

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 5/2008

DATE: 15th March, 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.

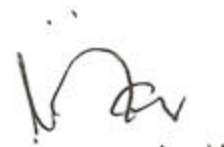
Subsection (2): An appointment or promotion may only be made if -

- (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**

38/08	DEPUTY SECRETARY [Ministry of Provincial Development]
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Responsible to the Permanent Secretary in providing leadership to strengthen the capacity of rural leaders through co-ordination and partnership within the Government and Non- Government Organisations. Ensure community growth and development through the implementation of appropriate community capacity building initiatives and programmes. Facilitate National Support/Ancillary Services through the coordination and implementation of major national response activities in accordance with the stipulated guidelines and legislations. Ensure sound entity management through the implementation of best management practices and procedures. Provide adequate policy advice and support to facilitate the development of sound policies for the Ministry. Ensure the formal information and reporting requirements of the Ministry, Government, Statute, and Minister and relevant authorities are met in a timely and relevant manner. Ensure all Provincial Administration operation/activities comply and adhere to the relevant regulations and statutes. Ensure that a responsible and dynamic image is presented for the Provincial Administration in all its dealings by developing and maintaining excellent relations and representation with all relevant bodies within the industry.

Qualifications: Previous experience in handling policy matters and assessed ability to give advice to Permanent Secretary at political level is required and experience of negotiations/discussions with senior staff of Government and non-Government Agencies. Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$56,441 - \$70,807

39/08	DIVISIONAL COMMISSIONER [Western]
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Responsible to the Permanent Secretary for Provincial Development; in ensuring that the Rural Development programmes are implemented through the formulation and implementation of strategies for activities which have been identified for the attainment of Government's macro-economic policies on Rural Development, and to ensure that medium and long term plans are compatible with the Ministry's mission for development. The incumbent is responsible for implementing the integrated planning functions of the Ministry through the coordination of line Ministries and people's representatives as facilitated through the District and Divisional Development Committee Forums. The duties require the post holder to ensure and oversee effective implementation through the preparation of detailed financial and planning papers, advocating Government policies through implementation programmes and securing sufficient and timely resources from Government. The incumbent must ensure that an effective, competent and motivated workforce is maintained through the implementation of HRM Programmes and performance Management Systems, the use of constructive employment relations practices and essentially the incorporation of EEO policies in the Division. The incumbent is accountable for all divisional assets and must oversee the adherence and compliance of the Division to existing statutory legislations, Government's policy guidelines, Departmental instructions, Financial Instructions and General Orders.

Qualifications: Previous experience in handling policy matters and assessed ability to give advice to Permanent Secretary at political level is required and experience of negotiations/discussions with senior staff of Government and non-Government Agencies. Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$56,441 - \$70,807

40/08	PRINCIPAL ADMINISTRATIVE OFFICER [Clerk to Commission]
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Responsible to the Deputy Secretary of the Public Service for the following: provide efficient and effective delivery of secretariat services to the Public Service Commission, Discipline Services Commission and Constitutional Offices Commission; ensure the availability of accurate and informative Commission records; provide the timely

conveyance of Commission's decision and follow up actions; provide accurate and sound advice to relevant stakeholders; timely preparation of Commission Submissions to the Constitutional Offices Commission and the Disciplined Services Commission; ensure that staffs have a conducive working environment that is in compliance with OHS requirements and ensure relevant training needs are met. The appointee must be well versed with the Public Service Act 1999, Police Act, Prisons Act and their respective subordinate legislations, Financial Management Act 2004, PSC Strategic Plans and Intended outcomes and PSC Constitutional Statutory authority and applications service wide; good knowledge and understating of government reform agendas and policies, Acts, operative circulars and guidelines applicable to the whole of government services; a good understanding of departmental administrative processes and extensive experience in budget and strategy formulation, staff management and functions relevant to corporate services.

Qualifications: An officer of high caliber. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Post graduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive. Determination and flair in existing grade and proven to be a meritorious performer.

Salary: SS01 \$34,048 - \$42,996

41/08	SENIOR ADMINISTRATIVE OFFICER [Office Accommodation Division]
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Responsible to the Director Office Accommodation through the Principal Administrative Officer on the management of quarters and assist in facilitating provision of office accommodation and supply of furniture to Ministries and Departments in order to ensure suitable working environment in terms of the requirements of the office, building regulations and compliance with Health and Safety at Work Act. Assist in the compilation of the budget proposals, Strategic and Corporate Plan, Business Plan, Position Description and Individual Work Plans. Contribute to effective management decision making by providing constructive, quality and timely advise on subject.

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

Salary: SS02 \$25,021 - \$31,828

42/08	PRINCIPAL ADMINISTRATIVE OFFICER [DISMAC 1]
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Responsible to the Director National Disaster Management in ensuring effective conduct of research work in all aspects of disaster and risk management and that research outcomes are implemented accordingly; Initiative policy formulation and review for the development of the overall disaster management organization and for the effective delivery of services; Coordinate the mainstreaming of Comprehensive Hazard and Risk Management (CHARM) into the national development planning process; Develop, plan and conduct CHARM sensitization program for all stakeholders and also to undertake similar sensitization program for other new policy initiatives on disaster and risk management; Coordinate the work of visiting resource person and consultants working on specific projects in line with established policy and guidelines; Coordinate the planning and implementation of projects undertaken by regional and international program of assistance in support of the national disaster and risk management program; Provide Secretariat support to the Mitigation and Prevention Committee and Comprehensive Hazard and Risk Management (CHARM) Working Group and other Task Force as may be appointed from time to time; Ensure networking with relevant sectors and disciplines including ministries/ departments, NGOs, private sector, relevant institutions, statutory bodies, local government and business community in the area of policy and research in this field. Ensure the development and maintenance of an appropriate database for research purposes; Responsible for the preparation of monthly and quarterly reports and paper for the Mitigation and Prevention Committee, National Disaster Management Council and other Committee/ Working Group/ Task Force as and when required. The position requires an officer who has extensive experience and knowledge with proven record in disaster management particularly in the area of emergency planning and coordination. Must possess sound project planning and communication skills and should be able to develop methods and systems for the sustainability of emergency planning and coordination in the country.

Qualifications: An officer of high caliber. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Postgraduate qualification and/or relevant skills and experience in this particular field in any other organization. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

Salary: SS01 \$34,048 - \$42,996

43/08	PRINCIPAL ADMINISTRATIVE OFFICER [DISMAC 2]
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Responsible to the Director, Natural Disaster Management Office for the effective coordination and planning of emergency and relief arrangements. Coordinate the development and review of departmental contingency plans and SOPs, community support plans, hazard support plans, develop and conduct exercises and ensure that the National Emergency Operation Centre (NEOC) and divisional/ district Emergency Operation Centre (EOC's) are fully functional and in a state of readiness. Coordinate the development of database to enhance resource management, project management and the operational efficiency of NEOC and EOC's in the country. Maintain emergency planning and coordination. Coordinate the review and upgrading of emergency planning arrangements in consultation with stakeholders in particular the Disaster Service Officers and provide secretariat support to the preparedness and Emergency Committee. Assist the preparation of relief and rehabilitation program in accordance with laid down policy. The position requires an officer who has extensive experience and knowledge with proven record in disaster management particularly in the area of emergency planning and coordination. Must possess sound project planning and communication skills and should be able to develop methods and systems for the sustainability of emergency planning and coordination in the country.

Qualifications: An officer of high caliber. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Postgraduate qualification and/or relevant skills and experience in this particular field in any other organization. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

Salary: SS01 \$34,048 - \$42,996

(3 Posts)	SENIOR ADMINISTRATIVE OFFICER [Provincial Administrator]
44/08	Cakaudrove
45/08	Rewa
46/08	Lau

Responsible to the Divisional Commissioner in providing leadership to strengthen the capacity of rural leaders through co-ordination and partnership within the Government and Non- Government Organisations. Ensure community growth and development through the implementation of appropriate community capacity building initiatives and programmes. Facilitate National Support/Ancillary Services through the coordination and implementation of major national response activities in accordance with the stipulated guidelines and legislations. Ensure sound entity management through the implementation of best management practices and procedures. Provide adequate policy advice and support to facilitate the development of sound policies for the Ministry. Ensure the formal information and reporting

requirements of the Ministry, Government, Statute, and Minister and relevant authorities are met in a timely and relevant manner. Ensure all Provincial Administration operation/activities comply and adhere to the relevant regulations and statutes. Ensure that a responsible and dynamic image is presented for the Provincial Administration in all its dealings by developing and maintaining excellent relations and representation with all relevant bodies within the industry. Actively promote and encourage community and voluntary involvement in the provision of services for the greater well being and good government of the rural populace in rural areas and to encourage self-help and local responsibility for addressing problems.

Qualifications: Qualifications required for appointment as Administrative Officer and at least 23 years in that grade or equivalent or relevant degree and/or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to progress beyond Senior Administrative Officer level.

Salary: SS02 \$25,021 - \$31,828

47/08	SENIOR ADMINISTRATIVE OFFICER [District Officer, Ba]
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Responsible to the Provincial Administrator (Ba) in providing leadership to strengthen the capacity of rural leaders through co-ordination and partnership within the Government and Non- Government Organizations. Ensure community growth and development through the implementation of appropriate community capacity building initiatives and programmes. Facilitate National Support/Ancillary Services through the coordination and implementation of major national response activities in accordance with the stipulated guidelines and legislations. Ensure sound entity management through the implementation of best management practices and procedures. Provide adequate policy advice and support to facilitate the development of sound policies for the Ministry. Ensure the formal information and reporting requirements of the Ministry, Government, Statute, and Minister and relevant authorities are met in a timely and relevant manner. Ensure all Provincial Administration operation/activities comply and adhere to the relevant regulations and statutes. Ensure that a responsible and dynamic image is presented for the Provincial Administration in all its dealings by developing and maintaining excellent relations and representation with all relevant bodies within the industry. Actively promote and encourage community and voluntary involvement in the provision of services for the greater well being and good government of the rural populace in rural areas and to encourage self-help and local responsibility for addressing problems.

Qualifications: Qualifications required for appointment as Administrative Officer and at least 23 years in that grade or equivalent or relevant degree and/or relevant

skills and experience in this particular field in any other organization. Assessed potential and ability to progress beyond Senior Administrative Officer level.

Salary: SS02 \$25,021 - \$31,828

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

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WITHDRAWAL OF VACANCIES

FPSOC NO	VACANCY NO	POST
JUDICIAL DEPARTMENT		
24/2006	784/06	Senior Court Officer High Court [Probate] – <i>Due to restructure</i>
MINISTRY FOR INDUSTRY, TOURISM, TRADE & COMMUNICATION		
18/2007	607/07	Director Tourism – <i>sideways transfers</i>

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PROVISIONAL APPOINTMENTS / PROMOTIONS

APPOINTMENTS

BUREAU OF STATISTICS

Chand, P.P Statistician [International Trade].
 Vacancy No. 501/2006

Raniga, D Statistician [National Accounts].
 Vacancy No. 502/06

PROMOTIONS

BUREAU OF STATISTICS

Qadua, E Assistant Statistician, to be Statistician [Information Technology]. Vacancy No. 500/06 EDP 56922

Vakalalabure, T Statistical Officer to be Assistant Statistician [Field Superintendent]. Vacancy No. 503/06 EDP 63503

Narayan, N Statistical Officer to be Assistant Statistician [Publication]. Vacancy No. 704/04 EDP 63501

Kikau, E Statistical Officer to be Assistant Statistician [Employment Survey]. Vacancy No. 702/04 EDP 58542

Singh, N Statistical Officer to be Assistant Statistician [Establishment Survey]. Vacancy No. 701/04 EDP 62624

Nath, S Statistical Officer to be Statistician [Establishment Survey]. Vacancy No. 701/04 EDP 62622

Bose, S Statistical Officer to be Assistant Statistician [Field Superintendent]. Vacancy No. 705/04 EDP 62954

Bali, R Assistant Statistician to be Statistician [Establishment Survey]. Vacancy No. 499/06 EDP 62728

MINISTRY FOR EDUCATION, NATIONAL HERITAGE CULTURE & ARTS

Tovehi, S.T.M Head Teacher [ED6D] to be Education Officer [Eastern] [ED4B]. Vacancy No. 813/07 EDP 42589

Naivalurua, V Head Teacher [ED6D] to be Education Officer [Eastern][ED4B]. Vacancy No. 814/07 EDP 43270

Bukacaca, J Assistant Teacher [ED8A] to be Head Teacher [ED6D] Mabula District School. Vacancy No. 340/07 EDP 54250

Mua, T.T Teacher [ED8A] to be Head Teacher [ED6D] Malake District School. Vacancy No. 333/07. EDP 9317

Vakaloloma, I Head Teacher [ED6D] to be Head Teacher [ED5E] Naweni District School. Vacancy No. 296/07 EDP 9829

Caunivalu, S.V Teacher [ED8A] to be Head Teacher [ED6D] Nukuloa Village School. Vacancy No. 341/07 EDP 43938

Tagicakibau, S Senior Education Officer [ED2A] to be Principal Education Officer, Research & Development Section [ED1D]. Vacancy No. 355/07. EDP 43536

Jitoko, B Senior Education Officer [ED2A] Secondary to be Principal Education

Officer [Policy] [ED1D]. Vacancy No.
809/07 EDP 8834

Employment Vacancy No. 482/2006.
EDP 53872

Katonibau, R Head of Department [2] Language
[ED5D] to be Education Officer [ED4B]
Executive Support Unit. Vacancy No.
816/07. EDP 43316

Kautoga, O Clerical Officer to be Executive Officer
[Personnel, Roads] Vacancy No.
529/2006. EDP 53871

**MINISTRY FOR FINANCE, NATIONAL PLANNING &
SUGAR INDUSTRY**

Tokalauvere, A Head of Department [2] Language
[ED5D] to be Education Officer [Fijian
Language] [ED4B] School
Broadcasting Unit. Vacancy No.
363/07 EDP 43298

Radrodro, V Clerical Officer to be Executive Officer
[Registry]. Vacancy No. 623/2006
EDP 49792

MINISTRY FOR PRIMARY INDUSTRIES

Vakamino, K.S Senior Education Officer [Special
Project Unit] [ED2D] to be Principal
Education Officer [Fijian] [ED1D] Asset
and Monitoring Unit. Vacancy No.
810/07 EDP 9407

Chand, K Clerical Officer to be Executive Officer
[Investment Registry] Department of
Immigration, Ministry of Defence,
National Security & Immigration.
Vacancy No. 16/2007. EDP 63553

Krishna, H Assistant Head Teacher [ED5B] to be
Education Officer [Ba] [ED4B], Ba /
Tavua Education Office. Vacancy No.
361/07 EDP 42719

Oerenatabua, J Clerical Officer to be Executive Officer
[Technical] Ministry of Education,
National Heritage, Culture & Arts.
Vacancy No. 135/2007.
EDP 58087

Tuisawau, V Clerical Officer to be Executive Officer
[Leave & Passage]. Vacancy No.
134/2007. EDP 59921

Tuinabuna, W Clerical Officer to be Executive Officer
[Southern]. Vacancy No. 495/2007.
EDP 49739

Tawake, B.M Clerical Officer to be Executive Officer
[Protocol, Nadi] Ministry of Foreign
Affairs, International Cooperation &
Civil Aviation. Vacancy No.874/2005.
EDP 62662

Baukari, V.S Typist to be Secretary [Director-
Fisheries]. Vacancy No 101/2007.
EDP 61844

OFFICE OF THE ATTORNEY GENERAL

Singh, M Clerical Officer to be Executive Officer
[Administration] Ministry of Foreign
Affairs, International Cooperation &
Civil Aviation. Vacancy No. 872/2005.
EDP 62615

Vuniwawa, A Typist to be Secretary [Deputy
Conservator of Forests]. Vacancy No.
496/2007. EDP 60989

**MINISTRY FOR DEFENCE, NATIONAL SECURITY &
IMMIGRATION**

PUBLIC SERVICE COMMISSION

Zinck E Clerical Officer to be Executive Officer
[Protocol, Suva] Ministry of Foreign
Affairs, International Cooperation &
Civil Aviation. Vacancy No. 873/2005.
EDP 62632

Rinakama, M Clerical Officer to be Executive Officer
[Administration]. Vacancy No.
447/2007. EDP 60375

MINISTRY FOR TRANSPORT & WORKS

Goundar P Clerical Officer to be Executive Officer
[Human Resources Management].
Vacancy No. 393/2006
EDP 61978

MINISTRY FOR HEALTH, WOMEN & SOCIAL WELFARE

Cagialau, L Clerical Officer to be Executive Officer
[Occupational Health & Safety] Ministry
of Labour, Industrial Relations &

Radabibi, T Typist to be Secretary [CWM Hospital].
Vacancy No. 613/2005. EDP 17071

Nasausila, V Typist to be Secretary [National
Advisor, Oral Health]. Vacancy no.
600/2006. EDP 58707

Abariga, K Typist to be Secretary [Director, Public Health]. Vacancy No. 601/2006.
EDP 63340

Vuli, W Vice Principal [ED2A], to be Principal [ED2D] Bucalevu Secondary School. Vacancy No. 427/2007 EDP 42057

**MINISTRY FOR JUSTICE, ELECTORAL REFORM,
PUBLIC ENTERPRISES & ANTI -CORRUPTION UNIT**

Vuetibau, S Secretary to be Senior Secretary [Family Court Division, Suva], Vacancy No 785/2006. EDP 58727

Rodan, F Typist to be Secretary [Director, Corporate Services Division]. Vacancy No. 786/2006. EDP 59957

Mailoma, R Typist to be Secretary [Magistrates Court – Suva]. Vacancy No. 788/2006. EDP 64719

Chaudry, S Typist to be Secretary [Magistrates Court – Nasinu]. Vacancy No. 789/2006. EDP 63169

Kumari, J.N Typist to be Secretary [Magistrates Court – Nasinu]. Vacancy 790/2006. EDP 90101

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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 not hesitate to email loata.nakalevu@govnet.gov.fj or telephone Loata Nakalevu on 3314588 ext 238 of the Public Service Commission.

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CORRIGENDA

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The following posts under the Ministry for Education, National Heritage, Culture and Arts should read as follows:

- Under the Fiji Public Service Official Circular No. 12 dated 30/06/2007 under the Vacancy No: 368/2007 for the POST of SENIOR EDUCATION OFFICER [Vocational] should read as follows:

Responsible to the Director Technical Vocational Educational Training for the teaching and learning of Automotive Engineering in Vocational Schools. The appointee will be required to research, plan, design, develop and review relevant curriculum and related materials and resources for teaches and students. The appointed will also plan, conduct and facilitate teachers and students. The appointee will also plan, conduct and facilitate teachers in service courses and workshops and provide professional guidance to teachers through advisory visits to schools. The appointee will conduct market research and facilitate procurement of tools and equipment for Vocational Schools.

- Under the Provisional Promotion Vacancy No. in the Fiji Public Service Official Circular No.2 dated 31/01/08 should read as follows: