

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 8/2008

DATE: 30th 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**

69/2008	DEPUTY SUPERVISOR OF ELECTIONS
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The primary role of the Deputy Supervisor is to provide general administrative support to the Supervisor of Elections for the efficient and effective management of the Elections Office and will be responsible to the Supervisor of Elections on the following: Registration of voters and the organization, conduct and supervision of the election of members of both the House of Representatives and at Local Government level. These functions are carried out in consultation with the Electoral Commission and other stakeholders. Provide administrative support for the Constituency Boundaries Commission in the discharge of its duties. Promoting public awareness of electoral and parliamentary matters with a view to encouraging the registration of voters as persons who have a right to be so registered. The incumbent is able to make appropriate decisions on administration and finance matters in the absence of the Supervisor of Elections and must be able to uphold the independent and transparent image of the Elections Office at all times.

Qualification: Previous experience in handling policy matters and the assessed ability to give advice to the Supervisor of Elections at political level is required. Must have experience in negotiations/discussions with senior staff of Government and Non – Government Agencies. The Officers 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 in positions at this level, which have a bias towards Senior Management rather than policy and considerate work. The best graduates with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 13 years of service including at least 3 years at Principal level in their respective 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 their 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: 15/05/2008
 Before noon: 30/04/2008
 Circular dated: 31/05/2008
 Before noon: 15/05/2008

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WITHDRAWAL OF VACANCIES

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FPSOC NO	VACANCY NO	POST
MINISTRY FOR WORKS & TRANSPORT		
17/2007	374/2006	Engineer (Structures) HQ -Provisional Appointee declined the offer
18/2007	376/2007 377/2007	Engineer (Mechanical) – Lautoka & Labasa [2 Posts] - No qualified applicant
MINISTRY FOR JUSTICE, ELECTORAL REFORM, PUBLIC ENTERPRISES & ANTI - CORRUPTION		
20/2006	750/2006	Deputy Secretary [Public Enterprise] - Withdrawn due to reconfiguration of Department of Public Enterprises under Ministry of Justice.

