

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 11/2008

DATE: 15th June, 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

OFFICE OF THE PRIME MINISTER

93/2008	SECRETARY TO THE CABINET
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The role of the Prime Minister has a pivotal role in the coordination and integration of the public service support for the strategies of the Government. Within the Prime Minister's Office, the Cabinet Office is responsible for serving Cabinet meetings and ensuring that all Cabinet memoranda and decisions are processed in a timely manner. The Secretary to the Cabinet is accountable to the Prime Minister for the provision of impartial secretarial services to the Cabinet. The officer ensures the formulation of well – drafted Cabinet memoranda for discussion in Cabinet, by effectively scrutinizing and validating them against required standards. The officer further ensures the timely circulation of Cabinet memoranda and minutes & facilitate the timely implementation of cabinet decisions by advising the relevant Permanent Secretaries of approved Cabinet decisions. Where a Cabinet memoranda affects the functions of another Ministry, the Secretary to Cabinet in consultation with the Prime Minister, will ensure that the views of that Ministry is taken into consideration and the Minister concerned is advised accordingly. The Secretary to the Cabinet will also ensure that the confidentiality of Cabinet memoranda for use by Cabinet members is safeguarded and that the Cabinet records are properly and thoroughly documented and maintained. An imperative role of the position is the provision of independent and accurate advice to the Prime Minister, and with the Prime Minister's consent, advice to other Ministers on policy coordination matters. The officer ensures the accurate and timely dissemination of appropriate information through the media to facilitate positive publicity of Cabinet businesses, policies and other relevant activities. In the promotion of a professional and harmonious work place, the officer further ensures that the Cabinet secretariat Staff demonstrates competence at all levels of performance. The Secretary to the Cabinet is required to administer the Retired Prime Minister and Retired President Act.

Qualification: Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary and at political level is required and is experienced in consultations /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 US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$56,441 - \$70,807

MINISTRY OF AGRICULTURE

94/2008	DIRECTOR [ANIMAL HEALTH & PRODUCTION]
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The position of Director of Animal Health and Production reports to the Permanent Secretary through Deputy Secretary (Agriculture Development). The incumbent is responsible for the implementation of the AH& P Division's strategies and monitoring of the application of approved policies and programmes to ensure consistent adherence with the objectives of the Ministry. The Director provides specialist advice on all livestock health, production, quarantine, research & development and regulatory matters and attendance at meetings both within the Ministry and externally; he/she is also responsible for the preparation of the Division's Business Plan, Work Programme, Annual Budget (Capital/Operating) consistent with the Ministry's Corporate Plan and infrastructure development strategies with Principal level officers; develop, coordinate and plan policy processes for the Division and ensuring consistency with the overall Ministry and Divisional objectives; participate in the evaluation of the Divisions programmes and policies and to review their effectiveness relative to the priorities of the Government and the Ministry; formulate appropriate Human Resource Development plan and programmes for the Division and to secure funding for such programmes from donor agencies; ensure the Division has adequate resources to carry out its programmes and projects; monitor the change in both internal and external environment and to refocus and adapt to the changes.

Qualification: Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required, and on experience of negotiation/discussion with senior staff of Government and Non-Government Agencies. Officers should have shown evidence of 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

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

**The Permanent Secretary
Ministry of Defence, National Security & Immigration
P O Box 2224
Government Building
Suva**

Department of Immigration

95/2008	SENIOR IMMIGRATION OFFICER [WESTERN]
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The position is responsible to the Principal Immigration Officer Western for the execution of the immigration related services. Provide efficient and effective administration support, financial management and human resources functions. Compile, implement, monitor and evaluate the division's work plan. Monitor, assess and report on performances of personnel. Monitor divisional OHS Committee to ensure compliance with health and safety at work. The incumbent must be well versed with the Immigration Act and PSC Regulations and to be able to interpret them correctly. Overall supervision of all officers below SS02 grade, and the day to day operations of the various sections within the division.

Qualification: Qualifications required for appointment as Immigration Officer and around 2-3 years in that grade or equivalent or relevant degree or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to progress beyond Senior Immigration Officer Level.

Salary: SS02 \$25,021 - \$31,828

96/2008	SENIOR IMMIGRATION OFFICER [INVESTMENT]
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The position is responsible to the Principal Immigration Officer (Investment) for the general administration of the Unit, organizing of all staff and stakeholders meetings and training, Liaising with Immigration attaché in Fiji Embassy / High Commissions on their permit submission and liaising with relevant authorities such as FTIB on permit deliberations, sitting in for PIO – I if and when required in house or elsewhere, supervising of the Unit including performance output and welfare and information Liaison officer for the Unit.

Qualification: Qualifications required for appointment as Immigration Officer and around 2-3 years in that grade or equivalent or relevant degree or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to progress beyond Senior Immigration Officer Level.

Salary: SS02 \$25,021 - \$31,828

97/2008	IMMIGRATION OFFICER [RESEARCH & INFORMATION]
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The position is responsible to the Assistant Director of Immigration. Research Immigration policy matters and resources requirements while providing information on Immigration issues, procedures, policies and enquiries. Compiling statistics/ Information for Parliament, Minister, PIDC, other Government Departments. Assist in formulating Department Plans and Objectives and also IT Development/ Management.

Qualification: Qualification required for appointment as Assistant Immigration Officer and at least 2-3 years of service in that grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to progress beyond Immigration Officer Level. **OR** University Degree in Business / Management Studies or Equivalent.

Salary: SS03 \$19,522 – \$24,951

98/2008	IMMIGRATION OFFICER [COMPLIANCE & INVESTIGATION]
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The position is responsible to the Senior Immigration Officer (Investigations) for the investigation of cases where non – citizens of the Fiji Islands have breached the conditions of their permits and/or whose presences in the Fiji Islands are unlawful. He/She will be authorized to arrest prohibited immigrants, to convey them to prison and to arrange for the removal from the country. He/She will also be responsible for investigating complaints relating to passports, visas and citizenship, and for any other duties which may, from time to time, be assigned to him/her.

Qualification: Qualification required for appointment as Assistant Immigration Officer and at least 2-3 years of service in that grade or equivalent or relevant. Consistently good reports and assessed potential and ability to progress at least one grade beyond the Immigration Officer Level **OR** Diploma in Business Studies or University Degree of recognized worth with information technology skills.

Salary: SS03 \$19,522 – \$24,951

99/2008	IMMIGRATION OFFICER (PERMIT)
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The position is responsible to the Senior Immigration Officer (Permit) for processing of work permit applications and compiling of permit papers for the work permit Committee meeting. Approval for Short Term Permit and Co – Extensive Permits, Facilitation of entry and departure for all permit applicants in these categories, preparing and updating of permit manuals and SIO (1) website, checking of all typed permits before PIO (1) signs on behalf of the Director and checking and endorsing of all monthly quarterly and annual reports.

Qualification: Qualification required for appointment as Assistant Immigration Officer and at least 2-3 years of service in that grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to progress beyond Immigration Officer Level. **OR** University Degree in Business / Management Studies or Equivalent.

Salary: SS03 \$19,522 – \$24,951

100/2008	ASSISTANT IMMIGRATION OFFICER (VISA)
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The officer is responsible to the Principal Immigration Officer (Visa) for receiving and processing visa applications, maintaining visa register, attending enquiries relating to visas and preparing weekly, monthly reports for the visa section.

Qualification: Appointment as Immigration Inspector and at least 2-3 years service as Immigration Inspector or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management role.

Salary: SS04 \$15,062 - \$19,217

101/2008	ASSISTANT IMMIGRATION OFFICER (PASSPORT)
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The position is responsible to the Principal Immigration Officer (Passport) for the: Processing of passports applications. Processing of certificates of Identities. Maintain passport registers. Attend to passports correspondence. Interview applicants for lost, mutilated passports, and other cases. Liaise with Police Department and Foreign on Passport related matters. Compilation of weekly, monthly & quarterly Reports. Any other duties assigned by Senior Officer.

Qualification: Appointment as Immigration Inspector and at least 2-3 years service as Immigration Inspector or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management level.

Salary: SS04 \$15,062 - \$19,217

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

**The Permanent Secretary
Ministry of Agriculture & Primary Industries
Private Mail Bag
Raiwaqa.**

Ministry of Agriculture

102/2008	DIRECTOR [LAND & WATER RESOURCES MANAGEMENT]
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The position of Director of Land & Water Resources Management reports to the Permanent Secretary through Deputy Secretary (Agriculture Development). The incumbent is responsible for the development of the Division's strategies, implementation and monitoring of the application of approved policies and programs to ensure consistent adherence with the objectives of the Ministry. The Director provides specialist advice on policy and operational matters to the Permanent Secretary and participates in the formulation of department policy; directs and participates in the agricultural engineering research and development projects, planning and river engineering, drainage & irrigation matters and attendance at meetings both within the Ministry and externally. The incumbent prepares the Division's Business Plan, Work Programme, Annual Budget (Capital/Operating) consistent with the Ministry's Corporate Plan and infrastructure development strategies; formulate and implement river engineering, drainage & irrigation and mechanization programmes for the sustenance of the country's agricultural land and production; advice the Permanent Secretary and other government/non-government representatives on the improvement of major rivers, coastal protection and watershed management programmes and related legislation,; develop and review the Division's human resource development programme, physical/financial resource allocation strategies to ensure their continued efficient utilization, effective compliance with nominated objectives; represent the Division on the various Boards and Committees in respect of technical and professional issues relating to the agricultural engineering development in the country.

Qualification: Corporate membership of the Institute of Civil Engineers or a recognized professional qualification in Civil Engineering with at least 12 years practical experience **and/or** 3 years experience at Assistant Director

level; or some relevant experience outside the service with post graduate qualification will be considered as an asset. Extensive experience in Drainage and Irrigation work. Proven administrative experience and ability to manage and control staff and budget resources.

Salary: EP01 \$55,005 - \$69,268

Applications on completed GP 142 for the following posts should be addressed to:
The Permanent Secretary
Department of Public Utilities, Water & Energy
P.O Box 2131
Government Building
Suva

Department of Energy

103/2008	PRINCIPAL SCIENTIFIC OFFICER [ENERGY - HQ]
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Assist the Director of Energy on the daily operation and management of the Department's activities and programs to ensure effective and efficient coordination within the Department. Responsible for the formulation and review of energy related policies. Promote fuel diversification and energy efficiency in the power, transport and other sectors. Coordinate the Department's Information and Database Programme through establishing a concise, up-to-date and user-friendly system for the collection, distribution and management of data for planning and simulating developments with the overall Energy Sector. Coordinate the Department's Renewable Energy Development Programme with the intention of harnessing renewable energy resources for power development and ultimately reduce our dependency on imported petroleum products to manageable levels. Coordinate the Department's Petroleum and Transport Programme through providing advice and promoting environmentally better practices and simultaneously enhancing energy conservation in the transport sector with the intention of enhancing public awareness on such important issues. Provide relevant training and guidance to subordinate staff as well as carry out any other tasks assigned by the Director.

Qualification: An officer of high caliber. Qualifications required for appointment as Senior Scientific Officer 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 the existing grade. Particular specialist experience will be required for the post.

Salary: SC01 \$34,786 - \$44,913

104/2008	SENIOR SCIENTIFIC OFFICER [ENERGY – HQ]
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The position is responsible to the Director of Energy for the Solar energy based electrification programme by conducting/coordinating data collection through surveys, implementing & monitoring the programmes and providing advice and direction to the Government and the private sector; formulating, implementing, monitoring and assessing the implementation and progress of renewable energy projects; assisting in advising on all petroleum issues; coordinating public education/awareness in the petroleum and transport sector; contribute to the preparation and monitoring of the department's budget; assisting in the continued development of the department's database; assisting in the identification, collection, analysis and coordination of surveys on rural energy use; preparation of briefs for the Minister as and when required in activities responsible for; representing the department in meetings; participating and taking a lead role in policy review; preparing and submitting energy programmes status reports and quarterly reviews; contributing to discussions, project identification, initiation and implementation of energy activities.

Qualification: Appointment as a Scientific Officer 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. Consistently good reports and ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in the existing grade. Particular specialist experience will be required for the post.

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

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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:	30/06/08
Before noon:	15/06/08
Circular dated:	15/07/08
Before noon:	30/06/08

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CORRIGENDA

- Under the Fiji Public Service Official Circular No.12 dated 30/06/2007 under the Vacancy No: 368/2007 for the Post of **SENIOR EDUCATION OFFICER (VOCATIONAL)** should read as follows:

Responsible to the Director Technical Vocational Educational Training for the Teaching and learning of **Carpentry and Joinery** in Vocational Schools. The appointee will be required to research, plan, design, develop and review relevant curriculum and related materials and resources for the teachers and students. The appointee will also plan, conduct and facilitate teachers in service courses and workshops and provide professional guidance to teachers through advisory visits to schools. The appointee will conduct market research and facilitate procurement of tools and equipment for Vocational Schools.

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WITHDRAWAL OF VACANCIES

FPSOC NO	VACANCY NO	POST
PUBLIC SERVICE COMMISSION		
04/2008	29/2008	Chief Administrative Officer [Management Improvement Division] - Sideways transfer of Mr Peni Ratumaitavuki.

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PROVISIONAL APPOINTMENTS / PROMOTIONS

PROMOTIONS

MINISTRY OF FOREIGN AFFAIRS, INTERNATIONAL CO-OPERATION & CIVIL AVIATION

SOVANIVALU, S Administrative Officer to be Senior Administrative Officer [Senior Executive Services – HRM Unit]. Vacancy No. 618/2007.

EDP 48265

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OTHER VACANCIES

FORUM SECRETARIAT

Post	Young Professional - Economic Governance
Website	www.forumsec.org Email: jobs@forumsec.org.fj
Due Date	27 th June, 2008

Post	Economic Infrastructure Adviser
Website	www.forumsec.org Email: jobs@forumsec.org.fj
Due Date	4 th July, 2008

Secretariat of the Pacific Community

Post	Laboratory Specialist
Website	Email: spc@spc.int
Due Dates	30 th June 2008
Post	Fisheries Scientist (Stock Assessment)
Websites	Email: spc@spc.int
Due Dates	30 th June, 2008

UNITED NATIONS ENVIRONMENT PROGRAMME

Post	Director (D2) – Division of Regional Co-operation
Websites	www.unep.org/vacancies
Due Dates	20 th June, 2008

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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.