

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 3/2008

DATE: 15th February 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 Public Service, Public
Enterprises and Public Sector Reform

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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: 29/02/08
Circular dated: 15/03/08
Before noon: 31/03/08
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PROVISIONAL APPOINTMENTS / PROMOTIONS
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PROMOTIONS

MINISTRY FOR FINANCE, NATIONAL PLANNING & SUGAR INDUSTRY

Tunaulu, U Senior Accounts Officer to be Principal Accounts Officer, Financial Policy Assurance Unit. Vacancy No. 522/07 EDP 61814

MINISTRY OF AGRICULTURE, FISHERIES & FORESTS

Wakolo, J Forestry Officer to be Principal Forestry Officer Management Services. Vacancy No. 504/07. EDP 41186

Lal, S.D Forestry Officer to be Senior Scientific Officer, Silviculture. Vacancy No. 506/07 EDP 60036

Vunibaka, S Forest Ranger to be Senior Forestry Officer Training. Vacancy No. 507/07. EDP 58168

Senivasa E Forester to be Senior Forestry Officer. Vacancy No. 508/07. EDP 47299

Vuli T Forester to be Forestry Officer Community. Vacancy No. 510/07. EDP 16220

Vucago, A Forester to be Forestry Officer Tree Improvement. Vacancy No. 513/07. EDP 45371

Sukulu, T Senior Technical Assistant to be Assistant Programmer. Vacancy No. 515/07. EDP 54699

Sevudredre M Forest Ranger, to be Forester Technical Skills. Vacancy No. 516/07. EDP 49611

Ikaninoda, L Forest Ranger, to be Forester Timber Inspector. Vacancy No. 517/07. EDP 47906

Kinivuwai, S Forest Guard to be Forester Preservation, Vacancy No. 518/07. EDP 58759

Rokobiau, P Forest Ranger, to be Forester, Lakeba. Vacancy No. 519/07. EDP 47906

MINISTRY FOR HEALTH, WOMEN & SOCIAL WELFARE

Rickets, E Medical Officer to be Senior Medical Officer [Medicine] Lautoka Hospital. Vacancy No. 651/07. EDP 61538

Bauleka, P Medical Officer to be Senior Medical Officer [Surgical] Lautoka Hospital. Vacancy No. 655/07. EDP 63120

Ali, A Medical Officer to be Senior Medical Officer [Surgical] Lautoka Hospital. Vacancy No. 656/07. EDP 62987

MINISTRY OF EDUCATION, NATIONAL HERITAGE, CULTURE & ARTS

Lingam S Assistant Principal, ED3B to be Principal [ED2B], Nadroga Arya College. Vacancy No. 401/07. EDP 7144

Tevita, S.S Vice Principal [ED4B] to be Principal [ED2B], Yat Sen Secondary School. Vacancy No. 398/07. EDP 7476

Singh, S Vice Principal [ED2A] to be Principal [ED1A], Bulileka Sanatan College. Vacancy No. 421/07. EDP 42962

Lal, K Teacher [ED84] to be Head Teacher [ED6D] Salialevu Primary School. Vacancy 1185/05. EDP 55372

MINISTRY OF WORKS & TRANSPORT

Tupou, S Senior Technical Officer to be Principal Engineer [Principal Programming Officer] HQ. Vacancy No. 367/06. EDP 14861

Mar G Senior Architect to be Principal Architect [Architect Section] HQ. Vacancy No. 368/06. EDP 60157

