

**FIJI PUBLIC SERVICE OFFICIAL CIRCULAR**

**No. 13/2008**

**DATE: 15<sup>th</sup> July, 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

PRISONS DEPARTMENT

133/2008	DEPUTY COMMISSIONER OF PRISONS
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Responsible to the Commissioner of Prisons & Corrections Service for the development of a corporate culture that ensures the continued improvement of the Fiji Prisons & Corrections Service nationwide through an efficient and effective human and financial management system. This includes:- The provision of policy advise, formulation and the implementation of HR and financial plans, staff training and development. Assist in the overall coordination and monitoring of capital projects and related departmental activities by strictly complying with standard rules, procedures and relevant legislations such as Prisons Act Cap 86, Prisons & Corrections Act 2006, Public Service Act and Financial Management Act so as to maintain transparency and consistency in the Fiji Prisons & Corrections Service. Provide the Commissioner of Prisons with advice as to the supervision of Prisons Department staff dealing mainly with appointments, promotion, discipline, employment relations and transfers. Monitors and take corrective actions in the implementation of financial budget strategy in the delivery of core outputs of the Prisons Service as articulated in the Fiji Prisons & Corrections Service Strategic Plan and Annual Corporate Plan. Evaluate and develop a performance based environment amongst all the staff in accordance with the Corporate Plan and ensure compliance with EEO policies and assist top management in the formulation and implementation of OHS policies.

**Qualification:** Previous experience with policy matters and assessed ability to give advice to the Permanent Secretary at political level is required and an experience of negotiation/discussion with senior staff of Government and Non-Government Agencies. Officer should have shown evidence of well-rounded forceful personalities

with 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 SSO3/04 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 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:** US03 \$47, 325 - \$59, 313

134/2008	ASSISTANT COMMISSIONER OF PRISONS
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Responsible to the Commissioner of Prisons through the Deputy Commissioner of Prisons for the development of corporate culture that ensured the continued improvement of the Prisons Department nationwide through an efficient and effective system regarding the treatment of offenders. This includes the provision of policy advice formulation and the implementation of rehabilitation programs for prisoners, admission procedures, progressive stage systems, and welfare services. Assist in the overall coordination and monitoring of farm development, prison industries both internally as well as inter-departmental activities in accordance with the Corporate Plan. Provide advise to the Commissioner of Prisons as to the development of prison establishment, security related matters, emergency response and project future directions that are viable and sustainable. Monitors the fluctuation of prison population and administer the Classification and Allocation Board in accordance with the provision of the Prison Act Cap 86, Prisons & Corrections Act 2006 and Prison Standing Order 1980. Oversee the general welfare of staff and prisoners.

**Qualification:** Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required, is experience of 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 SSO4/03 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 of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

**Salary:** US04 \$44, 294 - \$53, 681

GOVERNMENT PRINTING AND STATIONERY

<b>135/2008</b>	<b>GOVERNMENT PRINTER</b>
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Responsible to the Permanent Secretary for Finance as the Chief Accounting Officer of the department accountable for the department's utilization of public funds from its annual budgetary allocation.

Responsible for providing leadership and direction to ensure that the standard of services offered is improved and maintained and the scope of operations is within the established rules and regulations. This will ensure that quality service is rendered to clients at the right time and at the lowest possible economical price; revising and implementing operation methods and systems to enhance production, reduce wastage, meet clients' demands and promote teamwork. Thus, cultivating customer confidence, increase in profits, improvement of work attitudes and the boosting of staff morale in a positive work climate; providing advise to the Permanent Secretary of Finance on printing and publishing matters; securing in-house and external formal training for staff to enhance their performances, in view of the new technologies now in place; and managing the Department's resources through accountable and transparent practices and to ensure proper utilization. Ensuring that the safety of staff at the workplace is secured; manage human resources development plans and Information Technology's application. Ensuring compliance to all financial rules and processes as outlined in the Financial Management Act 2004, Finance Instructions 2005 and the Government Printing Agency Finance Manual. Responsible for the implementation of all audit issues and recommendations as highlighted by the Internal Audit Division of the Ministry and the Office of the Auditor General and also for effectively managing the financial management systems of the Department and to ensure the viability of its Trading and Manufacturing Account (TMA) performance.

**Qualification:** Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required, is experience of 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 SSO4/03 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 of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

**Salary:** US04 \$44, 294 - \$53, 681

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

**The Director  
Office of the Director of Public Prosecutions  
P O Box 2355  
Government Building  
Suva**

<b>136/2008</b>	<b>SENIOR LEGAL OFFICER, LAUTOKA SENIOR LEGAL OFFICER, LABASA SENIOR LEGAL OFFICERS, SUVA [2 POSTS]</b>
<b>137/2008</b>	
<b>138/2008</b>	
<b>139/2008</b>	

Responsible to the Director of Public Prosecutions for prosecuting criminal trials in the Magistrates and High Courts, and appeals in the High Court. The appointee must have a high level of advocacy and an ability to render timely legal opinions, deliver training lectures. He/She must be a good team worker, have good interpersonal and communication skills and an ability to supervise legal officers in their work.

**Qualification:** Qualifications required for appointment as Legal Officer 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. Assessed potential and ability to progress beyond Senior Legal Officer, and be able to manage and motivate staff.

**Salary:** LG04 \$30,642 - \$40,949

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

**The Permanent Secretary  
Ministry of Justice, Electoral Reform, Public Enterprises & Anti-Corruption  
P O Box 11869  
Suva**

PRISONS DEPARTMENT

140/2008 141/2008	<b>SUPERINTENDENT OF PRISONS [2 POSTS]</b>
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Responsible to the Commissioner of Prisons through the Assistant Commissioner of prisons for the overall supervision and discharge of legal duties and the implementation of all the Commissioner's directives on prison institutions within the assigned division.

**Qualification:** A degree in Psychology/Penology/Criminology/Sociology or at the discretion of the Discipline Service Commission, either a degree or diploma in a discipline which is of value to the Prison Service. Appointees shall have extensive and proven experience of prison management leadership and command at a Senior Management level and possess high caliber skills to warrant their appointment.

**Salary:** PN01 \$32,715 - \$39,984

142/2008 143/2008 144/2008 145/2008	<b>ASSISTANT SUPERINTENDENT OF PRISONS [4 POSTS]</b>
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Responsible to the Commissioner of Prisons through the Divisional Supervisor for the supervision and control of all matters in connection with his assigned prison institution. He/She will ensure that the conduct and treatment of all prison officers and prisoners under his control comply with necessary Acts, Regulations and Standing Order. Reports to Divisional Supervisor any circumstances that

will affect safety, security, health of prisoners and the efficiency of officers under his/her control.

**Qualification:** Qualifications for appointment as Principal Prison Officer and around 2-3 years experience in that grade. Assessed ability to control, motivate and supervise staff and prisoners with an understanding of human resource management principles.

Appointees who reach the benchmark level of performance together with those post holders of specific responsibilities as designated by the Commissioner will be termed, Deputy Superintendent.

**Salary:** PN02 \$26,032 - \$31,816

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

**The Permanent Secretary  
Ministry of Health, Women & Social Welfare  
P O Box 2223  
Government Building  
Suva**

146/2008	<b>SENIOR HEALTH INSPECTOR [FOOD QUALITY CONTROL] HQ</b>
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Responsible to the Chief Health Inspector for the Rural Administration and management of all environmental health matters within Fiji under the Public Health, Pure Food, Quarantine Acts and their Subsidiary Legislation. The appointee will be responsible for the supervision, inspection and direction given to all pure food inspectors of local authorities and relevant stakeholders to ensure compliance with national food policies and relevant legislation to ensure maintenance of quality and safety of all food products for sale and water for human consumption. Monitor quality of all products for import, export and for local consumption, especially for new food imports. Responsible for certification of food imports and export, supervision and monitoring, collection and analysis of food samples to ensure compliance with food standards.

**Qualification:** Relevant degree (Bachelor of Environmental Health, Bachelor of Applied Science or equivalent) with 8-10 years experience post qualification.

**OR**

Consistently good reports with at least 2-3 years experience as a Health Inspector Higher Grade/Instructor and/or relevant skills and experience in any other

organization. Must have demonstrated ability to manage staff.

**Salary:** HW01 \$36, 901 - \$45, 116

<b>147/2008</b>	<b>SUPERINTENDENT PHYSIOTHERAPIST [CWM HOSPITAL]</b>
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Responsible to the General Manager CWM Hospital through the Clinical Manager Hospital for the overall management/administration, co-ordination and monitoring of the operations of the physiotherapy services in the various specialty units in the CWM – Hospital and the Central/Eastern Division.

**Qualification:** Degree or Diploma in Physiotherapy with 5-10 years clinical experience with consistently good reports. Some teaching experience would be an advantage but not essential. Ability to manage staff. Must have demonstrated intellectual capacity, planning skills and personal drive.

**Salary:** HW02 \$28, 329 - \$34, 880

<b>148/2008</b>	<b>SENIOR PHYSIOTHERAPIST [CWM HOSPITAL]</b>
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Responsible to the General Manager Hospital through the Superintendent Physiotherapist for the overall management/administration, co-ordination and monitoring of the operations of the Physiotherapy services in the various specialty units in the CWM – Hospital and the Central/Eastern Division.

**Qualification:** Degree in Physiotherapy with 3-5 years clinical experience with consistently good reports. Ability to manage staff.

**Salary:** HW04 \$20, 925 - \$27, 687

<b>149/2008</b>	<b>TECHNICAL OFFICER [BIO- MEDICAL ENGINEER] [CWM HOSPITAL]</b>
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Responsible to the Senior Engineering through the Biomed Engineer to perform repair works, service and maintain a wide range of medical, X-ray, laboratory and dental equipment. Carry out electrical and safety checks on all medical and dental equipment.

Document all the repairs and service carried out on a wide range of medical equipment. Install new equipment and educate staff on their proper use. Perform tests on incoming equipment and prepare the necessary documentation. Ability to travel extensively throughout Fiji to perform the above duties. Document all items purchased/delivered/dispached in the inventory cards and in the dispatch notes. Carry out any other duties as directed by the Bio-Medical Engineer.

**Qualification:** Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ESO6 grade or equivalent and/or relevant skills and experience in this particular field in any other organization. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

**Salary:** ES05 \$15, 377 - \$20, 002

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**CORRIGENDA**

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- Published in the Fiji Public Service Official Circular No.12/2007 of 30<sup>th</sup> June 2008 the post of Assistant Principal, Nakasi High School and Kadavu Provincial Secondary School under the Ministry of Education, National Heritage, Culture & Arts: with the incorrect qualifications.

The correct qualifications are:  
*“Qualification as for HOD 1. Experience as HOD 1 will be an advantage. The candidate should meet the requirement for the subject majors in the relevant area. Potential to advance to higher posts.”*

- Published in the Fiji Public Service Official Circular No.9/2008 of 15<sup>th</sup> May 2008 the post of Assistant Accounts Officer under the Meteorology Department: with the incorrect qualifications.

The correct qualifications are:

*“A minimum of a degree in accounting or related discipline or equivalent from a recognized institution .OR A pass in service exam U.*

*Appointee must have served at least one year in SS05 grade and have passed H1 & H2 service and have demonstrated intellectual capacity, drive, determination and flair in existing grade or position; or successfully completed Form 7 examination with a pass in accounting.”*

- Published in the Fiji Public Service Official Circular No. 11/2008 dated 15/06/2008, the erroneous provisional promotion of Mr Saula Sovanivalu, Administrative Officer, Ministry of Foreign Affairs, International Co-operation & Civil Aviation – Vacancy No. 618/2007. The correct sentence under “Provisional Promotion” should read as :

SOVANIVALU, S Administrative Officer to be Senior Administrative Officer [Senior Executive Services – HRM Unit], PSC.  
Vacancy No. 618/2007.  
EDP 48265

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**WITHDRAWAL OF VACANCIES**  
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FPSOC NO	VACANCY NO	POST
<b>OFFICE OF THE ATTORNEY GENERAL &amp; SOLICITOR GENERAL</b>		
12/2008	105/08	Deputy Solicitor General
12/2008	106/08 107/08	Deputy State Solicitor, [HQ] 2 Posts
12/2008	108/08	Deputy State Solicitor, Lautoka
<b>OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS</b>		
22/2007	828/07	Assistant Director of Public Prosecutions [Northern] – No suitably qualified candidates.

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

**MINISTRY FOR YOUTH & SPORTS**

SOSICENI, M Accounts Officer, to be Senior Accounts Officer, Ministry of Works & Transport, Lautoka. Vacancy No. 595/2007.  
EDP 46742

**MINISTRY FOR WORKS & TRANSPORT**

KUMAR, R Accounts Officer, to be Senior Accounts Officer, Ministry of Works & Transport, HQ. Vacancy No. 593/2007.  
EDP 40942

TAMANITOAKULA, N Accounts Officer, to be Senior Accounts Officer, Ministry of Works & Transport, Central/Eastern. Vacancy No. 594/2007.  
EDP 45848

JEET, S Accounts Officer, to be Senior Accounts Officer, Ministry of Works & Transport. Vacancy No. 721/2007. EDP 53432

VUKI, L Clerical Officer, to be Assistant Accounts Officer, Ministry of Education [Salaries, HQ]. Vacancy No. 821/2007.  
EDP 59673

LAQERE, A.N Clerical Officer, to be Assistant Accounts Officer, Ministry of Works & Transport [Payoffice, Lautoka]. Vacancy No. 600/2007. EDP 49811

**OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS**

SINGH, V Clerical Officer, to be Assistant Accounts Officer, Office of the Director Public Prosecutions [Accounts Section, HQ]. Vacancy No. 834/2007. EDP 90249

**POLICE DEPARTMENT**

SENIBICI, T.S Clerical Officer, to be Assistant Accounts Officer, Ministry of Works and Transport [Ledgers, Lautoka]. Vacancy No. 599/2007. EDP 49811

**OFFICE OF THE PRIME MINISTER**

VEREIVALU, M      Clerical Officer, to be Assistant Accounts  
Officer, Ministry of Education [Salaries,  
HQ]. Vacancy No. 822/2007.  
EDP 47595

**OFFICE OF THE AUDITOR GENERAL**

VARANI, I      Senior Auditor, to be Audit Manager.  
Vacancy No. 84/2008.      EDP 63191

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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: 31/07/08  
Before noon: 15/07/08  
Circular dated: 15/08/08  
Before noon: 31/07/08

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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 [atamanikaiyaroi@govnet.gov.fj](mailto:atamanikaiyaroi@govnet.gov.fj) or  
telephone Alumita Tamanikaiyaroi on 3314588 ext 238 of  
the Public Service Commission.