

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 16/2008

DATE: 31ST 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 Buildings
Suva

MINISTRY OF HEALTH, WOMEN & SOCIAL WELFARE

242/2008	DIRECTOR NURSING [HQ]
----------	-----------------------

Responsible to the Permanent Secretary for Health, Women & Social Welfare through the Director Nursing & Health System Standards for policy advice and management of the national nursing services. The incumbent has to plan, formulate and review national nursing business strategies. Formulate and review national nursing policies for approval by the Director Nursing & Health System Standards and the Nurses Midwives and Nurses Practitioners' Board. Monitor the nurses' continuous implementation and adherence to the required standard of nursing practice. Ensure nurses work within their own boundaries and exercise discipline through the Board to those who practice beyond the scope. Assist the Director Nursing Health System Standard in the formulation and review of the Nurses, Midwives and Nurse Practitioners Act and Nursing Legislation and professional registration of nurses in the country and in determining the total requirement of nursing establishment for the nation yearly. Plan and provide continuous formal and informal training and development for the Nurse in Fiji. Provide advice to the Director Nursing Health System Standard, National Health Advisors of the ministry and also provide support to the Principal Fiji School of Nursing and the six managers of Nursing at the various Health Institutions.

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: USO4 \$44,294 - \$53,681

243/2008	DIRECTOR [POVERTY ERADICATION UNIT]
----------	--

Responsible to the Permanent Secretary for Health, Women & Social Welfare for the efficient and effective formulation, implementation and monitoring of poverty eradication plans, policies and programmes in collaboration with other agencies involved in Poverty Eradication. The incumbent will be responsible for initiating and coordinating a multi-stakeholder co-ordination mechanism to optimise the impact of government and non-government organization programs on the lives of the poor. He or she is required to set up an effective monitoring evaluation and reporting system to track achievement of poverty eradicating programs against quantifiable and time-bound targets. The incumbent is also responsible for the smooth functioning of the day-to-day operations of the Poverty Eradication Unit.

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: USO4 \$44,294 - \$53,681

244/2008	DIRECTOR [PHARMACEUTICAL & BIOMEDICAL SUPPLIES]
----------	--

Responsible to the Permanent Secretary for Health, Women & Social Welfare for the provision of policy advice and management support. The incumbent plays a lead and vital role in initiating and coordinating, formulating and implementing the development of National Strategies and plan in relation to clinical and pharmaceutical services; to procure new technology to support and enhance the delivery of health care; replace aging biomedical equipment and new technology; budgetary development for new technology in health; budget development for pharmaceutical and medical supplies and cabinet papers to lobby for additional budgetary provision for pharmaceutical and medical supplies and new technology and replacement bio-medical equipment.

The incumbent will contribute to the development of the ministry's corporate and strategic plans. Data analysis, planning and forecast competencies are essential. Ensures that effective communication is maintained with Divisional and Sub-divisional heads and other stakeholders involved in the health services delivery to monitor the implementation of the health programs for planning variations. The incumbent is responsible for leading, directing and motivating the team, coaching and developing staff, in change management and effectively managing resources allocated to the Division.

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: USO4 \$44,294 - \$53,681

245/2008	CHIEF ADMINISTRATIVE OFFICER [CORPORATE SERVICES] HQ
----------	---

The position is responsible to the Director Corporate Services for the daily management of all Corporate Service units of the Ministry of Health, Women and Social Welfare. This position plays the main coordinating role for all corporate matters of the three departments together with the three Divisional Health Services offices, major, sub - divisional and specialized hospitals, health centres and headquarters given the current rolling back of the Health Sector Management Reform. The above coordinating - role include Recruitment and Appointments, Postings, Transfers, Leaves, Resignations, Terminations, Discipline, Industrial Relations, OHS, and Training. The CAO (Corporate Services) also provides the overall direction for the ministry's newly created Internal Audit Unit, General Services Division and the Human Resources Information System, in terms of planning, implementation, monitoring and evaluation of their activities and performance. In addition to these, the incumbent coordinates and monitors all the Minister's deliverables on potential areas where abuse and mismanagement occur (Human Resources and Finance). The other key duties of the position include the Chairmanship of the following Boards and Committees: Department of Women and Social Welfare Staff Board, FSN Intake Interview Panel, National Nursing Posting Committee. The position is also a member of the following committees: Disciplinary Committee, Member of the National Transport Committee and any other future committees that deal with corporate issues. The incumbent is also required from time to time to assist the Permanent Secretary in the drafting of Cabinet Papers, follow up on Cabinet Decisions and provide effective and efficient support to the office of the Minister and the Permanent Secretary for Health, Women and Social Welfare.

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

MINISTRY OF WORKS & TRANSPORT

246/2008	DEPUTY SECRETARY PLANNING & DESIGN
----------	---

The position of Deputy Secretary Planning and Design has a general management role for the development of policies and strategies for the Department of Permanent Secretary's approval for implementation. It also has a co-coordinating and supervision role in terms of the performance of the planning and design arms of the Department. The appointee will be responsible to the permanent Secretary for Transport Works and Energy to develop co-coordinated planning and Design policies and Strategies consistent with overall departmental objectives. Develop overall corporate plan for the department and for strategic planning in specific areas for capital expenditure, participate in the evaluation of departments programmes and policies to review effectiveness relative to government and department priorities, Manage the planning and design division and ensure proper and timely preparation of plans and design work for projects, Provide advice to permanent secretary and minister on politically sensitive matters in terms of project identification and implementation, Provide direction and assistance to subordinates staff ensuring the provision of effective training and development throughout the department for the achievement of position objectives, Deploy staff in accordance with overall programme and work priorities with the approval of the Permanent Secretaries, Confer with the Permanent Secretary and heads of section on planning

and design issues, confer with the minister on planning and design matters, Confer with senior officers of the Ministry of Finance on budget formulation and submission, Discuss and confer with senior officials of other government departments in terms of projects implementation, Lands Department, Ministry of Regional Development, Department of Environment, Marine and Energy, Confer with Public Enterprise Unit in terms of various corporatisation initiatives for the department and discuss and confer with overseas consultants on work programme/study in terms of their Terms of Reference.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

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

247/2008	DIRECTOR [TRANSPORT PLANNING UNIT]
----------	---

Responsible to the Permanent Secretary through the Deputy Secretary for Transport in providing policy advice when required. Ensure that Transport Planning Unit's contribution towards the achievement of established goals is completed and that monitoring and review procedures are put in place. Contribute to the formulation of the Corporate and Business Plans of Transport Planning Unit. Prepare financial and planning papers for the TPU Budget and identify financial operating needs. Ensure that an effective competent and motivated professional workforce is recruited and retained by the Unit through the implementation of training, performance management and development programmes. Ensure there is

effective communication to staff constructive industrial relations practices and implementation of a management style and culture conducive to maintaining high morale and performance. Ensure that the Unit's assets are protected properly, accounted for and fully utilized. Ensure that allocations are not overspent and internal control measures are observed. Maintain an information system that enables the storage of relevant data on all modes of Transport (land, sea and air) and ensure that they are easily accessible for planning and evaluation purposes. Ensure that all Unit's operations/ activities comply and adhere to Government's financial, human resource, policy controls and requirements, rules, regulations and statutes. Ensure that formal information and reporting requirements of the Unit are met in a timely and relevant manner. Ensure that a responsible and relevant image is presented for TPU in all its dealings with the public and outside bodies or organizations. Ensure that development and provision of well-reasoned, well researched and sound policy advice which meets Government's policy objectives in a timely, accurate and objective manner. Assist Permanent Secretary in ensuring that the Minister of Works and Transport and other stakeholders are appropriately briefed and advised on the progress of policy implementation and making recommendations as and when required.

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

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

**The Auditor General
Office of the Auditor General
P O Box 2214
Government Buildings
Suva**

248/2008	AUDIT MANAGER
-----------------	----------------------

Responsible to the Director of Audit for planning. Directing and supervising a portfolio of audits. The appointee would be required to exercise powers delegated by the Auditor General for office administration and staff discipline and to initiate and implement staff development programs. Appointees should be able to implement effectively new audit methodologies. The Audit Manager will assist the Director in the formulation and implementation of strategic Audit Plan and the Annual Work Programme for financial audit or special performance audit group.

Qualification: The appointee must have a degree or post-graduate degree in accounting or finance, and a member of the Fiji Institute of Accountants or an equivalent/recognized professional body. He or she should also have at least five years experience as a Senior Auditor in the management and audit of a large governmental or private organizations; OR An officer of high caliber. Qualification required for appointment as Senior Auditor and at least 2 – 3 years service in that grade or equivalent. Consistently good reports and ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade.

Salary: ACO1 \$39,397 - \$50,276

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 Buildings
Suva

249/2008	PRINCIPAL [ED4C] MAHARISHI SANATAN COLLEGE
----------	---

To administer a ED4C 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 3 years service with a superior assessment in the ED5 or 1 year in ED4B grade or equivalent based upon standard rating scale. Completed 3 years rural service or a superior assessment in the past 3 years. Proven superior administrative ability and professional leadership skills. 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: ED4C \$26,931 - \$30,902

CORRIGENDA

- Published in the Fiji Public Service Official Circular No.15/2008 of 15th August 2008 the post of Senior Education Officer under the Ministry of Education, National Heritage, Culture & Arts with the incorrect title.

It should read as:

Vacancy No. 177/2008: Senior Education Officer [Eastern].

- Published in the Fiji Public Service Official Circular No. 15/2008 of 15th August 2008 the post of Education Officer [ED4B] (4 Posts) under the Ministry of Education, National Heritage, Culture & Arts with the incorrect qualification.

The correct qualification are:

“Recognized degree with relevant subject majors is preferred and teacher training. At least 9 years competent teaching experience with 3 years superior assessment in ED6A-D or 2 years ED5A-E or 1 year in ED4A grade based upon the 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.”

- Published in the Fiji Public Service Official Circular No.15/2008 of 15th August 2008 the post of Head Teacher [ED3C] (4 posts) under the Ministry of Education, National Heritage, Culture & Arts with the incorrect duties.

The correct duties are:

“To administer a ED3C 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.”

.....
WITHDRAWAL OF VACANCIES

FPSOC NO	VACANCY NO	POST
MINISTRY FOR LABOUR, INDUSTRIAL RELATIONS & EMPLOYMENT		
14/2008	152/08	Deputy Secretary [OHS & Workers Compensation]

.....
OTHER VACANCIES

FOOD AND AGRICULTURE ORGANISATION OF THE UNITED NATIONS

Post	Investment Officer
Website	-
	Email: TCI-VA@fao.org
Due Date	17 th September, 2008

Post	Senior Water Development & Management Officer
Website	-
	Email: NR-Registry@fao.org
Due Date	30 th September, 2008

Post	Livestock Policy Officer [Environmental Policy]
Website	-
	Email: Chief-AGAL@fao.org
Due Date	10 th September, 2008

Post	Locust Officer [Information Analysis]
Website	-
	Email: AGPP-Chief@fao.org
Due Date	10 th September, 2008

PACIFIC ISLANDS FORUM FISHERIES AGENCY

Post	Human Resources [HR] Officer
Website	www.ffa.int Email: recruitment@ffa.int
Due Date	5 th September, 2008

Post	Database Administrator
Website	www.ffa.int Email: recruitment@ffa.int
Due Date	5 th September, 2008

.....

PROVISIONAL / APPOINTMENTS PROMOTIONS

PROMOTIONS

MINISTRY FOR EDUCATION, NATIONAL HERITAGE, CULTURE & ARTS

- MOHAN, B Principal [ED1A] to be Principal [ED1C], Labasa College. Vacancy No. 395/2007. EDP 8153
- ALI, R Vice Principal [ED2A] to be Principal [ED1C] Lautoka Muslim College. Vacancy No. 396/2007. EDP 44720
- BOLATOLU, P Assistant Principal [ED3B] to be Vice Principal [ED2A] Sila Central High School. Vacancy No. 414/2007. EDP 44680
- WAIBUTA, S Head of Department [Industrial Arts] ED5D to be Senior Education Officer [Development] ED2A, Assets Monitoring Unit. Vacancy No. 364/2007. EDP 44436
- LOGA, L.D.L Head of Department [Maths] ED5D to be Education Officer [Production & Marking] ED4B, Examination Office. Vacancy No. 362/2007. EDP 9404

OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

PRASAD, R Systems Analyst Programmer to be Senior Systems Analyst Programmer [IT04]. Vacancy No. 831/2007. EDP 62630

OFFICE OF THE AUDITOR GENERAL

NUIBALAVU, E Senior Auditor to be Audit Manager. Vacancy No. 85/2008. EDP 63491

MINISTRY FOR FISHERIES & FOREST

TAWAKE, S Forest Ranger to be Forestry Officer [Timber Utilization]. Vacancy No. 505/2007. EDP 47031

NAGAN, H.N Forest Ranger to be Forestry Officer [Technical Services]. Vacancy No. 514/2007. EDP 47036

KUMAR, S.D Senior Technical Officer to be Forestry Officer [Timber Inspectorate]. Vacancy No. 511/2007. EDP 45199

.....

.....
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**

.....
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.

.....