

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 17/2008

DATE: 15TH SEPTEMBER, 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**

PUBLIC SERVICE COMMISSION

250/2008	DEPUTY SECRETARY
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This is a key management position within the Public Service Commission and is responsible to the Permanent Secretary for the Public Service for driving and overseeing the civil service reform programs. This will include managing a broad range of activities focused on human resource capacity development and institutional strengthening. The successful applicant will provide high level strategic policy advice to the Permanent Secretary and to the Commission; will be required to analyze complex management and governance issues and will be involved in the communication of these policy issues to Senior Management of Ministries and Departments. Ensure that the implementation of management policies aligned to the Public Service Guidelines and the adherence of personnel practice to the Public Service Act and Regulations and other relevant statutory requirements. Ensure the adequacy of the systems, structures and procedures to facilitate the efficient delivery and achievement of government goods and services. The management of corporate activities in the Commission is also a responsibility of this position and in this regard the incumbent has oversight of selection to all middle management and subordinate positions. The Public Service Commission Staff Board is chaired by the incumbent as well as the Public Service Training and Examination Board. Of particular importance is the pivotal role of the position in the processing of Strategic Development and Corporate planning in the Commission and the incumbent would need to be well versed with all facets of this. In the absence of the Permanent Secretary for the Public Service, the incumbent exercises control over all functions of the office of the Permanent Secretary to

the Commission and with other Ministries and Departments is crucial.

Qualifications: Previous experience in handling policy matters and assessed ability to give advice to Permanent Secretary at political level is required and experience of 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 service respectively unless specialized training leading to appropriate higher level qualifications has been completed during their career.

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

MINISTRY OF LANDS, MINERAL RESOURCES & ENVIRONMENT

DEPARTMENT OF MINERAL RESOURCES

251/2008	ASSISTANT DIRECTOR [MINING DIVISION]
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Responsible to the Director of Mines for efficient and effective management of the Mining Division. This include overall supervision of all aspects of licensing administration under the Mining, Quarries, Explosives, Petroleum and Continental Shelf Acts and subsidiary legislations. Provide policy advice on mining and petroleum matters and initiate discussions and negotiations with mining and exploration companies and landowners with regard to license applications leading to approval of mineral investment and exploration projects. Monitoring of work performance by ensuring timely compliance with license conditions and that all exploration and mining are carried out in accordance with relevant statutes. Facilitate the promotion and development of mineral sector of Fiji through formulation of policy and fiscal incentives and

promoting Fiji's mineral potential locally and internationally. Actively contribute to the Department's management team and ensure efficient and effective management of all resources of the Division for the accomplishment of its work objectives. Carry out any other duties assigned by the Director.

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

252/2008	CHIEF ADMINISTRATIVE OFFICER [GEOLOGICAL SERVICES DIVISION]
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Responsible to the Director of Mineral Development for efficient and effective management of the Geological Services Division. This includes overall supervision of the Drilling Section, Seismology and Hydrogeology Units and Geochemical Laboratory. Assist in the formulation and implementation of annual work plans oversee the operational activities within the various units, and provide leadership and key technical inputs where required. Provide policy advice on issues affecting groundwater development and disaster mitigation measures in regards to geological hazards. Liaise with government departments and NDMO on the development and implementation of work programs particularly in areas of groundwater assessment/development and disaster mitigation. Actively contribute to the department's management

team and ensure efficient and effective management of all resources of the Division for the accomplishment of its work objectives. Any other duties as assigned by the Director, Mineral Resources.

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

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

**The Permanent Secretary
Ministry of Lands, Mineral Resources &
Environment
P O Box 2222
Government Buildings
Suva**

DEPARTMENT OF MINERAL RESOURCES

253/2008	SENIOR TECHNICAL OFFICER [DRILLING]
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The officer will be responsible to the Manager Geological Services for overall day to day administration work for the drilling section, control discipline and supervision of drilling staff. Preparations of work

programs and plan daily routines about drilling projects and field work. Provide Inputs to annual corporate plan. Ensure proper maintenance and servicing of drilling rigs, plants and section vehicles. Carry out, allocate an oversee drilling assignment as required for Hydrogeology Engineering Geology, Economic Geology and Geological Mapping. Preparation of monthly, quarterly and annual reports. Ensure that proper Drilling practice is followed in accordance with OHS procedures in all drill sites. Devise and implement training for all drilling staffs.

Qualification: Technician Diploma or equivalent qualification in relevant specialization with at least 2-3 years service at ES03 level and/or relevant skills and experience in this particular field in any other organization.

Salary: ESO2 \$25,975 - \$33,102

254/2008 255/2008	SCIENTIFIC OFFICER [GEOLOGICAL MAPPING] 2 POSTS
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The officer will be responsible to the Manager Geological Surveys for Planning and Implementing regional geological mapping programs. Survey and assessment of geological hazards including landslides, slope instabilities, land coastal erosion, earthquakes, tsunamis and floods. Assessment and investigation of potential mining, petroleum and quarrying resources. Collation, verification and provision of accurate geo-science in formations. Liaison with other government departments and mineral industry stakeholders. Contribution to policy formulation and advice.

Qualification: A recognized and good Degree in an appropriate discipline and/or relevant skills and experience in this particular field in any other organization with the potential to become a specialist in their selected field.

Salary: SCO3 \$18,273 - \$30,615

256/2008 257/2008	SCIENTIFIC OFFICER [GEOPHYSICS/ MAPPING] 2 POSTS
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Responsible to the Senior Scientific Officer, Geophysics/Mapping for validity and correctness of geological and geophysical data produced and released

by the department for use in mineral exploration, groundwater exploration, geological hazard (earthquake, landslide, coastal erosion) assessment, and environmental studies around Fiji.

Qualification: A recognized and good Degree in an appropriate discipline and/or relevant skills and experience in this particular field in any other organization with the potential to become a specialist in their selected field.

Salary: SCO3 \$18,273 - \$30,615

258/2008 259/2008	TECHNICAL ASSISTANT [DRILLING] 2 POSTS
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Responsible to the Drilling Superintendent for carrying out drilling projects on the main islands as well as small remote islands. The appointee would be required to operate drilling machines and equipment; ensure that proper maintenance and servicing of drilling rigs, equipment and vehicles is carried out in time. Person appointed is to supervise and train unestablished staff; prepare drilling records; monthly reports and summaries and carry out any other duties as assigned by the Director Mineral Resources.

Qualification: A pass in Fiji School Leaving Certificate, Form 7 or equivalent; OR Relevant experience for a minimum of 5 years in an appropriate area and demonstrated ability.

Salary: STO5 \$7,930 - \$14,701

260/2008	TECHNICAL OFFICER CLASS 1 [MINES]
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Responsible to the Principal Engineer Mines in providing support to inspectors to administer and enforce legislations, prepare licenses/Permit (Mining, Quarry and Explosives). Provide enforcement support for compliance to the Explosives Act/Regulations; Supervise the updating compilation/summation and management of registers. Monitor follow up correspondence with stakeholders and any other duties assigned by the Assistant Director of Mines.

Qualification: Qualifications required for appointment as Technical Officer Class II and at least 2-3 years

service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization. Demonstrated ability to supervise and control staff and resources.

Salary: ST03 \$19,929 - \$26,270

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WITHDRAWAL OF VACANCIES
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FPSOC NO	VACANCY NO	POST
PUBLIC SERVICE COMMISSION		
18/2007	620/07	Administrative Officer [Secretariat] Post withdrawn and to be re-advertised due to 10% exercise.

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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: 15/09/08**
- Before noon: 31/08/08**
- Circular dated: 30/09/08**
- Before noon: 15/09/08**

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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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