

## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 6/2008

DATE: 31<sup>st</sup> 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 Auditor General**  
**Office of the Auditor General**  
**P O Box 2214**  
**Government Buildings**  
**Suva**

Consistently good reports and assessed potential and ability to progress beyond Senior Auditor Level.

**Salary:** AC02                      \$28,737 - \$36,463

48/2008	<b>AUDIT MANAGER</b>
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52/2008 53/2008 54/2008 55/2008	<b>AUDITORS [4 POSTS]</b>
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The position is responsible to the Director of Audit for 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. Appointees should be able to implement effectively new audit methodologies. The Audit Manager will assist the Director in the formulation and implementation of strategic Audit Plan and the Annual Work Programme for financial audit or special performance audit group.

The position is 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.

**Qualification:** 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 large government or private organizations; **OR** An officer of high caliber. Qualifications 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.

**Qualification:** The appointee must have a degree in Accounting 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 have 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:** AC01                      \$38,593 - \$49,250

**Salary:** AC03                      \$21,887 - \$ 28,541

49/2008 50/2008 51/2008	<b>SENIOR AUDITOR [3 POSTS]</b>
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Applications on completed GP 142 for the following Posts should be addressed to:  
**The Permanent Secretary**  
**Ministry of Local Government, Urban Development and Housing**  
**P O Box 2131**  
**Government Buildings**  
**Suva**

The position is 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.

56/2008 57/2008 58/2008 59/2008	<b>TOWN PLANNER [4 POSTS]</b>
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**Qualification:** The appointee must have a degree in accounting and membership with Fiji Institute of Accountants or a professional recognized body. He or She must have 2-3 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.

The appointee reports to the Principal and Senior Town Planner in the Forward Planning Section, Development Control Section and the Subdivision Section. The

appointee will be required to prepare planning schemes, local areas 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 – 26,583

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**Applications on completed GP 142 for the following Posts should be addressed to:**  
**The Permanent Secretary**  
**Ministry of Works and Transport**  
**Private Mail Bag**  
**Samabula**

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<b>60/2008</b>	<b>SENIOR ENGINEER ROADS, HQ</b>
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The position is responsible to the Director of National Roads for the Investigation, Planning, Implementation and Monitoring of the National Roads Maintenance programme for Headquarters Division and Roads Structure.

**Qualification:** Corporate membership of a recognized Institute or recognized equivalent qualifications and at least 3 years post – graduate experience and/or relevant skills and experience in this particular field in any other organization or relevant degree. Consistently good reports with at least one superior performance assessment at EP05 and assessed potential and ability to contribute at senior level. Particular specialist experience may be required for some posts.

**Salary:** EP04                      \$29,602 - \$39,426

<b>61/2008</b>	<b>SENIOR ENGINEER ROADS [CENTRAL EASTERN, WALU BAY]</b>
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The positions is responsible to the Divisional Engineer Roads Central Eastern for the Investigation, Planning, Implementation and Monitoring of the National Roads Maintenance programme for Central Eastern Division and Roads Structure.

**Qualification:** Corporate membership of a recognized Institute or recognized equivalent qualifications and at least 3 years post – graduate experience and/or relevant skills and experience in this particular field in any other organization or relevant degree. Consistently good reports

with at least one superior performance assessment at EP05 and assessed potential and ability to contribute at senior level. Particular specialist experience may be required for some posts.

**Salary:** EP04                      \$29,602 - \$39,426

<b>62/2008</b>	<b>SENIOR ENGINEER ROADS [LAUTOKA]</b>
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The position is responsible to the Divisional Engineer Roads, Lautoka for the Investigation, Planning, Implementation and Monitoring of the National Roads Maintenance programme for Western Division and Roads Structure.

**Qualification:** Corporate membership of a recognized Institute or recognized equivalent qualifications and at least 3 years post – graduate experience and/or relevant skills and experience in this particular field in any other organization or relevant degree. Consistently good reports with at least one superior performance assessment at EP05 and assessed potential and ability to contribute at senior level. Particular specialist experience may be required for some posts.

**Salary:** EP04                      \$29,602 - \$39,426

<b>63/2008</b>	<b>SENIOR ENGINEER ROADS [LABASA]</b>
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The position is responsible to the Divisional Engineer Roads Northern for the Investigation, Planning, Implementation and Monitoring of the National Roads Maintenance programme for Northern Division and Roads Structure.

**Qualification:** Corporate membership of a recognized Institute or recognized equivalent qualifications and at least 3 years post – graduate experience and/or relevant skills and experience in this particular field in any other organization or relevant degree. Consistently good reports with at least one superior performance assessment at EP05 and assessed potential and ability to contribute at senior level. Particular specialist experience may be required for some posts.

**Salary:** EP04                      \$29,602 - \$39,426

<b>64/2008</b>	<b>ENGINEER (ROADS) – CENTRAL EASTERN, WALU BAY</b>
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The position is responsible to the Divisional Engineer Roads Central/Eastern for the investigation, planning and

construction of roads under the Road Upgrading Project in the Central Division.

**Qualification:** A recognized degree in Civil Engineering or relevant Specialization with no relevant work experience and/or relevant skills and experience in this particular field in any other organization or relevant degree.

Salary: EP05 \$22,933 - \$29,128

65/2008	<b>ENGINEER (ROADS) [WESTERN, LAUTOKA]</b>
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The position is responsible to the Divisional Engineer Roads Western for providing assistance to professional staff in planning and designing of construction and maintenance of public roads.

**Qualification:** A recognized degree in Civil Engineering or relevant Specialization with no relevant work experience and/or relevant skills and experience in this particular field in any other organization or relevant degree.

Salary: EP05 \$22,933 - \$29,128

66/2008	<b>ENGINEER (ROADS) [NORTHERN, LABAS]</b>
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The position is responsible to the Divisional Engineer Roads Northern for assisting to professional staff in planning and designing or construction and maintenance of Civil Engineering works in any division in the Northern Division.

**Qualification:** A recognized degree in Civil Engineering or relevant Specialization with no relevant work experience and/or relevant skills and experience in this particular field in any other organization or relevant degree.

Salary: EP05 \$22,933 - \$29,128

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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: 15/04/08  
Before noon: 31/03/08  
Circular dated: 30/04/08  
Before noon: 15/04/08  
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**WITHDRAWAL OF VACANCIES**  
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FPSOC NO	VACANCY NO	POST
MINISTRY FOR HEALTH, WOMEN & SOCIAL WELFARE		
18/2007	684/07	Senior Sister [Obs & Gynae] – CWM Hospital – <i>No suitable qualified applicant</i>
18/2007	678/2007	Health Inspector – Korovou Health Office - <i>Filled by regrading and sideways transfer of Mr. Manasa Rayasidamu [EDP 62085]</i>
18/2007	692/2007	Senior Sister [ANW/PNW] – Labasa Hospital – <i>No suitable qualified applicant</i>
MINISTRY FOR AGRICULTURE		
19/2007	794/2007	Agricultural Officer (Admin & Finance)

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**PROVISIONAL APPOINTMENTS / PROMOTIONS**  
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**PROMOTIONS**

**MINISTRY OF INDUSTRY, TOURISM, TRADE & COMMUNICATION**

Tagivetaua, J      Tourism Officer [Sustainable Development] to be Senior Tourism Officer [Sustainable Development]. Vacancy No. 568/2007.      EDP 64563

Bulivakarua, E      Assistant Inspector Weights & Measures to be Inspector Trade Measurements & Standards [Northern] Trades & Measurements. Vacancy No. 601/2007.      EDP 49802

**MINISTRY FOR AGRICULTURE**

Delai, E.T      Technical Officer II to be Research Officer [Agronomy]. Vacancy No. 26/2007.      EDP 48956

Prasad, M.B      Technical Assistant to be Research Officer [Plant Protection]. Vacancy No. 27/2007.      EDP 64814

Prasad, S            Technical Officer II to be Research  
Officer            [Horticulture –  
Cereals/Vegetables]. Vacancy No.  
28/2007.                            EDP 58790

**MINISTRY FOR EDUCATION, NATIONAL HERITAGE  
CULTURE & ARTS**

Dayal, G            Principal [ED2D] to be Principal [ED1C]  
Cuvu College. Vacancy No. 397/2007.  
EDP 43626

Silatolu, N        Vice Principal [ED5E] to be Principal  
[ED3C] Gau Secondary School.  
Vacancy No. 408/2007 EDP 54436

**MINISTRY FOR HEALTH, WOMEN & SOCIAL WELFARE**

Muatabu, A        Sister to be Senior Sister [Women's  
Surgical Ward] Lautoka Hospital.  
Vacancy No. 698/2007. EDP 32332

Tube, A            Sister to be Senior Sister [Vunidawa  
Hospital]. Vacancy No. 696/2007.  
EDP 31433

Ravuso, S        Sister to be Senior Sister [NICU]  
Lautoka Hospital. Vacancy No.  
690/2007.                            EDP 31204

**OFFICE OF THE AUDITOR GENERAL**

Lomalagi, T.C     Senior Auditor to be Audit Manager.  
Vacancy No. 12/2008. EDP 63104

Temo, A            Auditor to be Senior Auditor. Vacancy  
No. 15/2008.                            EDP 64024

Prasad, S.D        Auditor to be Senior Auditor. Vacancy  
No. 16/ 2008.                            EDP 64022

Saunivalu, A        Auditor to be Senior Auditor. Vacancy  
No. 17/2008.                            EDP 64291

Singh, S.R        Assistant Auditor to be Auditor.  
Vacancy No. 20/2008. EDP 90430

Singh, P            Assistant Auditor to be Auditor.  
Vacancy No. 21/2008. EDP 90411

Korodrau, A        Assistant Auditor to be Auditor.  
Vacancy No. 22/2008. EDP 90408

Nlsha, Z            Assistant Auditor to be Auditor.  
Vacancy No. 23/2008. EDP 90407

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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 [stuisawana@psc.gov.fj](mailto:stuisawana@psc.gov.fj) or telephone  
Sogovava Tuisawana on 3314588 ext 201 of the Public  
Service Commission.  
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