

## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 9/2008

DATE: 15<sup>th</sup> May, 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

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**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**

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MINISTRY OF JUSTICE, ELECTORAL REFORM, PUBLIC ENTERPRISE & ANTI – CORRUPTION

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| 70/2008 | <b>PRINCIPAL ADMINISTRATIVE OFFICER<br/>[REGISTRAR OF TITLES]</b> |
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The position is responsible to the Permanent Secretary for Justice in the provision of efficient and accurate services to the public on Property Law Act, Charitable Chart Account, Bill of Sale Act, Crop Lien Act, Charitable Trust Acts, Religious Bodies Registration Act, Agriculture Landlord and Tenant Act, Native Lands Trust Act, Succession, Probate and Administration Act, Wills Act, Roads Act, Mining Act, Towns Act. The registration and maintenance of records or Registers of Titles and Deeds in Fiji, and making these records available to the public upon request; the registration and regulation of the activities of the Charitable Organizations and Religious Bodies operating in Fiji, the day – to – day operation of the Registrar of Titles and Registrar of Deeds office; examination of documents, handling off all queries, providing legal opinions, approval of titles, deeds, religious bodies and charitable organizations; preparation of court dealing with complaints and grievances; preparation of monthly and annual reports; attending staff board meetings, and verifying revenues earned by the section.

**Qualification:** 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

OFFICE OF THE PRESIDENT

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| 71/2008 | <b>ADMINISTRATIVE OFFICER</b> |
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The position reports to the Official Secretary through the Senior Assistant Secretary and is responsible for coordinating training programmes and preparation of training needs analysis for Staff. Facilitate the implementation of OHS policy. Maintenance and upkeep of

Government House Assets and ensure that board of Survey is promptly conducted. Proper administration of leave and effective management of registry. Attend to other duties assigned by the Official Secretary during State functions.

**Qualifications:** Qualifications required for appointment as Executive Officer with pass in service examination E and at least 2-3 years service as an Executive Officer or equivalent **OR** relevant skills and experience in this particular field in any other organization. Assessed potential and ability to progress beyond Administrative Officer level, **OR** a good University degree in Management/Public Administration/Business Studies or equivalent.

**Salary:** SS03 \$19,522 - \$24,951

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

**The Permanent Secretary**  
**Ministry of Finance, National Planning & Sugar Industry**  
**P O Box 2351**  
**Government Building**  
**Suva**

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DEPARTMENT OF NATIONAL PLANNING

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| 72/2008 | <b>SENIOR RESEARCH OFFICER<br/>[SUGAR]</b> |
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Responsible to the Permanent Secretary for Finance, National Planning & Sugar Industry and the Deputy Secretary for Budget on issues pertaining to the Sugar Industry and its reform process. Prepare Cabinet Papers/Memorandum for approval; assess and prepare briefs on developments in the sugar industry; Liaise with and consult with relevant Ministries, Government Agencies, Statutory Authorities, Private Sector, International Agencies and Sugar Industry Stakeholders on issues relating to the Sugar Industry and provide administrative support services. Provide administrative support services to the Head of Sugar Unit for policy and operation sugar – related matters affecting entities like the Mill Area Committees, the Sugarcane Growers Council, the Native Land Trust Board, the Sugarcane Growers Fund Authority, the Fiji Sugar Marketing and the Fiji Sugar Corporation as covered under the Sugar Industry Act. The person should also liaise with the Sugar Research Institute of Fiji and the facilitation of the Farming Assistance Scheme (FAS), Sugar Industry Support Programme for the sugar industry. Attend to other duties assigned by the Permanent Secretary or Deputy Secretary, as and when required.

**Qualification:** An officer with high caliber. Qualification required for appointment as Research Officer and at least 2-3 years service in that grade or equivalent or a relevant

degree and or relevant skills and experience in this particular field in any other organization. Ability to manage staff and resources. Assessed potential and ability to progress beyond Senior Research Officer.

**Salary:** SC02 \$26,493 - \$36,782

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**Applications on completed GP 142 for the following posts should be addressed to:**  
**The Permanent Secretary**  
**Ministry of Justice, Electoral Reform, Public Enterprise & Anti - Corruption**  
**P O Box 11869**  
**Suva**

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| 73/2008 | <b>ADMINISTRATOR GENERAL</b> |
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Responsible to the Permanent Secretary for Justice for the administration of the Companies Act, Business Names Act, Patent Act, Trade marks Act, Newspapers Registration Act, Credit Union Act, Friendly Society Act, and Bankruptcy Act. Responsibilities also include the proper performance of statutory and non – statutory functions pertaining to the abovementioned Acts; ensure the proper administration and maintenance of all records and registers which are under the custody of the (2) Registries including the Registrar of Companies Office and the Official Receivers Office and the ready accessibility of these records and registers to members of the public. Other duties and accountabilities include the provision for accurate legal advice / opinions, timely issuance of notice, preparation of annual budgetary proposals, review of office structure and systems updating of office manuals, review of Corporate plans and Management Plan and Strategic Plan, capacity building of staff and review of existing legislation to ensure our compliance with international obligations.

**Qualification:** Professionally qualified under the provisions of the Legal Practitioner's Act. Serving officers must have served at least 23 years as Principal Legal Officer or equivalent and/or 6 years practical lawyer in any other organization Preference will be given to applicants with experience in Litigation work or could demonstrate similar aptitude and practical understanding of intellectual property related laws and conventions, administration of estates and trusts including investments, bankruptcy law and liquidation, company law and practice, lands transfer matters, etc.

**Salary:** LG01 \$55,005 - \$69,268

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

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METEOROLOGICAL SERVICES

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| 74/2008 | <b>PRINCIPAL TECHNICAL OFFICER</b><br><b>[Reporting Network &amp; Facilities]</b> |
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Responsible for the maintenance of all meteorological instruments and all network data recording or measuring instruments in the reporting Network by co-ordinating instruments procurements and installation, providing regular inspections, replacements or repairs, provide regular calibrations of instruments, monitoring the standard and quality of data in line with the World Weather Watch of the WMO and ICAO Regulations, monitor and act on any amendment to the regional/international weather reporting program, maintain, upgrade and optimally manage Government assets and facilities.

Special Requirement: Have comprehensive knowledge of all WMO, GTS and ICAO Regulations on meteorological and aeronautical practices and a good knowledge of Quality Systems and OHS Rules.

**Qualification:** An officer of high caliber. Qualifications required for appointment as Senior Technical Officer and at least 2-3 years of service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization or relevant degree or postgraduate qualification. 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:** ST01 - \$34,047 - \$42,995

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| 75/2008 | <b>SENIOR TECHNICAL OFFICER</b><br><b>[FORECASTING]</b> |
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**[Located at the National Weather Forecasting Centre, Nadi]**

Responsible to the Principal Scientific Officer (Forecasting) for the day to day management of data acquisition, data processing and data control activities of the National Weather Forecasting Centre to facilitate routine issue of public, marine, aviation forecast and advisories for the region, provision and consolidation of necessary technical and administrative support services and must have extensive knowledge of World Meteorology Organisation

(WMO) Reporting Practices and International Civil Aviation Organisation (ICAO) Regulations and Procedures.  
Special Requirement: Pass in Meteorological Observers Examinations Q1 and Q2 and a through knowledge of the WMO codes and relevant FIMS applications is essential with proven ability to motivate and supervise staff. Should have demonstrated intellectual capacity, drive, determination and flair in the existing position and proven as a meritorious performer.

**Qualification:** Qualifications required for appointment as Technical Officer Class I and around 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization. Demonstrated ability to control and manage staff and resources.

**Salary:** ST02 \$25,021 - \$31,828

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| 76/2008 | <b>SENIOR TECHNICAL OFFICER<br/>[AVIATION]</b> |
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**[Located at the National Weather Forecasting Centre, Nadi Airport]**

Responsible to the Principal Scientific Officer (Forecasting) for the provision of necessary aviation and data acquisition for efficient running processing of the National Weather Forecasting Centre, coordinate and manage the operations of the meteorological Briefing Office at the airport and the Upper Rawin and Radiosonde program at the NWFC, ensure a smooth flow of incoming and outgoing traffic on the AFTN and GTS network and proper coding of observations in accordance with WMO Regulations and International Civil Aviation Organisation (ICAO) Regulations and Procedures. Provide administrative and technical support to the management especially in various resource utilizations and assist with specialized training of Aviation Support staff.

Special Requirement: Pass in Meteorological Observers Examinations Q1 and Q2 and a through knowledge of the WMO codes and relevant FIMS applications is essential with proven ability to motivate and supervise staff. Should have demonstrated intellectual capacity, drive, determination and flair in the existing position and proven as a meritorious performer.

**Qualification:** Qualifications required for appointment as Technical Officer Class I and around 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization. Demonstrated ability to control and manage staff and resources.

**Salary:** ST02 \$25,021 - \$31,828

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| 77/2008 | <b>TECHNICAL OFFICER I<br/>[Training]</b> |
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The primary role of the position is to design, develop and assess training and development through use of plans and programs in accordance with the Human resource development plans for FMS and the Regional Meteorological Services, provide information to promote training and evaluate promotional activities in the workplace, identify and determine the need for training through identifying competencies and defining training requirements in the workplace, ensure the effective implementation of course curriculum and updating of training files/records, implementation of training and development programs, as well as teaching and learning materials, assists in all the on the job training programs, deliver training at the Training Centre and on the field as required or as the outstations and Climate stations around Fiji.

**Qualification:** Qualifications required for appointment as Technical Officer Class II and around 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Demonstrated ability to supervise and control staff and resources.

**Salary:** ST03 \$19,522-\$25,734

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| 78/2008 | <b>TECHNICAL OFFICER I<br/>[Climate]</b> |
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The primary role of the position is to develop and assess training and development through use of plans and programs in accordance with the Human Resource Development plans for FMS and the Regional Meteorological Services, provide information to promote training and evaluate promotional activities in the workplace, identify and determine the need for training through identifying competencies and defining training requirements in the workplace, ensure the effective implementation of course curriculum and updating of training files/records, implementation of training and development programs, as well as teaching and learning materials, assists in all the on the job training programs, deliver training at the Training Centre and on the field as required or as the outstations and Climate stations around Fiji.

**Qualification:** Qualifications required for appointment as Technical Officer Class II and around 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization. Demonstrated ability to supervise and control staff and resources.

**Salary:** ST03 \$19,522-\$25,734

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| 79/2008 | TECHNICAL OFFICER I<br>[FIELD & SUPPLIES] |
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Responsible for the procurement, maintaining and control of all instruments and consumables to RSMC, Synoptic, Rainfall, Ships and Climate stations in the Network and the servicing and installations of all Pluviographs in the Network.

Special Requirement: A pass in Meteorology QI & QII examinations and a through knowledge of all WMO and ICAO Regulations.

**Qualification:** Qualifications required for appointment as Technical Officer Class II and at least 2-3 years service in that grade or equivalent with meritorious performance. Ability to make sound technical judgments with minimal 'professional' guidance.

**Salary:** ST03 \$19,522-\$25,734

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| 80/2008<br>81/2208 | TECHNICAL OFFICER CLASS II<br>[2 POSTS] |
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[Located at the National/Regional Weather Forecasting Centre, Nadi]

The officer will be responsible to the Shift Supervisor for carrying out necessary aviation support and data acquisition functions at the National/Regional Weather Forecasting Centre. This includes compilation and presentation of all flight documentations for domestic and international flights, briefing airline pilots and other customers and acquiring timely Upper Air and Surface meteorological data for Forecasting Operations.

**Qualifications:** Qualifications required for appointment as Technical Assistant and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization. Assessed potential to contribute to the management of a section  
**OR**

Relevant experience and qualifications that enable an applicant to enter at this grade and perform at an acceptable level i.e pass in Observers Examinations Q1 & Q2 and at least 2-3 years work experience at Senior Technical Assistant level. Possess a thorough knowledge of the required WMO/ICAO codes and relevant FIMS applications. Ability to communicate with customers and disseminate information with accuracy and confidence.

**Salary:** ST04 \$15,062-\$19,217

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| 82/2008 | PRINCIPAL ANALYST/PROGRAMMER | SYSTEMS |
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Responsible to the Director Meteorology for managing the support of FMS's existing computer systems and communications networks software, design and implementation of new systems and enhancing the existing systems such as UNIX, Linux, AIX, Citrix, Oracle RDBMS, JAVA and Windows operating systems.

Special Requirement: Knowledge of one or more C, C + + , JAVA, Oracle RDBMS, Citrix, Sendmail, backup, ERP solutions, HACMP and experience in the administration of UNIX, Linux, or AIX.

**Qualifications:** Qualifications required for appointment at Senior System Analyst/Programmer and at least 2-3 years service in that grade and / or relevant skills and experience in this particular field in any other organization with meritorious performance or relevant degree or postgraduate qualifications.

**Salary:** IT03 \$40,216 - \$51,302

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| 83/2008 | ASSISTANT ACCOUNTS OFFICER |
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Responsible for the preparation of all accounting reports, data Inputs to the Ministry of Finance, reconciliation of IDC, Trust Fund, CCA, Drawings A/C and Revolving Fund Accounts, preparation of Vat payments, signing of cheques and monitoring of expenditure on the various allocations.

**Qualifications:** A pass in Service Examination U. Appointees must have served at least one year in SS05 grade, have passed H1 and H2 Service Examinations and/or successfully completed Form 7 examination with a pass in either accounting or economics.

**Salary:** AC04 \$16,980 - \$21,815

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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: 31/05/2008  
Before noon: 15/05/2008  
Circular dated: 15/06/2008  
Before noon: 31/05/2008

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**CORRIGENDA**

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Published in the Fiji Public Service Official Circular No.8 of 30<sup>th</sup> April, 2008 anomalies under:

- Vacancy No 67/2008 – Director Lands & Survey should read as **Director Lands and Surveyor**.  
Special Requirements: - A Fiji Registered Surveyor with professional qualification in land surveying is essential.
- Vacancy No 68/2008 – Assistant Director Lands and Survey should read as **Assistant Director Lands**

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**PROVISIONAL APPOINTMENTS / PROMOTIONS**

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**PROMOTIONS**

MINISTRY OF INDUSTRY, TOURISM, TRADE & COMMUNICATION

Rokosuka, A      Senior Tourism Officer to be Principal  
Economic Planning Officer (Planning &  
Research), Vacancy No. 565/2007.  
EDP 65711

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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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