

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 14/2008

DATE: 31st 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

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS &
EMPLOYMENT

151/2008	DEPUTY SECRETARY [CHIEF LABOUR OFFICER]
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The position will report directly to the Permanent Secretary for Labour, Industrial Relations and Employment to provide support and corporate leadership and management of issues in the Ministry. These include efforts to co-ordinate, negotiate, mediate and to oversee the effective implementation of strategies on Labour Market issues, including Labour Reforms under the ERP 2007 and the 2008 ERP Regulations; for OHS under HASWA 1996 and the Workmen's Compensation Reforms. Under PS directive to identify way forward on Productivity matters and on the Ministry's Employment portfolio and being the Asian Productivity Organisation Liaison Officer for Fiji. Responsibilities will include co-ordination of review processes and monitoring the implementation of Policy, co-ordinating operational tasks for all services including being Chairperson to Staff Board. He/She will be responsible for the day to day administration and management of the Ministry. Such responsibility include rendering and formulating appropriate legislations proposals and policy for the Minister's consideration and for submission to Cabinet, regular briefings to Permanent Secretary on Departments progress and on important current issues; translation of policies into workable programmes that will yield results; regular monitoring and evaluation of all facets of the Ministry's activities and where necessary to initiate changes under relevant Review and/or Restructure programmes for the Ministry and service wide activities; effective and efficient management of the Ministry's resources including proper control of allocations. Provision of new budget estimates; providing impeccable leadership and encouraging team work at all levels; maintain good public relationship with the public, good work relations with the Government and Non-Government organisations; regular review of the

Ministry's performance against work programme goals; develop long and short term manpower plans for the Ministry in close liaison with PSC; and attending to miscellaneous demands and requirements of the Minister.

Qualification: Previous experience of policy and advice to Permanent Secretary and preferably political level is required as is experience on negotiation or discussion with senior staff or government, non-government agencies. Officer should have shown evidence of well-rounded and forceful personalities with proven intellectual capacity and the willingness and the ability to make far-reaching decisions. Proven ability to manage finances and physical resources effectively is required. The best graduates with specialist degrees in entering the service at SS03/04 or equivalent may achieve this level after not less than thirteen (13) years of service including three (3) years at US03/04 level in their respective disciplines. Non-specialists graduates and non-graduates may achieve this level with not less than eighteen (18) years and twenty one (21) years of services respectively with at least three (3) years at US03/04 level unless specialist training leading to appropriate higher level qualifications has been completed during their career.

Salary: US02 \$57,617 - \$72,282

152/2008	DEPUTY SECRETARY [OHS & WORKERS COMPENSATION]
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The position will report directly to the Permanent Secretary for Labour, Industrial Relations and Productivity. Responsible for the development, implementation, control and evaluation of policies on OHS and Workers Compensation to ensure they are compatible with the needs of the Labour Market and consistent with relevant national, regional, international and ILO standards. The aim is to promote and sustain OHS excellence in the labour market towards the Ministry's vision and mission. Provide effective consultation with, and guide the Tripartite National OHS Advisory Board and stakeholders in the development of National OHS and Workers Compensation Regulations and Codes of Practice and programmes to promote OHS excellence and productivity. Responsible for the day to day administration and management of the OHS Service. Maintain good public relations with the public, government and non-government agencies and other customers. Facilitate quality performance, planning and

finance and other resources management; to promote a corporate culture within the OHS service that is conducive to Human Resources Development, Productivity and Job Satisfaction. Rendering and formulating appropriate OHS legislation proposal and policy for the Ministry's consideration and submission to Cabinet; regular briefing of the Permanent Secretary on the progress of the OHS service and on other important current issues; translation of policies into workable programmes that yield results; monitoring and evaluating facets of the performance of the OHS service and to initiate charges when necessary. Conduct regular review of the performance of the OHS Service against work programme goals to provide guidelines and leadership to the Worker's Compensation and OHS Reforms, which includes the OHS transition to achieve autonomy. Attending to miscellaneous demands of the Minister on pertinent OHS issues.

Qualification: Previous experience of policy and advice to Permanent Secretary and preferably political level is required as is experience on negotiation or discussion with senior staff or government, non-government agencies. Officer should have shown evidence of well-rounded and forceful personalities with proven intellectual capacity and the willingness and the ability to make far-reaching decisions. Proven ability to manage finances and physical resources effectively is required. The best graduates with specialist degrees in entering the service at SS03/04 or equivalent may achieve this level after not less than thirteen (13) years of service including three (3) years at US03/04 level in their respective disciplines. Non-specialists graduates and non-graduates may achieve this level with not less than eighteen (18) years and twenty one (21) years of services respectively with at least three (3) years at US03/04 level unless specialist training leading to appropriate higher level qualifications has been completed during their career.

Salary: US02 \$57,617 - \$72,282

OFFICE OF THE ATTORNEY GENERAL & SOLICITOR GENERAL

153/2008	DEPUTY SOLICITOR GENERAL [RE-ADVERTISED]
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Responsible to the Solicitor General & Permanent Secretary for Justice, Electoral Reform & Anti Corruption for the Legal Advisory service to Ministries &

Departments, all legal drafting and civil actions brought by or against the State. Supervise all policy formulation of all sections of the Chambers. Ensure that human, financial and all resources are managed efficiently and economically. Keep a constant review of the existing administration machinery of the Chambers. Supervision of all staff.

Qualification: Professionally qualified under the provisions of the legal Practitioner's Act. Serving Officers should have served three (3), years or equivalent at the State Solicitor level. A wide experience of different branches of law, including handling Court cases at the High Court, Court of Appeal and the Supreme Court is necessary. The officer should have the capacity to exercise mature judgment and have proven administrative ability.

Salary: US02 \$57,617 - \$72,282

OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

154/2008	SENIOR ADMINISTRATIVE OFFICER
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The appointee shall assist and be responsible to the Director of Public Prosecutions for the development and implementation of departmental Plans at all levels and budget proposals; liaison with principal ministries concerning regular reporting requirements; the development of ministerial, cabinet, project, cabinet and policy papers and the supervision and monitoring of these activities.

Provide policy advice and support in all matters relating to the efficient and effective administration of the Department and also provide coaching and counseling to subordinate officers.

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

Salary: SS02 \$25,542 - \$32,491

MINISTRY OF FOREIGN AFFAIRS, INTERNATIONAL
CO OPERATION & CIVIL AVIATION

155/2008	SENIOR ADMINISTRATIVE OFFICER [POLITICAL & TREATIES]
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Responsible to the Director Political & Treaties in providing high quality, well-researched reports, and discussion papers on political matters for the use of the Ministry, Cabinet, Senior Officials, Negotiators Fiji representatives to regional and international forums; Analyze reports and information from resident foreign missions, Fiji and foreign missions from abroad, NGO's and from a wide variety of sources and provide appropriate advice and recommendations to management; Prepare Cabinet Papers on Political matters including preparation of Ratification Instruments for Bilateral and Multilateral treaties and conventions, Maintain the Ministry's data base records and listing details of all bilateral and multilateral treaties and conventions to which Fiji is a party, and provide relevant interpretation to the various clauses/article on request,; Monitor international developments and trends through reports from Fiji mission abroad, and provide information, assistance and advice, in consultation with the Director, among other things, Fiji's position on political thematic issues, Provide assistance and advice to line ministries and government agencies and participate in meetings to provide assistance relating to Conventions and Treaties, Memorandum of Understanding and other documents agreements such as those recorded by exchange of letters; Prepare credentials for Fiji Delegations participating in meetings overseas; Participate as required in conferences, seminars, symposium and meetings both locally and abroad, monitor changes and progress and provide reports and recommendations to management; Draft speeches for Minister and Government's statements/position for Fiji representatives as and when required on issues of responsibility like Disarmament, Extradition and MSG etc designated to the position; Point of contract for regional and international institutions such as FFA and CTBTO, and relevant line ministries and departments.

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

A University degree in Political Science/ International Relations/ Diplomatic Studies/ Management /Public Administration/History or equivalent.

Salary: SS02 \$25,542 – \$32,491

156/2008	SENIOR ADMINISTRATIVE OFFICER [CIVIL AVIATION]
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Responsible to the Director for Civil Aviation through the Principal Administrative Officer by providing accurate and sound advise on policy direction for domestic and international airlines through coordination and submissions of relevant reports and interpretation of existing policies & practices; Facilitate preparation of the Annual Budget Estimates for Division by analyzing the current expenditures, identifying budget items that need to be increased and also finalizing with Airports Fiji (AFL) the budget provisions for maintenance of Government Airports; Facilitate preparation of Annual Corporate Plan, Annual Report and other relevant Administrative Reports by timely collation and submission of relevant information in relation to civil aviation operations, on bi-monthly basis; Provide accurate and sound advice on policy direction for our domestic and international airlines by coordination and submission of relevant reports and interpretation of existing regulations, policies & practices on air transport.; Facilitate efficient issuance of licenses to international airlines by timely processing of license applications for a decision; Assist in the maintenance and update of records by compilation of International Statistics on air transport.

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

Salary: SS02 \$25,542 - \$32,491

157/2008	ADMINISTRATIVE OFFICER [ECONOMIC & TRADE]
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Responsible to the Chief Administrative Officer [Economic & Trade] for liaising and communicating with Diplomatic Missions, International and Regional bodies

based in Fiji, as well as Fiji's Diplomatic Missions abroad, Government, Statutory, private sector and civil society stakeholders on the implementation and monitoring of bilateral, regional and multilateral trade agreements that Fiji is a party to or those that are under negotiations such as the WTO, PICTA, PACER, MSG Trade Agreements, Interim Partnership Agreement, EPA, bilateral Trade Agreements etc.. Daily outputs include situational reports, analysis and briefs on economic issues relevant to these agreements. Any other duties as and when assigned by the Chief Administrative Officer [Economics & Trade].

Qualification: Qualifications required for appointment as Executive Officer with a pass in service exam 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 \$19,929 - \$25,471

158/2008	ADMINISTRATIVE OFFICER [POLITICAL TREATIES]
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To facilitate timely and sound political actions and decisions by providing relevant and accurate policy assessments and assistance in relation to Conventions, MOUs, MOAs, & Treaties to the Ministry, Cabinet, Senior officials and Negotiators. To assist in the proper upkeep of records pertaining to Conventions, MOUs, MOAs, Treaties to which Fiji is a signatory by regular updating database records in terms of its authenticity and validity. To facilitate the effective representation of Fiji's position by preparing draft submissions on Fiji's obligations pertaining to treaties; providing advice on whether Fiji ought to sign a treaty; organizing consultation meetings with relevant stakeholders including the multilateral agencies to discuss matters relating to Conventions, MOUs, MOAs & Treaties; To assist in the monitoring of international changes, developments and progress of political significance in relation to Conventions, MOUs, MOAs & Treaties by assisting implementing agencies to fulfill reporting obligations; To assist in the formulation of strategic political policy decisions by attending international meetings and preparing Reports and draft Cabinet Papers & Briefs for Executive Management's decision on Fiji's stance on Conventions, MOUs, MOAs & Treaties.

Qualification: Qualifications required for appointment as Executive Officer with a 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 University degree in Management /Public Administration/History/Politics/ International Relations/ Diplomacy or equivalent.

Salary: SS03 \$19,929 - \$25,471

159/2008	ECONOMIC PLANNING OFFICER [ECONOMICS & TRADE]
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Responsible to the Chief Administrative Officer [Economics & Trade] for liaising and communicating with Diplomatic Missions, International and Regional bodies based in Fiji, as well as Fiji's Diplomatic Missions abroad, Government, Statutory, private sector and civil society stakeholders on the implementation and monitoring of bilateral and multilateral aid programmes. To coordinate endorsement of all overseas training programs nominated by Government Institutions; and facilitate alignment of the economic outputs of Fiji's Mission's abroad with the Division's accountabilities through drafting and follow-up of queries, requests, and reports that are submitted to headquarters. The Officer will be responsible for coordinating/facilitating Overseas Development Assistant and Cooperation and is expected to work closely with the Office of the Aid Unit of the Prime Minister's office and the BACC. Any other duties as and when assigned by the Chief Administration Officer.

Qualification: Qualifications required for appointment as Executive Officer with a pass in service exam 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 \$19,929 - \$25,471

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

**The Attorney General
Office of the Attorney General & Solicitor General
P O Box 2213
Government Buildings
Suva**

160/2008 161/2008	DEPUTY STATE SOLICITOR, HQ [2 POSTS] [RE-ADVERTISED]
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Responsible to the Solicitor General in providing Legal Advisory service to Ministries & Departments and representation of Government at all level of Court System. Attend to negotiation on behalf of Government with Commercial and International Organization. Assist in policy formulation of all Sections of the Chambers. Ensure that human, financial and all resources are managed efficiently and economically. Supervision of subordinate Legal Officers and attend to all other duties as assigned by the Solicitor General.

Qualification: Professionally qualified under the provisions of the legal Practitioner's Act. Serving Officers should have served two, (2), years or equivalent at the Principal Legal Officer level. The incumbent should have demonstrated intellectual capacity, drive, determination and flare to exercise mature judgment and have proven administrative ability to motivate and manage staff.

Salary: LGO2 : \$51, 782 - \$64, 611

162/2008	DEPUTY STATE SOLICITOR, LAUTOKA [RE-ADVERTISED]
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Responsible to the Solicitor General in providing Legal Advisory service to Ministries and Departments and representation of Government at all level of Court System. Attend to negotiations on behalf of the Government with Commercial and International Organization. Assist in policy formulation of all Sections of the Chambers. Ensure that human, financial and all resources are managed efficiently and economically. Supervision of subordinate Legal Officers and attend to all other duties as assigned by the Solicitor General.

Qualification: Professionally qualified under the provisions of the legal Practitioner's Act. Serving Officers should have served two (2), years or equivalent at the Principal Legal Officer level. The incumbent should have demonstrated intellectual capacity, drive, determination and flare to exercise mature judgment and have proven administrative ability to motivate and manage staff.

Salary: LGO2 : \$51, 782 - \$64, 611

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 Buildings
Suva**

163/2008	ASSISTANT DIRECTOR OF PUBLIC PROSECUTIONS, NORTHERN [RE-ADVERTISED]
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The appointee shall be responsible to the Director of Public Prosecutions and assist him in the efficient management of the Department and enforcement of the Criminal Laws of Fiji. The appointee will prosecute trials of sensitive nature and of public interest, and appeals in the High Court, Court of Appeal and the Supreme Court of Fiji. The appointee shall act as Manager of the Serious Offences Unit, responsible for the effective and efficient organization and conduct of all cases. He/She may be required to assist the Director of Public Prosecutions in developing and implementing strategic policies, providing timely advice on legal and policy matters, and presenting training lectures to Legal Officers, Police Officers and members of other Law enforcement agencies.

Qualification: Professionally qualified under the provisions of the Legal Practitioners Act with at least 10 years experience in the conduct of criminal prosecutions and appeals at all levels. Some administrative experience and proven management ability is necessary. Serving officers must have at least 2-3 years as principal Legal Officer in this particular field.

Salary: LG02: \$51,782 - \$64,611

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PROVISIONAL APPOINTMENTS / PROMOTIONS
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Vacancy No. 351/2007.
EDP 43692

PROMOTIONS

**MINISTRY OF EDUCATION, NATIONAL HERITAGE,
CULTURE & ARTS**

SERUITANOVA, O	Head of Department [ED5C] to be Senior Education Officer [Agriculture] ED2A, Technical Vocational Education & Training. Vacancy No. 367/2007 EDP 54313	BERESO, I.S	Head of Department [Industrial Arts] ED5D, to be Principal [ED4C] Champagnet Institute. Vacancy No. 435/2007. EDP 8851
VULI, S	Head Teacher [ED6D], Suva Education Office to be Education Officer [Levuka] ED4B, Eastern Education Office. Vacancy No. 360/2007. EDP 55590	NAICKER, V.C	Principal [ED4C], to be Principal [ED2A], Pt Vishnu Deo Memorial School. Vacancy No. 454/2007. EDP 43457
LAL, M	Assistant Head Teacher [Primary] ED5C, to be Education Officer [Suva] ED4B, Suva Education Office. Vacancy No. 359/2007. EDP 7397	KARAN, U.K	Vice Principal [ED3B], to be Principal [ED2B], Waiqele Secondary School. Vacancy No. 400/2007. EDP 6996
SUKANAIVALU, M.S	Head of Department [Science] ED5D, to be Senior Lecturer [Science] ED4C, Lautoka Teachers College. Vacancy No. 345/2007. EDP 56679	SINGH, B	Assistant Principal [ED3B], to be Vice Principal [ED2A], Khalsa College. Vacancy No. 413/2007. EDP 55066
DRIU, M.S	Head of Department [Agriculture Science] ED5C, to be Senior Lecturer [Agricultural Science] ED4C, Fiji College of Advanced Education. Vacancy No. 812/2007. EDP 44175	GOUNDER, A	Assistant Principal [ED3B], to be Vice Principal [ED2A], Nadi SKM College. Vacancy No. 451/2007. EDP 43571
TIKO, I P	Lecturer [Mathematics] ED5E, to be Senior Lecturer [Mathematics] ED4C, Lautoka Teachers College. Vacancy No. 346/2007, EDP 54125	PRASAD, S	Assistant Principal [ED3B], to be Vice Principal [ED2A], Nasinu Muslim College. Vacancy No. 452/2007. EDP 42477
DUTT, N.D	Teacher Secondary [ED8A], to be Lecturer [Art & Craft] ED5E, Lautoka Teachers College. Vacancy No. 353/2007. EDP 56230	MAVOA, L.K	Assistant Principal [ED3B], to be Vice Principal [ED2A], Adi Cakobau School. Vacancy No. 457/2007. EDP 43844
RARATABU, T	Head Teacher [ED6D], to be Lecturer [Education] ED5E, Lautoka Teachers College.	DAU, O	Assistant Head Teacher [ED5A], to be Head Teacher [ED5E], Visoto District School. EDP 54096
		VURUNA, A.D	Head Teacher [ED5E], to be Head Teacher [ED4C], Vunusalusalu Central School. Vacancy No. 277/2007. EDP 7770
		CHANDRA, D	Assistant Head Teacher [ED5A], to be Head Teacher [ED5E],

Vunicuicui Sanatan Dharam
Primary School. Vacancy No.
298/2007. EDP 6924

SHARMA, K.N Assistant Head Teacher [ED5A],
to be Assistant Head Teacher
[ED5B], Penang Sangam Primary
School. Vacancy No. 285/2007.
EDP 6560

NAILEVU, T.V Teacher [ED8A], to be Assistant
Head Teacher [ED6A], Somosomo
District School. Vacancy No.
322/2007. EDP 9043

HUSSEIN, F.A Head Teacher [ED6D], to be
Assistant Head Teacher [ED5A],
Khalsa Primary School.
Vacancy No. 284/2007.
EDP 9774

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

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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 or
telephone Alumita Tamanikaiyaroi on 3314588 ext 238 of
the Public Service Commission.

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