was notified in a Public Service Official Circular within the last year as open to any citizen of the State;

(b) an assessment has been made of the relative suitability of the candidates for the duties, after interview or using another competitive selection process;

(c) the assessment was based on the relationship between the candidate's work-related qualities and the work-related qualities genuinely required for the duties;

(d) the assessment focused on the relative capacity of the candidates to perform the duties.

Subsection (3): The following work-related qualities may be taken into account in making an assessment referred to in sub regulation (2): -

- (a) skills and abilities;
- (b) qualifications, training and competencies;
- (c) standard of work performance;
- (d) capacity to perform at the level required;
- (e) demonstrated potential for further development;
- (f) ability to contribute to team performance.

Subsection (4): Sub regulation (3) does not prevent any other relevant matter being taken into account.



Taina Tagicakibau

Permanent Secretary for the Public Service

Applications on completed GP 142 for the following post should be addressed to:

The Solicitor General
 Office of the Attorney General
 P O Box 2213
 Government Buildings
 Suva

1/08 2/08	PRINCIPAL LEGAL OFFICER - 2 POSTS Headquarters Lautoka
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The successful appointee will be responsible to the Solicitor General for providing legal representation in all tiers of the courts in civil matters on behalf of the State including Tribunals, Boards and negotiations, provision of legal opinions and policy advice to Ministries and Departments, providing assistance in the review of legislation and preparation of subsidiary legislation, assist the development of and provide guidance to Legal Officers and graduate trainee in court matters and legal opinion work. Consults with Solicitor General, professional and support staff and externally with Ministries and Departments, Cabinet Office, Judiciary, Courts, Registry and private legal practitioners on legal and operational issues. Attend to negotiations on behalf of the Government with Commercial and international Organizations. Supervision of subordinates and attend to duties as required by the Solicitor General.

Qualifications: An officer of high caliber. Qualifications required for appointment as Senior Legal Officer and around 2 – 3 years service in that grade or equivalent and/or relevant skills and experience in this particular fields in any other organization. Assessed ability to manage blocks of high level work effectively. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and ability to manage and motive staff.

Salary: LG03 \$41,993 - \$53,924

3/08 4/08 5/08	SENIOR LEGAL OFFICER - 3 POSTS
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The successful appointee will be responsible to the Solicitor General for the general legal work pertaining to the Government. Consults with the First and Second Parliamentary Counsels, professional and support staff and externally with Ministries and Departments on administrative and legal issues. Provide sound legal advice on matters assigned; guide and supervise subordinates and must have proven ability in all legal processes and representation at all level of the court

system and able to provide advisory opinions, draft legislation and attend to other duties as assigned.

Qualification: Qualifications required for appointment as Legal Officer and around 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to progress beyond Senior Legal Officer and be able to manage and motivate staff.

Salary: LG04 \$29,704 - \$39,695

6/08 7/08 8/08	LEGAL OFFICER - 3 POSTS
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The successful appointee will be responsible to the Solicitor General for providing legal representation on behalf of the State in civil matters in Courts. Provide legal opinions and advise to Government Ministries and Departments. Assist senior professional officers in litigation matters. Attend meetings and advice on legal implementations of all legal agreements involving Government. Conduct legal research on civil cases on litigation.

Qualifications: Professionally qualified under the provisions of the legal Practitioner's Act.

Salary: LG05 \$22,812 - \$28,427

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Items for publication in the next issue of the Fiji Public Service Official Circular should reach the Commission as follows:

Circular dated:	31/01/08
Before noon:	15/01/08
Circular dated:	15/02/08
Before noon:	31/01/08

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CORRIGENDA

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Published in the Fiji Public Service Official No. 15 of 15 August 2007 the post Assistant Accounts Officer under the Ministry for Finance, National Planning & Sugar Industry: with the incorrect qualifications. The correct qualifications are:

"A minimum of a degree in accounting or related discipline or equivalent from a recognized institution. **OR** A pass in service exam 'U'. Appointee must have served at least one year in SS05 grade and have passed H1 and H2 service and have demonstrated intellectual capacity, drive, determination and flair in existing grade or position: or successfully completed Form 7 examination with a pass in accounting."

Published in the Fiji Public Service Official No. 24 of 31 December 2007, the erroneous provisional promotion of Mr. Keverieli Ratusaitadra, Clerical Officer [Training] to Executive Officer [Training], Ministry for the Public Service, Public Enterprises & Public Sector Reform - Vacancy No. 622/07. The correct sentence under "Provisional Promotion" should read as:

"Provisional Promotion

Public Service Commission

Ratusaitadra, K Executive Officer [Training], promoted to Administrative Officer [Training], Vacancy No. 622/07. EDP 60391"

PROVISIONAL APPOINTMENTS/PROMOTIONS

APPOINTMENTS

MINISTRY FOR FINANCE, NATIONAL PLANNING & SUGAR INDUSTRY

Jiuta, W Economic Planning Officer, Vacancy No. 142/2007.

PROMOTIONS

MINISTRY FOR FINANCE, NATIONAL PLANNING & SUGAR INDUSTRY

Masitabua, A Typist, to be Secretary [to Chief Accountant, Treasury], Vacancy No. 770/2006. EDP 49012

Waqabaca, I Typist, to be Secretary [to Director Internal Audit], Vacancy No. 771/2006. EDP 49026

Qasevakatini, K Typist to be Secretary [to Director FMIS], Vacancy No. 523/2007 EDP 63864

Kepa, S Senior Economic Planning Officer to be Principal Economic Planning

Officer [Project], Vacancy No. 531/2007. EDP 62421

Rokosawa, I Accounts Officer to be Senior Accounts Officer [Debt Cash Flow Management Unit], Vacancy No. 474/2007. EDP 64345

Naroba, M Assistant Accounts Officer to be Accounts Officer [Financial Policy Assurance Unit], Vacancy No. 526/2007. EDP 60666

Vuli, L Assistant Accounts Officer to be Accounts Officer [Financial Management Information Systems], Vacancy No. 525/2007. EDP 53853

MINISTRY FOR EDUCATION, NATIONAL HERITAGE, CULTURE & ARTS

Nawalowalo, S Vice Principal ED2A, to be Principal ED2B at Dilkusha Methodist High School, Vacancy No. 399/2007. EDP 42026

Prasad, A Principal ED1A, to be Principal EDIC at Mahatma Gandhi Memorial High School, Vacancy No. 394/2007. EDP 42472

Qio, A Principal ED2D, to be Principal ED1D at Queen Victoria School, Vacancy No. 424/2007. EDP 42860

Hanif, M Head Teacher ED5E, to be Head Teacher ED3C at Ahmadiyya Muslim Primary School, Vacancy No. 684/2006. EDP 42682

Rabaraba, P Head Teacher ED5E, to be Head Teacher ED4C at Muanivatu District School, Vacancy No. 690/2006. EDP 43214

Tawita, A Teacher ED8A, to be Head Teacher ED6D at Buakonikai Primary School, Vacancy No. 716/2006. EDP 54466

Biukoto, E Teacher ED8G, to be Lecturer (Science) ED5E at Lautoka Teachers College, Vacancy No. 356/2007. EDP 7479

Cava, L Teacher ED8A, to be Lecturer [Early Childhood Education] ED5E at Lautoka Teachers College, Vacancy No. 347/2007. EDP 9136

MINISTRY FOR DEFENCE, NATIONAL SECURITY & IMMIGRATION

Lasike, M Senior Administrative Officer, to be Principal Administrative Officer, Vacancy No. 444/207. EDP 45852

MINISTRY FOR LOCAL GOVERNMENT, URBAN DEVELOPMENT & HOUSING

Vakatuturagana, A Typist, to be Secretary - Fiji Islands Bureau of Statistics, Vacancy No. 504/2006. EDP 53321

MINISTRY FOR JUSTICE, ELECTORAL REFORM, ANTI – CORRUPTION & PUBLIC ENTERPRISES

UNDERWOOD, T M Clerical Officer, to be Executive Officer (Companies), Vacancy No. 626/2006. EDP 61649

OFFICE OF THE AUDITOR GENERAL

Ram, J Senior Auditor, to be Audit Manager, Vacancy No. 583/2007. EDP 41972

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For further enquiries of advertised vacancies please contact the respective Post Processing Managers of Ministries and Departments.

However should you require additional information do not hesitate to email kamakorewa@psc.gov.fj or telephone Luisa Kamakorewa on 3314588 ext 235 of the Public Service Commission

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