

**FIJI PUBLIC SERVICE OFFICIAL CIRCULAR**

**No. 15/2008**

**DATE: 15<sup>TH</sup> AUGUST, 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 FINANCE, NATIONAL PLANNING & SUGAR INDUSTRY

164/2008	CHIEF ECONOMIC PLANNING OFFICER [MONITORING]
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Reporting to the Deputy Secretary for Finance [Budget] the position is responsible for the efficient operation of the Budget Monitory Unit. The varied duties of the position include provision of sound and effective policy advice on economic and financial issues consistent with government's objectives; assist in the formulation of polices and oversee their implementation and prepare progress reports thereof; supervise the preparation of quarterly reports; monitor, co-ordinate and carry out critical analysis of relevant financial and macroeconomic submissions and proposals; provide effective supervision of staff and resources; represent the ministry on various relevant committees as and when appointed by management.

**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 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 \$44,294 - \$53,681

165/2008	CHIEF ECONOMIC PLANNING OFFICER [ODA]
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Reporting to the Deputy Secretary for Finance [Budget] the position is responsible for the efficient operation of the Aid Unit. The varied duties of the position include provision of sound advice to the Permanent Secretary on aid policies and related issues; analyze the effectiveness of the aid policies in the preceding year and make appropriate recommendations for the current term; provide advice to the Minister for Finance on aid related matters; prepare draft cabinet paper, submissions, answers to parliamentary questions, correspondence, speeches and other media enquires; supervise and co-ordinate and evaluate all project proposals for bilateral multilateral aid funding; initiate ongoing consultation with all respective bilateral and multilateral aid donors and oversee the monitoring implementation of all bilateral and multilateral aid funded projects; ensure all aid programmes are reflected in the monthly aid management information system report; check to ensure that all proposal in PSIP for aid funding are consistent with donors, focal sector and objectives; submit monthly report on aid receipt and related matters to BACC; identifying development issues that are of relevance to the Fiji Government; undertake economic research into various critical issues identified by management.

**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 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 \$44,294 - \$53,681

166/2008	<b>MANAGER FINANCIAL POLICIES AND ASSURANCE</b>
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Reporting to the Deputy Secretary for Finance [Financial & Asset Management] the position is responsible for the formulation, review and effective implementation of financial management policies, procedures and practices; preparing and issuing newsletter, manuals, procedural guidelines and circulars to keep ministries/departments informed of FMR implementation progress; prepare submissions, recommendations and correspondence on related matters; crafting strategies and steering Government's financial accounting system towards accrual accounting.

**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 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 \$44,294 - \$53,681

167/2008	<b>MANAGER [DEBT &amp; CASHFLOW MANAGEMENT]</b>
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Reporting to the Deputy Secretary for Finance [FAM] the position is responsible for provision of sound advice to the Permanent Secretary and Minister for Finance on national debt, including the domestic debt programme, debt issuance, debt sustainability and risks; development/analysis/critical evaluation of debt

policies including the issuance and repayment of debt in consultation with stakeholders; ensuring repayment and interest payment schedules of government debt complies with the forecasts through the provision of timely advice to Treasury and RBF; monitor the financial performance of government entities in regards to their ability to repay government guaranteed loans through critical analysis of relevant reports; ensure maximum benefits are derived from major projects through effective negotiation between the Fiji government and lending organization on terms and conditions of loans; development of the DCFMU through capacity building training and managing transition from debt recording /reporting to asset & liability management; proper recording of loans in CS-DRMS and FMIS General Leger System; carrying out research on various subjects relating to fiscal policy and debt arrangement.

**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. Officers 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 SS03/04 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 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

168/2008	<b>DIRECTOR INTERNAL AUDIT</b>
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Reporting to the Permanent Secretary for Finance, National Planning & Sugar Industry the position will supervise staff, lead audit teams, provide sound policy and technical advice, draw up audit programme and manage it. The varied duties include conduct of efficient and effective internal audits of government ministries/departments through proper coordination of resources and personnel and provide report on the findings to improve their day to day operations; conduct special audits as requested by management and agencies; institute surcharge actions and

implement surcharge decisions against officers found responsible/guilty of abusing/mismanaging government resources both financial and physical for non-compliance with existing rules and regulations resulting in losses of public funds and other assets or any other financial mismanagement; coordinate and manage Ministry's replies to the Auditor-General's report on the Accounts and Finances of the Government; coordinate responses from ministries and departments to the Public Accounts Committee Report; ensure that prescribed procedures and systems comply with the Financial Management Act, 2004, Finance Instructions 2005 and all other rules and regulations.

**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. Officers 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 SS03/04 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 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

**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 Building  
Suva**

169/2008 170/2008	<b>SENIOR AUDITOR [2 POSTS]</b>
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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.

**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 have managed the conduct of audits in this period **OR** qualifications required for appointment as an Auditor and at least 2-3 years service in that grade or equivalent. Consistently good reports and assessed potential and ability to progress beyond Senior Auditor Level.

**Salary:** AC02 \$29,336 - \$37,223

171/2008 172/2008 173/2008	<b>AUDITOR [3 POSTS]</b>
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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 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 in 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:** AC03 \$22,343 - \$29,136

**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**

174/2008	<b>PRINCIPAL LEGAL OFFICERS [2 POSTS]</b>
175/2008	- SUVA - LAUTOKA

Responsible to the Director of Public Prosecutions in carrying out the following responsibilities: prosecuting criminal trials in the Magistrate Court, appeals before the High Court and Fiji Courts of Appeals; liaising with Police with respect to issues concerning investigations; rendering written opinions on evidence, charges immunity and institution or discontinuation of cases; assisting with training lectures; supervising Senior Legal Officers and Legal Officers in their work from time to time.

**Qualification:** An officer of high caliber. Qualifications required for appointment as Senior 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 ability to manage blocks of high level work effectively. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade, and ability to manage and motivate staff.

**Salary:** LG03 \$43,319 - \$55,627

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

**The Permanent Secretary  
Ministry for Education, National Heritage, Culture & Arts  
Private Mail Bag  
Government Building  
Suva**

176/2008	<b>DIVISIONAL EDUCATION OFFICER [EASTERN]</b>
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The appointee will be responsible to the Director Primary for the overall administration of education and supervision of schools in the eastern division. Duties include the implementation of policy decision on education; liaise with the Ministry field staff in the division, principals, head teachers, organizations, controlling authorities of schools and divisional administration.

**Qualification:** Recognized relevant degree with teacher training. Postgraduate qualification is preferred. At least 2 years in ED1A-D grade or 4 years in ED2A-C grade with superior assessment based upon standard rating scale or equivalent experience in tertiary education posts or Ministry of Education posts with superior administrative ability and professional leadership skills. Applicants with at least 3 years of rural experience will be preferred. An officer of high caliber with demonstrated intellectual capacity, drive determination and flair. Contribution to Fiji Education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognized leaders in education would be an added advantage. Potential to advance to higher posts.

**Salary:** ED1F \$40,477 - \$46,733

177/2008	<b>SENIOR EDUCATION OFFICER [4 POSTS]</b>
178/2008	- SUVA
179/2008	- CAKAUDROVE
180/2008	- RA

The appointee is responsible to the Divisional Education Officer in the administration of education and professional guidance of teachers in the district. Advice education officers and education advisers in the professional and administrative responsibilities. Liaise with school committees regarding running of schools and give advice to parents and community on their roles relating to education of their children. Assist and guide Head Teachers during visits and write reports, participation in discussion, planning and activities relevant to the district. Attend District Development meetings, provincial councils and seminars.

**Qualification:** Recognized degree with relevant subject majors and teacher training. A post graduate qualification will be an added advantage. At least 8 years competent teaching experience with 6 years in ED6A-D grade or 5 years in ED5A-E grade or 3 years in ED4A-C grade or 2 years in ED3A-D grade with superior assessment based upon standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports. Applicants with at least 3 years of rural service will be preferred. Ability to communicate effectively on education issues with the wider community and recognized leaders in Education. Potential to advance to higher posts.

**Salary:** ED2A \$30,846 - \$35,564

181/2008	<b>SENIOR EDUCATION OFFICER [PRIMARY] HQ</b>
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Responsible to the Principal Education Officer [Primary] in the planning of educational programs undertaken by District Education offices. Provide professional and quality advise to the Principal Education Officer and Director Primary [Education] on educational issues and policies affecting Divisional and district level on staffing, teachers report and grading of schools. Secretary to the Educational Forum meeting and assisting in the compilation of yearly reports. Offer professional guidance to school management on educational issues and facilitate subsidy on school furniture's and transport. Confer with other agencies and the public on educational matters and schools programmes.

**Qualification:** Recognized degree with relevant subject majors and teacher training. A postgraduate qualification will be an added advantage. At least 8 years competent teaching experience with 6 years in ED6A-D grade or 5 years in ED5A-E grade or 3 years in ED4A-C grade or 2 years in ED3A-D grade with superior assessment based upon standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports. Applicants with at least 3 years of rural service will be preferred. Ability to communicate effectively on educational issues with the wider community and recognized leaders in Education. Potential to advance to higher posts.

**Salary:** ED2A \$30,846 - \$35,564

182/2008	<b>SENIOR EDUCATION OFFICER [HEALTH SCIENCE] CURRICULUM ADVISORY SERVICES</b>
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Responsible to the Director Curriculum and Advisory Services through the Principal Education Officer [Primary Curriculum] for the teaching and learning of Health Science in Primary Schools. The appointee will be required to research, plan, design, develop and evaluate relevant curriculum materials for students and teachers' handbooks, pupils workbooks and other learning and teaching materials, plan, conduct and facilitate teachers in-service courses and workshops and provide professional guidance to teachers through visits to schools. The duties will involve traveling.

**Qualification:** Recognized degree with relevant subject majors and teacher training. A post graduate

qualification will be an added advantage. At least 8 years competent teaching experience with 6 years in ED6A-D grade or 5 years in ED5A-E grade or 3 years in ED4A-C grade or 2 years in ED3A-D grade with superior assessment based upon standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports. Applicants with at least 3 years of rural service will be preferred. Ability to communicate effectively on education issues with the wider community and recognized leaders in Education. Potential to advance to higher posts.

**Salary:** ED2A \$30,846 - \$35,564

183/2008	<b>SENIOR EDUCATION OFFICER [HISTORY] CURRICULUM ADVISORY SERVICES</b>
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Responsible to the Director Curriculum and Advisory Services through the Principal Education Officer [Secondary Curriculum] for the teaching and learning of History in Secondary Schools. The appointee will be required to research, plan, design, develop and evaluate relevant curriculum materials for students and teachers' handbooks, pupils workbooks and other learning and teaching materials, plan, conduct and facilitate teachers in-service courses and workshops and provide professional guidance to teachers through visits to schools. The duties will involve traveling.

**Qualification:** Recognized degree with relevant subject majors and teacher training. A post graduate qualification will be an added advantage. At least 8 years competent teaching experience with 6 years in ED6A-D grade or 5 years in ED5A-E grade or 3 years in ED4A-C grade or 2 years in ED3A-D grade with superior assessment based upon standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports. Applicants with at least 3 years of rural service will be preferred. Ability to communicate effectively on education issues with the wider community and recognized leaders in Education.

**Salary:** ED2A \$30,846 - \$35,564

184/2008	<b>SENIOR EDUCATION OFFICER [PHYSICS] CURRICULUM ADVISORY SERVICES</b>
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Responsible to the Director Curriculum Advisory Services through the Principal Education Officer [Secondary Curriculum] for the teaching and learning of Physics in Secondary Schools. The appointee will be required to research, plan, design, develop and evaluate relevant curriculum materials for students and teachers' handbooks, pupils workbooks and other learning and teaching materials, plan, conduct and facilitate teachers in-service courses and workshops and provide professional guidance to teachers through visits to schools. The duties will involve traveling.

**Qualification:** Recognized degree with relevant subject majors and teacher training. A post graduate qualification will be an added advantage. At least 8 years competent teaching experience with 6 years in ED6A-D grade or 5 years in ED5A-E grade or 3 years in ED4A-C grade or 2 years in ED3A-D grade with superior assessment based upon standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports. Applicants with at least 3 years of rural service will be preferred. Ability to communicate effectively on education issues with the wider community and recognized leaders in Education. Potential to advance to higher posts.

**Salary:** ED2A \$30,846 - \$35,564

185/2008	<b>SENIOR EDUCATION OFFICER [PEMAC] CURRICULUM ADVISORY SERVICES</b>
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Responsible to the Director Curriculum Advisory Services through the Principal Education Officer [Secondary Curriculum] for the teaching and learning of Physical Education, Music, Art and Craft in Primary and Secondary Schools. The appointee will be required to research, plan, design, develop and evaluate relevant curriculum materials for students and teachers' handbooks, pupils workbooks and other learning and teaching materials, plan, conduct and facilitate teachers in-service courses and workshops and provide professional guidance to teachers through visits to schools. The duties will involve traveling.

**Qualification:** Recognized degree with relevant subject majors and teacher training. A post graduate

qualification will be an added advantage. At least 8 years competent teaching experience with 6 years in ED6A-D grade or 5 years in ED5A-E grade or 3 years in ED4A-C grade or 2 years in ED3A-D grade with superior assessment based upon standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports. Applicants with at least 3 years of rural service will be preferred. Ability to communicate effectively on education issues with the wider community and recognized leaders in Education. Potential to advance to higher posts.

**Salary:** ED2A \$30,846 - \$35,564

186/2008	<b>SENIOR EDUCATION OFFICER [GEOGRAPHY] CURRICULUM ADVISORY SERVICES</b>
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Responsible to the Director Curriculum Advisory Services through the Principal Education Officer [Secondary Curriculum] for the teaching and learning of Geography in Secondary Schools. The appointee will be required to research, plan, design, develop and evaluate relevant curriculum materials for students and teachers' handbooks, pupils workbooks and other learning and teaching materials, plan, conduct and facilitate teachers in-service courses and workshops and provide professional guidance to teachers through visits to schools. The duties will involve traveling.

**Qualification:** Recognized degree with relevant subject majors and teacher training. A post graduate qualification will be an added advantage. At least 8 years competent teaching experience with 6 years in ED6A-D grade or 5 years in ED5A-E grade or 3 years in ED4A-C grade or 2 years in ED3A-D grade with superior assessment based upon standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports. Applicants with at least 3 years of rural service will be preferred. Ability to communicate effectively on education issues with the wider community and recognized leaders in Education.

**Salary:** ED2A \$30,846 - \$35,564

<b>187/2008</b>	<b>SENIOR EDUCATION OFFICER [FIJIAN] ASSET &amp; MONITORING UNIT</b>
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Responsible to the Director Asset & Monitoring Unit through the Principal Education Officer [Asset & Monitoring Unit] for the overall efficient and effective implementation, supervision, management and administration of education in the district through planning, organizing, developing, monitoring and evaluating the education activities in the schools within the district. This involves conduct of workshops, school visits, management meeting, community awareness meetings and staff development.

**Qualification:** Recognized degree with relevant majors and teacher training. A post graduate qualification will be an added advantage. At least 8 years competent teaching experience with 6 years in ED6A–D grade or 5 years in ED5A-E grade or 3 years in ED4A-C grade or 2 years in ED3A-D grade with superior assessment based upon standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports. Applicants with at least 3 years of rural service will be preferred. Ability to communicate effectively on educational issues with the wider community an recognized leaders in Education. Potential to advance to higher posts.

**Salary:** ED2A \$30,846 - \$35,564

<b>188/2008</b>	<b>EDUCATION OFFICER [4 POSTS] - SUVA</b>
<b>189/2008</b>	<b>- CAKAUDROVE</b>
<b>190/2008</b>	<b>- RA</b>
<b>191/2008</b>	<b>- LAUTOKA/YASAWAS</b>

The appointee is responsible to the District Senior Education Officer. The appointee should be able to provide professional guidance and administrative support to the district office. He/She should be responsible in facilitating transfer and promotion of teachers, coordinate and organize workshops/seminars for HT's, ATH's and teachers, handles and resolves grievances/conflicts in school within the Industrial relations Framework.

**Qualification:** Recognized degree with relevant subject majors and teacher training. At least 9 years competent teaching experience with 3 years superior assessment in ED6A –D or 2 years in ED5A–E or 1 year in ED4A grade based upon standard rating scale. Leadership

qualities have been demonstrated by the applicant and consistently good reports. Applicants with at least three years of rural service will be preferred. Ability to communicate effectively on education issued with the wider community and recognized leaders in Education

**Salary:** ED4B \$25,552 - \$29,960

<b>192/2008</b>	<b>EDUCATION OFFICER, [FAMILY LIFE] CURRICULUM ADVISORY SERVICES</b>
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Responsible to the Director Curriculum Advisory Service through the Principal Education Officer (Secondary Curriculum) for the teaching and learning of Family Life education in schools. The appointee will be required to research, plan, design, review and develop curriculum in own subject area taught in Primary and Secondary Schools. The appointee is responsible to promote the implementation of teaching/learning resource, conduct in service courses/workshops and visit schools. He/She should be able to carry out routine administrative duties including attending meetings, responding to correspondence and writing reports. Also to carry out special projects related to curriculum work.

**Qualification:** Recognized degree with relevant subject majors and teacher training. At least 10 years competent teaching experience with 3 years superior assessment in ED6A–D or 2 years in ED5A–E or 1 year in ED4A grade based upon standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports. Applicants with at least three years of rural service will be preferred. Ability to communicate effectively on education issued with the wider community and recognized leaders in Education. Potential to advance to higher posts.

**Salary:** ED4B \$25,552 - \$29,960

<b>193/2008</b>	<b>EDUCATION OFFICER [PHYSICAL EDUCATION] CURRICULUM ADVISORY SERVICES</b>
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Responsible to the Director Curriculum Advisory Services through the Senior Education officer [PEMAC] and Principal Education Officer for the teaching and learning of Physical Education in schools. The appointee will required to research, plan, design, review and develop curriculum in own subject area taught in Primary and Secondary Schools. The appointee is

responsible to promote the implementation of teaching/learning resource, conduct in service courses/workshops and visit schools. He/She should be able to carry out routine administrative duties including attending meetings, responding to correspondence and writing reports. Also to carry out special projects related to curriculum work.

**Qualification:** Recognized degree with relevant subject majors and teacher training. At least 10 years competent teaching experience with 3 years superior assessment in ED6A –D or 2 years in ED5A–E or 1 year in ED4A grade based upon standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports. Applicants with at least three years of rural service will be preferred. Ability to communicate effectively on education issued with the wider community and recognized leaders in Education. Potential to advance to higher posts.

**Salary:** ED4B \$25,552 - \$29,960

194/2008	<b>EDUCATION OFFICER [MONITORING] ASSET AND MONITORING UNIT</b>
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Responsible to the Senior Education Officer [Monitoring] for the preparation of materials, standard monitoring schedules, visits and report writing of all the programmes undertaken in our schools. The position helps to monitor the performance of schools in relation to their own self assessment, plans for improvement, the mechanisms and effectiveness of the school reporting to stakeholders and the schools responses to previous review reports.

**Qualification:** Recognized degree with relevant subject majors and teacher training. At least 9 years competent teaching experience with 3 years superior assessment in ED6A –D or 2 years in ED5A–E or 1 year in ED4A grade based upon standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports. Applicants with at least three years of rural service will be preferred. Ability to communicate effectively on education issued with the wider community and recognized leaders in Education

**Salary:** ED4B \$25,552 - \$29,960

195/2008	<b>BUILDING SUPERVISOR [RESEARCH &amp; DEVELOPMENT] ASSET AND MONITORING UNIT</b>
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Responsible to the Senior Education Officer [Development] on Inspection of all primary and secondary school building grant projects and advise controlling authorities on matters relating to them. On request by committees, prepare layout or ground plans for schools. Study and comment on non-standard school building plans submitted for use by schools. Take charge of building plans submitted by school committees applying for building grants. Number and file the plans in the cabinet and keep an up-to-date record of all entries. Attend to matters delegated by the Senior Education Officer [Development]. Visit all primary and secondary schools which have been awarded building grant to inspect progress and ensure that building construction is in accordance with approved plans and specifications. Give on the spot advice whenever required during construction of buildings and advise the Committee and Head of School accordingly. Advise school committees on building matters, standard plans, building materials building sites etc. and follow this up in writing. Keep an up-to-date Progress Chart on new and on-going projects.

**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:** ESO5 \$15,377 - \$20,002

196/2008	<b>PRINCIPAL [4 POSTS]</b>
197/2008	<b>- VUNISEA SECONDARY SCHOOL</b>
198/2008	<b>- LEVUKA PUBLIC SCHOOL</b>
199/2008	<b>- SARASWATI COLLEGE</b>
	<b>- BALLANTINE MEMORIAL SCHOOL</b>

To administer a ED1A Secondary School and provide educational and professional leadership for the enhancement of improved staff and student performance. Fosters a positive school climate and safe environment that facilitate the fulfillment of school goals and stakeholders expectations. Ensures the efficient and effective management of the school, co-ordinate staff movement and to teach. The appointee is responsible for fostering and maintaining positives

collegial relationships among staff members and with the wider community. Establishes as appropriate code of conduct for staff and students.

**Qualification:** Qualification as for HOD1 post and at least 3 years competent service with a superior assessment in the ED2 or 3 years in ED3 grades or 4 years in ED4 or equivalent based upon standard rating scale; or equivalent experience in tertiary education post or Ministry of Education posts with proven superior administrative ability and professional leadership skills. Completed 3 years rural service or a superior assessment in the past 3 years. Applicants with relevant postgraduate qualifications will have an advantage. Where relevant, hostel management experience will be preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on educational issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

**Salary:** ED1A \$34,729 - \$39,931

200/2008	<b>PRINCIPAL [NASINU MUSLIM COLLEGE]</b>
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To administer a ED1C Secondary School and provide educational and professional leadership for the enhancement of improved staff and student performance. Fosters a positive school climate and safe environment that facilitate the fulfillment of school goals and stakeholders expectations. Ensures the efficient and effective management of the school, co-ordinate staff movement and to teach. The appointee is responsible for fostering and maintaining positives collegial relationships among staff members and with the wider community. Establishes an appropriate code of conduct for staff and students.

**Qualification:** Qualifications as for HOD 1 post and at least 4 years competent service with a superior assessment in ED2 grade or 2 years in ED1A or equivalent based upon standard rating scale; or equivalent experience in tertiary education post or Ministry of Education posts with proven superior administrative ability and professional leadership skills. Completed 3 years rural service or a superior assessment in the past 3 years. Applicants with relevant postgraduate qualifications will have an advantage. Where relevant, hostel management experience will be preferred. Contribution to Fiji education beyond the immediate school environment and the ability to

communicate effectively on education issues with the wider community and recognized leaders in Education would be an added advantage. Potential to advance to higher posts.

**Salary:** ED1C \$36,115 - \$41,528

201/2008	<b>PRINCIPAL [3 POSTS]</b>
202/2008	<b>- LABASA SANGAM (SKM) COLLEGE</b>
203/2008	<b>- TAVUA COLLEGE</b>
	<b>- NADI MUSLIM COLLEGE</b>

To administer a ED1D Secondary School and provide educational and professional leadership for the enhancement of improved staff and student performance. Fosters a positive school climate and safe environment that facilitate the fulfillment of school goals and stakeholders expectations. Ensures the efficient and effective management of the school, co-ordinate staff movement and to teach. The appointee is responsible for fostering and maintaining positives collegial relationships among staff members and with the wider community. Establishes an appropriate code of conduct for staff and students.

**Qualification:** Qualification as for HOD[1] post and at least 5 years competent service with a superior assessment in ED2 or 2 years in ED1A-C grades or equivalent based upon standard rating scale; or equivalent experience in tertiary education post or Ministry of Education posts with proven superior administrative ability and professional leadership skills. Completed 3 years rural service or a superior assessment in the past 3 years. Applicants with relevant postgraduate qualifications will have an advantage. Where relevant, hostel management experience will be preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on educational issues with the wider community and recognized leaders in Education would be an added advantage. Potential to advance to higher posts.

**Salary:** ED1D \$37,611 - \$43,156

<b>204/2008</b>	<b>PRINCIPAL [6 POSTS]</b>
<b>205/2008</b>	<b>- BA SANGAM COLLEGE</b>
<b>206/2008</b>	<b>- NUKULOA COLLEGE</b>
<b>207/2008</b>	<b>- TABIA COLLEGE</b>
<b>208/2008</b>	<b>- NALEBA COLLEGE</b>
<b>209/2008</b>	<b>- YASAWA HIGH SCHOOL</b>
	<b>- NAMOSI HIGH SCHOOL</b>

To administer a ED2D Secondary School and provide educational and professional leadership for the enhancement of improved staff and student performance. Fosters a positive school climate and safe environment that facilitate the fulfillment of school goals and stakeholders expectations. Ensures the efficient and effective management of the school, co-ordinate staff movement and to teach. The appointee is responsible for fostering and maintaining positives collegial relationships among staff members and with the wider community. Establishes an appropriate code of conduct for staff and students.

**Qualification:** Qualification for HOD1 post and at least 6 years competent service with a superior assessment in the ED4 or 5 years in ED3 grades or 2 years in ED2A/ED2B or equivalent based upon standard rating scale; or equivalent experience in tertiary education post or Ministry of Education posts with proven superior administrative ability and professional leadership skills. Completed 3 years rural service or a superior assessment in the past 3 years. Applicants with relevant postgraduate qualifications will have an advantage. Where relevant, hostel management experience will be preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on educational issues with the wider community and recognized leaders in Education would be an added advantage. Potential to advance to higher posts.

**Salary:** ED2D \$33,538 - \$38,670

<b>210/2008</b>	<b>PRINCIPAL [5 POSTS]</b>
<b>211/2008</b>	<b>- BALATA HIGH SCHOOL</b>
<b>212/2008</b>	<b>- NAPIKA JUNIOR SECONDARY SCHOOL</b>
<b>213/2008</b>	<b>- NAVATU SECONDARY SCHOOL</b>
<b>214/2008</b>	<b>- VATUROVA SECONDARY SCHOOL</b>
	<b>- WAINIMALA JUNIOR SECONDARY SCHOOL</b>

To administer an ED3C Secondary School and provide educational and professional leadership for the

enhancement of improved staff and student performance. Fosters a positive school climate and safe environment that facilitate the fulfillment of school goals and stakeholders expectations. Ensures the efficient and effective management of the school, co-ordinate staff movement and to teach. The appointee is responsible for fostering and maintaining positives collegial relationships among staff members and with the wider community. Establishes an appropriate code of conduct for staff and students.

**Qualification:** Qualification for HOD[1] post and at least 5 years in ED5E or 4 years competent service with a superior assessment in the ED4 grade or 2 years in ED3A or B grades or equivalent based upon standard rating scale. Completed 3 years rural service OR attained a superior assessment in the past 3 years. Where relevant, hostel management experience will be preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognized leaders in Education would be an added advantage. Potential to advance to higher posts.

**Salary:** ED3C \$30,093 - \$34,695

<b>215/2008</b>	<b>HEADTEACHER [4 POSTS]</b>
<b>216/2008</b>	<b>- ST THOMAS PRIMARY SCHOOL</b>
<b>217/2008</b>	<b>- ARYA SAMAJ PRIMARY SCHOOL</b>
<b>218/2008</b>	<b>- SUVA MUSLIM PRIMARY SCHOOL</b>
	<b>- RAMPUR PRIMARY SCHOOL</b>

To administer a ED4C primary school; offer professional guidance to staff, teach and liaise with the school committee, parents and the Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the school and supervise the teaching of vernacular language.

**Qualification:** Qualification as for teacher ED8 and at least 2 years service with superior assessment in ED4 or 3 years in ED5E grade or 6 years in ED5A-D grade or equivalent based upon standard rating scale. Applicant with a relevant degree from a recognized university would be an added advantage. Completed 3 years rural service or superior assessment in the last 3 years. Superior administrative ability and professional leadership skills. For a Special Education post, a relevant tertiary qualification from a recognized institution where relevant hostel management

experience will be preferred. Potential to advance to a higher post.

**Salary:** ED4C \$26,931 - \$30,902

219/2008	<b>HEADTEACHER [12 POSTS]</b>
220/2008	- NAVUNIKABI CATHOLIC SCHOOL
221/2008	- DR RAM LAKHAN PRIMARY SCHOOL
222/2008	- TABIA SANATAN DHARM SCHOOL
223/2008	- UDU DISTRICT SCHOOL
224/2008	- GALOA ISLAND SCHOOL
225/2008	- NABEKAVU PRIMARY SCHOOL
226/2008	- NAVAKASIGA DISTRICT SCHOOL
227/2008	- RATU NAIVALU MEMORIAL SCHOOL
228/2008	- RATU MELI MEMORIAL SCHOOL
229/2008	- NASOMOLEVU CATHOLIC SCHOOL
230/2008	- VIWA FIJIAN SCHOOL
	- VUDA DISTRICT SCHOOL

To administer a ED4C primary school; offer professional guidance to staff, teach and liaise with the school committee, parents and the Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the school and supervise the teaching of vernacular language.

**Qualification:** Qualification as for teacher ED8 and at least 1 year service with superior assessment in ED4 or 2 years in ED5E grade or 5 years in ED5A-D grade or 6 years in ED6D grade. Relevant degree from a recognized university would be an added advantage. Completed 3 years rural service or superior assessment in the last 3 years. Superior administrative ability and professional leadership skills. For a special education post, a relevant tertiary qualification from a recognized institution where relevant hostel management experience will be preferred. Potential to advance to a higher post.

**Salary:** ED4C \$26,931 - \$30,902

231/2008	<b>ASSISTANT HEAD TEACHER [2 POSTS]</b>
232/2008	- VASHIST MUNI MEMORIAL SCHOOL
	- VEIUTO PRIMARY SCHOOL

To assist the Head Teacher in developing and implementing staff development programmes in order to

improve staff and student performance. Assist the Head Teacher in the control of physical and human resource of the school. Maintain a high level of professionalism in the school and ensure that advice is given within the official boundary. Foster a positive team culture that facilitates the fulfillment of school goals.

**Qualification:** Qualification as for teacher ED8 and at least 2 years service with superior assessment in ED5E grade or 3 years in ED5A-D grade or 6 years in ED6 grade. Completed 3 years rural service or superior assessment in the last 3 years. For a Special Education post a relevant tertiary qualification from a recognized institution. Proven administrative ability and management skills. Potential to advance to a higher post.

**Salary:** ED4A \$24,689 - \$28,947

233/2008	<b>HEAD TEACHER [2 POSTS]</b>
234/2008	- HILTON SPECIAL SCHOOL
	- SUVA SPECIAL SCHOOL

To administer a ED5E primary school, offer professional guidance to staff, teach and liaise with the school committee, parents and the Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the school and supervise the teaching of the vernacular language.

**Qualification:** Qualifications as for teacher ED8 and at least 4 years with superior assessment in ED5A-D or 5 years in ED6 grade. Completed 3 years rural service or superior assessment in the last 3 years. Proven administrative ability and management skills. For a Special Education post, a relevant tertiary qualification from a recognized institution. Potential to advance to a higher post.

**Salary:** ED5E \$24,188 - \$28,361

235/2008	<b>ASSISTANT HEAD TEACHER [2 POSTS]</b>
236/2008	- BISHOP KEMPTHORNE MEMORIAL SCHOOL
	- ST JOHN PRIMARY SCHOOL

To assist the Head Teacher in administration of a 'medium' primary school, offer professional guidance to staff; teach, liaise with the school committee, parents

and the Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the school and supervise the teaching of the Vernacular language.

**Qualification:** Qualification as for teacher ED8 and at least 1 year with superior assessment in the ED5A or 2 years in ED6 grade or 12 years in ED8 grade. Completed 3 years rural service or a superior assessment in the last 3 years. Proven administrative ability and professional leadership skills. For a Special Education post, a relevant tertiary qualification from a recognized institution. Potential to advance to a higher post.

**Salary:** ED5B \$21,788 - \$25,461

237/2008	<b>HEAD TEACHER [FIJI SCHOOL FOR THE BLIND]</b>
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To administer a ED6D primary school; offer professional guidance to staff, teach and liaise with the school committee, parents and the Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the school and supervise the teaching of vernacular language.

**Qualification:** Qualification as for teacher ED8 and at least 1 year service with superior assessment in ED6A grade or 8 years in ED8. Completed 3 years rural service or superior assessment in the last 3 years. Proven administrative ability and management skills. For a Special Education post, a relevant tertiary qualification from a recognized institution where relevant hostel management experience will be preferred. Potential to advance to a higher post.

**Salary:** ED6D \$21,246 - \$25,120

238/2008	<b>HEAD TEACHER [3 POSTS]</b>
239/2008	<b>- BOUWAQA PRIMARY SCHOOL</b>
240/2008	<b>- BUKAMA VILLAGE SCHOOL</b>
	<b>- VAKABULI INDIAN SCHOOL</b>

To administer a ED6D primary school; offer professional guidance to staff, teach and liaise with the school committee, parents and the Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the school and supervise the teaching of vernacular language.

**Qualification:** Qualification as for teacher ED8 and at least 1 year service with superior assessment in ED6A grade or 8 years in ED8. Completed 3 years rural service or superior assessment in the last 3 years. Proven administrative ability and management skills. For a Special Education post, a relevant tertiary qualification from a recognized institution where relevant hostel management experience will be preferred. Potential to advance to a higher post.

**Salary:** ED6D \$21,246 - \$25,120

**CORRIGENDA**

- Published in the Fiji Public Service Official Circular No.14/2008 of 31<sup>st</sup> July 2008 the post of Senior Administrative Officer [Political & Treaties] under Ministry of Foreign Affairs, International Co-operation & Civil Aviation – Vacancy No. 155/2008 with the incorrect qualifications.

The correct qualifications are:

*“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.”*

- Published in the Fiji Public Service Official Circular No. 14/2008 dated 31<sup>st</sup> July, 2008, the post of Administrative Officer [Political & Treaties] Ministry of Foreign Affairs, International Co-operation & Civil Aviation – Vacancy No. 158/2008 with the incorrect qualification.

The correct qualifications are:

*“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 good University degree in Management /Public Administration/Business Studies or equivalent.*

- Published in the Fiji Public Service Official Circular No. 14/2008 dated 31<sup>st</sup> July, 2008, the post of Economic Planning Officer [Economics & Trade] Ministry of Foreign Affairs, International Co-operation & Civil Aviation – Vacancy No. 159/2008 with the incorrect qualification.

The correct qualifications are:

“A Good degree in Economics/Statistics or equivalent is essential and it is expected that all posts in this grade will be filled by officers showing potential to reach at least Principal level with relevant skills and experience in this particular field in any other organization.”

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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.  
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**WITHDRAWAL OF VACANCIES**  
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FPSOC NO	VACANCY NO	POST
<b>PUBLIC SERVICE COMMISSION</b>		
18/2007	619/07	Senior Administrative Officer [Corporate Services Division] – Provisional Promotee resigned.
18/2007	625/07	Senior System Analyst – To be re-advertised later
18/2007	626/07	Assistant Programmer – To be re-advertised later

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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: 31/08/08**
- Before noon: 15/08/08**
- Circular dated: 15/09/08**
- Before noon: 31/08/08**