

**FIJI PUBLIC SERVICE OFFICIAL CIRCULAR**

**No. 7/2008**

**DATE: 15<sup>th</sup> April, 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 Building**  
**Suva**

66/2008	<b>DEPUTY SECRETARY [POLICY ANALYSIS, ADMINISTRATION &amp; DEVELOPMENT]</b>
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The primary role of the Deputy Secretary (Policy Analysis, Administration and Development) is to provide policy advice to support effective coordination of activities/ programs within the budgetary allocations. The Deputy Secretary (Policy Analysis, Administration and Development) operates with high level of independence in the initiation and development of policies that improve efficiency and accountability of the Office of the Prime Minister. The position also oversees the efficient and effective management of all resources. Financial human resources and physical assets in accordance with laid down government procedures, policies and legal requirements.

**Qualification:** Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and Non – Government Agencies. The 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 his level after not less than 16 years of service including at least 3 years at US03/US04 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

67/2008	<b>DIRECTOR LANDS &amp; SURVEY</b>
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The position is responsible to the Permanent Secretary for the overall administration of the various sections of the Department of Lands & Surveys, advise on all matters affecting state land, surveying, leasing, valuation and mapping, administration of Estates and state land includes carrying out developments and subdivision of land for agricultural, industrial, commercial and residential uses, acquiring of land for public purposes, performing the functions of the Surveyor General; maintain and control of departmental revenue and expenditure, prepare estimates and annual reports; prepare policies on formulation, planning and implementation of all activities undertaken by the department to ensure efficient overall operations. Liase with and represent the Ministry in meeting and discussions with other Ministries/Departments or agencies relating to state land and general public in valuation, aerial photography, surveying, mapping etc.

**Qualification:** Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and Non – Government Agencies. The 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/US04 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

68/2008	<b>ASSISTANT DIRECTOR LANDS &amp; SURVEY</b>
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The position is responsible to the Director of Lands & Surveyor General for the Supervision and direct land administration activities of Lands Section. Supervise and direct Divisional Surveyors work on administration of State Land. Process application of State Land dealings with Industrial Development, Supervise the development and allocation of State Land for Industrial purposes in conjunction with ministry of Trade and Commerce. Handle various queries dealing with land as directed by Minister, Permanent Secretary, Director of Lands & Surveyor General. Prepare Cabinet Memorandum when required

attend to inter Departmental Meetings and Chair site allocation Committee Meetings.

**Qualification:** Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required and experience in negotiation/discussion with senior staff of Government and Non – Government Agencies. Officers should have shown well – rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far – reaching decision. Proven ability to manage manpower and physical resources effectively is required in positions at this level, which have a bias towards Senior Management rather than policy and considerate work. The best graduate with specialist degrees entering the Service at SS04/03 or equivalent levels may achieve this level after not less than 13 years of 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 and 21 years service respectively unless specialized training leading to appropriate higher – level qualifications has been completed during the career.

**Salary:** US04 \$43,390 - \$52,585

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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: 30/04/2008  
 Before noon: 15/04/2008  
 Circular dated: 15/05/2008  
 Before noon: 30/04/2008  
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**WITHDRAWAL OF VACANCIES**  
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FPSOC NO	VACANCY NO	POST
<b>MINISTRY FOR WORKS &amp; TRANSPORT</b>		
17/2007	598/2007	Accounts Officer [Mechanical] Central Eastern - <i>Sideways transfer</i>
18/2007	604/2007	Deputy Secretary [Planning & Design] – <i>No suitable qualified applicant</i>
8/2006	392/2006	Executive Officer [Secretariat] - Sideways Transfer of Mr Vamarasi Fasala

<b>MINISTRY FOR INDUSTRY, TOURISM, TRADE &amp; COMMUNICATION</b>		
19/2007	607/2007	Director For Tourism - <i>Sideways Transfer of Ms Alefina Vuki</i>
<b>ELECTIONS OFFICE</b>		
6/2007	04/2007	Deputy Supervisor of Election - <i>No Suitable qualified applicant</i>
<b>OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTION</b>		
23/2007	839/2007	Deputy Director of Public Prosecution - <i>No Application Received</i>

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**CORRIGENDA**  
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- Under the Provisional Promotion in the Fiji Public Service Official Circular No. 5 dated 15/03/2008 should read as follows:

Kumari, J.N                      Typist to be Secretary [Magistrates Court – Nasinu].  
 Vacancy No. 790/2006.  
 EDP 62970

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

**MINISTRY OF JUSTICE, ELECTORAL REFORM, PUBLIC ENTERPRISE & ANTI - CORRUPTION**

Singh, T                      Accounts Officer, Vacancy No. 144/2007.

**PROMOTIONS**

**MINISTRY OF JUSTICE, ELECTORAL REFORM,  
PUBLIC ENTERPRISE & ANTI - CORRUPTION**

Madanavosa, S      Accounts Officer to be Senior Accounts  
Officer – Department of Public  
Enterprise, Vacancy No. 143/2007.  
EDP 64143

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

Sili, S              Education Officer [ED4B] to be Senior  
Education Officer [Quality Assurance]  
[ED2A] at Examination Office, Vacancy  
No. 365/2007.              EDP 42984

Ratusega, M        Assistant Head Teacher [ED6A] to be  
Head Teacher [ED6D] Bureivanua  
District School, Vacancy No. 332/2007.  
EDP 8678

Fiafia, M            Teacher [ED8A] to be Head Teacher  
[ED6D] Kioa Island School, Vacancy  
No. 714/2006.              EDP 8140

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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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