

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 4/2008

DATE: 29th 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.

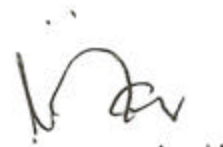
Subsection (2): An appointment or promotion may only be made if -

- (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 Services

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

28/08	CHIEF ADMINISTRATIVE OFFICER [DIRECTOR EMPLOYEES RELATIONS]
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Responsible to the Permanent Secretary through the Deputy Secretary for maintaining a harmonious and productive work culture and setting of remuneration and other terms of employment in the civil service as legislated in the 1998 Constitution and 1999 Public Service Act Part 3 of the Commission's statutory functions. The successful appointee is expected to be the advocate for operational efficiency and effectiveness, meeting demands in value for money in goods and services provided in the face of managerial autonomy provided to the ministries and departments. Facilitate the achievement of Government's industrial relations policy aims; operate with a high level of independence in policy development conciliation and arbitration proceedings in matters of dispute in consultation and negotiation with Public Service unions, professional bodies and relevant non government bodies. Monitor and evaluate trends in Public Sector employment practices with the view to identify and implement appropriate changes. Manage and settle industrial disputes and employee grievances on behalf of the Commission in an ethical manner, which fosters harmonious working arrangements with employee representatives. As representative of the Commission, as employer, attend meetings in negotiation, conciliation and arbitration proceedings, with stakeholders.

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 \$38,228 - \$46,553

29/08	CHIEF ADMINISTRATIVE OFFICER [DIRECTOR MANAGEMENT IMPROVEMENT]
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Responsible to the Permanent Secretary through the Deputy Secretary and for reviewing and advising the Government on, the structure, size and composition of the Public Service, including the creation, amalgamation and abolition of Ministries and Departments which includes the functions of departments, and staffing levels as legislated in the 1998 Constitution and 1999 Public Service Act Part 3 of the Commission's statutory functions. Ensuring service-wide networking on best management practices, the successful appointee is expected to develop and design systems and processes to improve and achieve core deliverables and targeted outputs by ministries and departments that include corporate planning geared towards translating strategies into sustainable results. Facilitate the translation of strategies into results and achieve stated goals within the context of legislation, policy and resources throughout the service. Review and evaluate public service employment policies and practices. As a statutory obligation to report on the government and for the Ministry, the successful appointee will provide monthly, quarterly reports on activities and performance of the Division which includes the compilation of Annual Report. As representative of the Commission, as employer, attend meetings in organizational and management issues with stakeholders.

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 \$38,228 - \$46,553

30/08	CHIEF ADMINISTRATIVE OFFICER [DIRECTOR HUMAN RESOURCES]
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The Director Human Resources Management is responsible to the Permanent Secretary through the Deputy Secretary for the formulation, implementation and administration of other aspect of human resources

management in the Civil Service including capacity building initiatives; succession planning, management development and performance management initiatives. The successful appointee will be responsible for performing the residual personnel functions of the Commission that are not delegated; and ensure the effective monitoring of the Commissions delegated constitutional and statutory functions. One of the major challenges of the position is to ensure the full implementation of all policy matters relating to appointments of Officers in to the Civil Service and the Senior Executive Services (SES). Provide advice and management support in the exercise of the Commission's constitutional and statutory powers pertaining to SES functions in the public service. Ensuring that the best Human Resources practices are adopted and maintained, providing advice on matters regarding SES officers, facilitate recruitment and selection of officers for SES positions and the Common User Cadre. Verifying individual cases brought to the Commission's attention for the application of the Commission's residual functions; ensuring conformity to the statutory requirements relating to discipline service-wide; the monitoring of the Commission's delegated powers; the provision of policy advice to the Commission's delegates and representing the Commission at tribunals provided for under the Appeal system. Ensure that the strengthening leadership capacity in Ministries and Departments are carried out and the formulation of competency based training programmes.

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 \$38,228 - \$46,553

MINISTRY FOR WORKS & TRANSPORT

31/08	CHIEF MARINE OFFICER (ASSISTANT DIRECTOR FIMSA)
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Responsible to the Director, Fiji Islands Maritime Safety Administration for the formulation of key strategic marine plans by sensing environmental / international trends, evaluation of alternatives and ensuring short and long

terms plans which are compatible with the Department's corporate mission are developed and coordinated throughout the organization. Ensure that an efficient, competent and motivate workforce is attracted and retained in the Department through the establishment and implementation of training, performance management and development programs conducive to maintaining high staff moral and performance. Ensure that the Department's assets are protected and properly accounted for through the formation and control of financial and management policies, coordination of budgetary and financial systems, initiating actions where standards are not met and monitoring expenditure against approved budget allocations. Ensure all Departmental operations / activities affecting marine matters comply with government financial and human resources policy controls and requirements, taking corrective action where necessary. Ensure the continual development and provision of well reasoned thoroughly research and sound policy advice on marine matters to the Minister through the Director and Permanent Secretary, which meets Government policy objectives, in a timely, accurate and objective manner. Ensure all relevant legislation are understood and effectively administer to meet statutory requirements, taking corrective action where required.

Qualification: 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 \$38,228 - \$46,553

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

**The Permanent Secretary
Ministry for Works & Transport
Private Mail Bag
Samabula**

32/08	DIRECTOR OF NATIONAL ROADS
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The position is one of the senior management positions that report to the Permanent Secretary through the Deputy Secretary. The primary purpose of the post is to ensure that the strategic management is implemented across the department and that agreed plans and programmes are developed and implemented efficiently and effectively. Manage the operations and development of roads; review and implement strategies to improve the capability of the department; develop legislative, advisory, policy and regulatory frameworks for the effective provision of utility services through participation and co-ordination of all technical managerial and operational tasks. Lead the departments senior management team (Corporate Management Team) in the development of mission, goals, and strategies and ensuring that they are all clearly understood and accepted by managers and staff at all levels throughout the department. Attend and represent meetings on behalf of its employer and act as Chairperson of the National Roads Management Committee: guiding senior managers in strategic decision making processes and on the information and reporting needs of the organization. Facilitate programmes, operations and activities to be reported appropriately through annual and other reports.

Qualification: Corporate membership of the Institute of Civil Engineers or a recognised professional qualification in Civil Engineering with at least 15 years practical experience **and/or** 3 years experience at Assistant Director' level. Extensive experience in design and construction of roads, airfields, jetties, bridges and general structural work. Specialist training in Traffic Management and a thorough appreciation on all policy and financial matters. Proven administrative experience and ability to manage and control staff and budget resources.

Salary: EP01: \$55,005 - \$ 69,268

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

**The Permanent Secretary
Ministry of Local Government and Housing
P O Box 2131
Government Buildings
Suva**

33/08	SENIOR TOWN PLANNER
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Responsible to the Director of Town & Country Planning in carrying out planning research and analysis for the preparation and review of Town Planning schemes and policies and facilitating their implementation through prompt assessment of development applications to create a better environment and promote development and investment in a sustainable manner. The Senior Town Planner is expected to possess effective management, communication and organization skills in order to supervise and train technical staff; meet set deadlines and operate with high level of independence and confidence in dealing

with development enquiries from developers and stakeholders.

Qualification: At least 2-3 years experience in that grade or equivalent and / or relevant skills and experience in this particular field in any other organisation.

Salary: LB 02 \$26,492 - \$35,596

34/08	TOWN PLANNER
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The appointee reports to the Senior Town Planner and Principal in the Forward Planning Section. The appointee will be required to prepare planning schemes, local area plans and carry out planning research and necessary liaison with Local Authorities and referral agencies; supervise the work of subordinate staff.

Qualification: Registered Town Planner (if applicable) or equivalent and recommended for appointment to this grade; OR A relevant degree in an appropriate discipline and/or relevant skills and experience in this particular field in any other organization and progressing towards qualifying for registrations (if applicable).

Salary: LB03 \$19,521 - \$26,586

35/08	TECHNICAL OFFICER II
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Responsible to Director of Town & Country Planning through the respective supervising office in providing comments and recommendations on rezoning applications, subdivision applications, processing of scheme plans, processing building development proposals, plotting of new applications and approved subdivision plans. The appointee will also prepare monthly statistics, carry out fieldwork and site inspections, carry out land and title search and attend to any enquiries on any planning matters.

Qualification: At least 23 years service in that grade. Assessed potential to contribute to the management of a section; OR Relevant experience and qualification that enable an applicant to enter at this grade and perform at an acceptable level, i.e a pass in the Fiji Public Service Draughting Examination and 12 months post qualifications relevant experience.

Salary: ST 04 \$15,062 - \$19,217

36/08	TECHNICAL ASSITANT[2 Post]
37/08	

Responsible to the Principal Town Planner to carry out necessary research for preparation of land use plans and specific land development matters within Fiji. Information collection regarding preparation of local, sub-regional and regional plans. Carry out drafting work relating to

preparation of statutory Town Planning schemes, local advisory plans, and land rezoning proposals.

Qualification: A pass in Fiji School Leaving Certificate, Form 7 or equivalent experience in an appropriate area and demonstrated ability.

Salary: ST05 \$7,768 - \$14,401

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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: 15/03/08
 Before noon: 29/02/08
 Circular dated: 15/04/08
 Before noon: 31/03/08

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WITHDRAWAL OF VACANCIES

FPSOC NO	VACANCY NO	POST
Ministry for Health, Women & Social Welfare		
18/2007	627/07	Consultant [Pathology] – Labasa Hospital – <i>no Applications received</i>
18/2007	630/07	Consultant [Anesthetic] – Labasa Hospital – <i>No suitable qualified applicant</i>
18/2007	645/07	Senior Medical Officer [Anesthetic] – CWM Hospital – <i>no suitable qualified applicant</i>
18/2007	647/07	Senior Medical Officer [Forensic Pathology] CWM Hospital – <i>the only applicant does not meet the MQR</i>
Ministry for Works & Transport		
14/2007	484/2007	Senior Marine Officer [Surveyor] – <i>sideways transfers</i>

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PROVISIONAL APPOINTMENTS / PROMOTIONS

APPOINTMENTS

GOVERNMENT PRINTING & STATIONERY DEPARTMENT

Chandra, A Technical Officer, Electrical. Vacancy No. 155/07.

PROMOTIONS
DEPARTMENT OF CO-OPERATIVES

Vunibokoi K Senior Assistant Co-operative Officer to be Co-operative Officer [Navua]. Vacancy No. 602/07. EDP 53147

Tavaga, S Senior Assistant Co-operative Officer, to be Co-operative Officer [Ra]. Vacancy No. 493/07. EDP 41449

Naisaramaki, A Co-operative Officer, to be Senior Co-Operative Officer [Eastern]. Vacancy No. 492/07. EDP 15643

GOVERNMENT PRINTING & STATIONERY DEPARTMENT

Talemaibau, T Technician to be Technical Officer [Planning]. Vacancy No. 156/07. EDP 53393

Chand, R Technician to be Technical Officer [Binding]. Vacancy No. 157/07. EDP 60304

MINISTRY OF INDUSTRY, TOURISM, TRADE & COMMUNICATION

Tawake, S Tourism Officer, to be Senior Tourism Officer [Planning & Research]. Vacancy No. 567/07. EDP 64934

Tokaduadua, P Tourism Officer, to be Senior Tourism Officer [Communication & Awareness]. Vacancy No. 566/07. EDP 64563

MINISTRY FOR AGRICULTURE, FISHERIES & FORESTS

Boa, I Senior Agricultural Officer to be Principal Agriculture Officer [Quarantine]. Vacancy No. 476/07. EDP 41498

Tawake, S Senior Agriculture Officer, to be Principal Agriculture Officer [Northern]. Vacancy No. 36/07. EDP 46159

Naidugu, S Senior Technical Assistant, to be Technical Officer II [Agronomy-Roots Crops]. Vacancy No. 30/07. EDP 64602

Iranaicolaivalu, M Senior Technical Assistant, to be Technical Officer II [Horticulture]. Vacancy No. 31/07. EDP 62227

Cuquma, S Senior Technical Assistant, to be
Technical Officer II [Agronomy].
Vacancy No. 29/07. EDP 59206

JUDICIAL DEPARTMENT

Masikolikoli, A Assistant Court Officer, to be Court
Officer [Magistrate Court, Ba]. Vacancy
No. 793/06. EDP 59158

Prasad, M.K.D Assistant Court Officer, to be Court
Officer [Magistrate Court, Suva],
Vacancy No. 792/06. EDP 62367

Prasad D.F Assistant Court Officer, to be Court
Officer [Magistrate Court, Nausori],
Vacancy No. 791/06. EDP 62367

Sundaram, P Assistant Court Officer, to be Court
officer [High Court, Lautoka], Vacancy
No. 787/06. EDP 58629

Volavola, W Assistant Court Officer, to be Court
Officer [Family Court, Suva], Vacancy
No 795/06. EDP 58469

Mairewa, A Assistant Court Officer, to be Court
Officer [Family Court, Labasa],
Vacancy No. 794/06. EDP 59859

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

However should you require additional information do no
hesitate to email ikamakorewa@psc.gov.fj or telephone
Luisa Kamakorewa on 3314588 ext 235 of the Public
Service Commission.

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