

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 10/2008

DATE: 31st 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

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

service in that grade or equivalent. Consistently good reports and assessed potential and ability to progress beyond Senior Auditor Level.

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

84/2008 85/2008	AUDIT MANAGER [2 POSTS]
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90/2008 91/2008 92/2008	AUDITORS [3 POSTS]
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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

86/2008 87/2008 88/2008 89/2008	SENIOR AUDITOR [4 POSTS]
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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: 15/06/08
 Before noon: 31/05/08
 Circular dated: 30/06/08
 Before noon: 15/06/08

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.

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Qualification: The appointee must have a degree in accounting and membership with Fiji Institute of Accountants or a 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

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CORRIGENDA

Published in the Fiji Public Service Official Circular No. 9 of 15th May, 2008 anomalies under:

- **Vacancy No 76/2008:** The Post Title & Responsibilities should read as follows:
POST: SENIOR TECHNICAL OFFICER [OUT STATION] LAUCALA BAY, SUVA.
DUTIES: Responsible to the Director Meteorological for the management, maintenance and upgrade of assets and equipments in Laucala Bay, Nausori & all Outstations premises and quarters, management and supervision of staff in all the weather outstation, Nausori & Laucala Bay, report on performance & quality of data acquisition programmes.
- **Vacancy No. 78/2008:** The responsibilities of the post should read as follows:
Duties: Responsible to the Data Operation Manager in the provision of monthly International Climate Messages & Weather Extremes and Data Listing, maintenance of the climatology inventory and storage of all current and historical records, carry out quality checks on all data acquired by Technical Officer II and ensure the provision of efficient quality control of all Climate data from reporting network.
- **Vacancy No. 67/2008** – Director Lands and Surveyor should read as **Director Lands and Surveyor General.**

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WITHDRAWAL OF VACANCIES

FPSOC NO	VACANCY NO	POST
MINISTRY FOR HEALTH, WOMEN & SOCIAL WELFARE		
18/2007	650/2007	Senior Medical Officer [Anaesthetic – Lautoka Hospital] - No suitable qualified applicant

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PROVISIONAL APPOINTMENTS / PROMOTIONS

PROMOTIONS

OFFICE OF THE AUDITOR GENERAL

Yalovia, L Assistant Auditor to be Auditor. Vacancy No. 27/2008. EDP 90409

Ali, M.S Auditor to be Senior Auditor. Vacancy No. 49/2008. EDP 64900

MINISTRY FOR AGRICULTURE

Nauluvula, P Senior Research Officer to be Principal Research Officer [Horticulture]. Vacancy No. 502/2007. EDP 58025

Puran, K Research Officer to be Senior Research Officer [Rice Agronomy]. Vacancy No. 792/207. EDP 47437

Gucake, V Senior Economic Planning Officer to be Principal Economic Planning Officer. Vacancy No. 564/207. EDP 61419

Drodroacagi, A.T Senior Research Officer to be Principal Agricultural Officer [Animal Production]. Vacancy No. 553/2007. EDP 13771

Lakhan, K Economic Planning Officer to be Senior Economic Planning Officer [Policy Analysis]. Vacancy No. 790/2007. EDP 45618

MINISTRY FOR WORKS & TRANSPORT

Pene, A Architect to be Senior Engineer [Construction – Lautoka]. Vacancy No. 369/2006. EDP 49467

PUBLIC SERVICE COMMISSION

Nath, M.P Administrative Officer to be Senior Administrative Officer [Systems & Government Machinery Organisation, Policy & Development Unit]. Vacancy No. EDP 60062

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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 or telephone Sogovava Tuisawana on 3314588 ext 201 of the Public Service Commission.

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