

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 2/2008

DATE: 31st 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
Public Service Commission

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

**The Permanent Secretary
Public Service Commission
P O Box 2211
Government Buildings
Suva**

MINISTRY FOR LABOUR, INDUSTRIAL RELATIONS & EMPLOYMENT

09/08	DIRECTOR [LABOUR COMPLIANCE & INFORMATION SERVICE]
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This position reports directly to the Deputy Secretary and its primary role is to assist in and effectively implement Government labour standards policies relating to minimum terms and conditions of employment, fundamental principles and rights at work, equal employment opportunities, maternity protection, sexual harassment, HIV/AIDS, prohibition of child labour, equal pay for work of equal value, disability provisions, principles of good faith in employment relationships and collective bargaining, remuneration for Public Holidays and provide complementary support to the roles of the Mediation Service and Employment Relations Tribunal. Administer Labour Inspectorate Services, including employment services and awareness training to clients on the new Employment Relations Promulgation (ERP); overall monitoring and registration of local and overseas employment agencies, including management of the attestation process for foreign contracts of services; overall management of any national overseas employment scheme; promoting a peaceful, harmonious and progressive environment to achieve improved levels of productivity and by conduct of inspection services to monitor compliance to labour standards set out in the ERP. Lead and manage the Ministry's Data and Information Service, including the Ministry's Call Centre and the Mediation Information Service. Analyze employment disputes and grievances, and their relevance for referral to the Mediation Services or the Employment Relations Tribunal under the ERP. Prepare operational and policy advice reports on specific areas as required.

Qualifications: Previous experience with policy matter and the assessed ability to give advice to Permanent Secretary at political level is required as is experience especially to ensure that matters pertaining to the coordination planning and policy on government accounting system are consistent with the overall division objective and requirements of the Finance Act. Officers

should have shown evidence of well – rounded forceful personalities with proven intellectual capacity and the willingness an ability to take far – reaching decisions to contribute effective evaluation and management of policies and budgetary allocations, effective evaluation. reporting and monitoring of government accounting process and financial information. Proven ability to manage human and physical resources effectively is required as is the ability to plan think and perceive strategically in those posts at this level which have a bias towards Senior Management rather than policy and considerate work. The best graduates with equivalent levels may achieve this level after not less than 13 years service including at least 3 years at Principal level. Non-specialists graduates and non graduates may achieve this level with not less than 18 years and 21 years of service respectively unless specialized training leading appropriate higher level qualifications has been complete during their career.

Salary: US03: \$46,335 - \$58,072

10/08	CHIEF ADMINISTRATIVE OFFICER [POLICY, PRODUCTIVITY AND TRADE UNION SERVICE]
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The position reports directly to the Deputy Secretary and its primary role is to assist the Deputy Secretary, Permanent Secretary and the Minister in the provision of quality policy advice through the various tripartite and labour market institutions under the new Employment Relations Promulgation (ERP). The position will be responsible for the provision of sound policy advice, labour market institutions under the new Employment Relations Promulgation (ERP). The position will be responsible for the provision of sound policy advice, based on quality labour market data and information, to the Deputy Secretary, Permanent Secretary and the Minister; assessment of the effectiveness of implemented policies and related institutions under the ERP, and compilations of the Performance Review Reports and Annual Reports of the Ministry; assist the Deputy Secretary and the Permanent Secretary in the design and development of the Ministry's Strategic Plan and Annual Corporate Plan; and responsible to the Deputy Secretary for the operational management of human resources, assesses, budget and financial resources; for the preparation of Government delegation for ILO Annual Conference and for Government feedback reports required under the ILO Constitutions; and for provision of legal advice and prosecution of employment related cases. The appointee will also assist the Registrar of Trade Unions in the proper administration of the affairs of all Wages Councils and for the Secretariat of the Employment Relations Advisory Board under the ERP. By extension, this responsibility also include the monitoring of

the performances of employer based Labour – Management Consultation and Cooperation Committees (LMCCC’s) as per reports provided under the ERP, and assist in compiling productivity data at the sectoral and national levels.

Qualifications: Previous experience with policy matters and assessed ability to give advice to Permanent Secretary at political level is required as is experience of negotiations/discussions with senior staff of Government and non-government agencies. Officers should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required in those posts at this level which have a bias towards senior management rather than policy and considerate work. The best graduates with specialist’s degrees entering the service SS03/04 or equivalent levels may achieve this level after not less than 13 years service including at least 3 years at Principal level in their discipline. Non-specialist graduates and non-graduates may achieve this level with not less than 18 years and 21 years service respectively unless specialized training leading to appropriate higher level qualifications has been completed during their career.

Salary: US04 \$43,367 - \$52,557

11/08	DIRECTOR OF AUDIT
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The position is responsible for the Auditor General through the Deputy Auditor-General for statutory annual financial statement audit of public entities as required by the Audit Act. Conduct investigations into the management of government financial transaction and the financial management, review audits of public entities. Review and approve audit/review plans and monitor audit field works and report results of special audits and reviews to respective entity and Parliament. Ensure that quality control standards of the Office of the Auditor General are met with regards to audit/review conducted. The appointees is required to manage and supervise all audits and reviews through Audit Managers and attend to entry and exit interviews; attend to all correspondence with clients audited. Ensure that high standard of work and good working relationship is maintained and that focus of all audits will add value to the clients through adopted risk based audit methodology. It is expected that the appointee will have a degree or post graduate degree in accounting or related discipline and membership of the Fiji Institute of Accountants or equivalent body.

Qualifications: Previous experience with policy matters and assessed ability to give advice to Permanent Secretary at political level is required as is experience of negotiations/discussions with senior staff of Government and non-government agencies. Officers should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required in those posts at this level which have a bias towards senior management rather than policy and considerate work. The best graduates with specialist’s degrees entering the service SS03/04 or equivalent levels may achieve this level after not less than 13 years service including at least 3 years at Principal level in their discipline. Non-specialist graduates and non-graduates may achieve this level with not less than 18 years and 21 years service respectively unless specialized training leading to appropriate higher level qualifications has been completed during their career.

Salary: US04 \$43,367 - \$52,557

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

**The Auditor General
Office of the Auditor General
P O Box 2214
Government Buildings
Suva**

12/08 - 14/08	AUDIT MANAGER - 3 POSTS
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The position is responsible to the Director for Audit, planning; directing and supervising a portfolio of audits. The appointee would be required to exercise powers delegated by the Auditor General for office administration and staff discipline and to initiate and implement staff development programs. Implement effectively new audit methodologies; assist in the formulation and implementation of strategic Audit Plan and the Annual Work Programme for financial audit or special performance audit group.

Qualifications: The appointee must have a degree or post-graduate degree in accounting or finance, and a member of the Fiji Institute of Accountants or an equivalent/recognized professional body. He or she should also have at least five years experience as a Senior Auditor in the management and audit of a large governmental or private organizations; **OR** An officer of

high caliber. Qualification required for appointment as Senior Auditor and at least 2 – 3 years service in that grade or equivalent. Consistently good reports and ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade.

Salary: AC01 \$38,573 - \$49,224

15/08 - 19/08	SENIOR AUDITORS - 5 POSTS
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Responsible to the Audit Manager for planning and audit of Government Ministries/Departments and statutory authorities; supervise the work of staff in section; arrange for their training and any other duties as assigned by senior officers. Appointees should implement effectively new audit methodologies.

Qualifications: A degree in accounting and membership with the Fiji Institute of Accountants or a recognised professional body. He or she must have 23 years experience as an auditor and has managed the conduct of audits in this period. **OR** Qualifications required for appointment as an Auditor and at least 2-3 years service in that grade or equivalent. Consistently good reports and assessed potential and ability to progress beyond Senior Auditor level.

Salary: AC02 \$28,722 - \$36,444

20/08 - 27/08	AUDITOR – [8 POSTS]
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Responsible to the Senior Auditor (internal Audit) for planning and conduct of internal audit of Government Ministries / Departments. The appointee will also be required to supervise the work of subordinate staff in section, assist in the conduct of special audit when required to evaluate and report on the effectiveness of internal control systems in compliance with government policies, procedures and regulations

Qualifications: An Accounting degree and membership with the Fiji Institute of Accountants. The person appointed must have served in the private sector or the Department of Audit for a period of not less than 12 months and must demonstrate abilities to advance further than this level. **OR** He or she should be a team player, have acquired consistently good reports and assessed potential and ability to progress one grade beyond the Auditor position. Those who have served for two years or more may also be considered for the post. Graduates in accounting and auditing are better positioned for appointment to this level.

Salary: AC03 \$21,876 - \$28,526

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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: 15/02/08
 Before noon: 31/01/08
 Circular dated: 28/02/08
 Before noon: 15/02/08

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PROVISIONAL APPOINTMENTS / PROMOTIONS

APPOINTMENTS

MINISTRY FOR FINANCE, NATIONAL PLANNING & SUGAR INDUSTRY

Rahat, M Audit Officer, Vacancy No. 149/2007.

PROMOTIONS

MINISTRY FOR FINANCE, NATIONAL PLANNING & SUGAR INDUSTRY

Narayan, S Senior Examiner of Accounts to be Audit Officer. Vacancy No. 148/2007. EDP 62444

Naisara, M Assistant Accounts Officer to be Audit Officer. Vacancy No. 150/2007. EDP 60678

MINISTRY OF DEFENCE, NATIONAL SECURITY & IMMIGRATION

Brown, E Immigration Officer to be Senior Immigration Officer (Permit). Vacancy No. 18/2007. EDP 45073

Sakiusa, K Assistant Immigration Officer to be Immigration Officer (Permit). Vacancy No. 18/2007. EDP 49631

Savou, T Assistant Immigration Officer to be Immigration Officer (Investment). Vacancy No. 8/2007. EDP 49637

