

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 18/2008

DATE: 30th 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 [Mrs]
Permanent Secretary for Public Services

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

The Permanent Secretary
Ministry of Local Government, Urban Development,
Housing & Environment
P O Box 2131
Government Building
Suva

DEPARTMENT OF ENVIRONMENT

261/2008	PRINCIPAL ENVIRONMENT OFFICER [CONSERVATION]
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Responsible to the Director of Environment. The officer will be required to coordinate all activities of the Department where they relate to its natural resource conservation responsibilities. This includes the preparations of the Natural Resource Inventory and Management Plan being established through the Environment Management Act. The position ensures that the coordinative role and preparation of the plans by the Conservation Unit of the Department is carried out in accordance with the process and procedures outlined in the Act. The position works with the other units of the Department on the formulation of sustainable development policies relating to conservation of nature. The position is accountable for the development of conservation policies and strategies for protecting Fiji's biodiversity. The position is also accountable for the monitoring and implementation of measures being recommended for conservation systems. The position operates with a high level of independence in strengthening the capacity of the Department to conserve Fiji's natural resources for sustainable use, therefore, plays a major role in the formulation of conservation policies and strategies for their implementation. The post will also be responsible for the implementation of regional and international conventions/agreements on conservation of natural resources.

Qualification: Qualifications required for appointment as Senior Environmental Officer 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 with meritorious performance or relevant degree or postgraduate qualification.

Salary: LB01 \$35,512 - \$45,957

262/2008	SENIOR ENVIRONMENT OFFICER [WASTE]
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Responsible to the Principal Environment Officer responsible for the Waste Management. The officer will be required to coordinate the carrying out of activities that relate to waste management being established through the Environment Management Act; responsible for the implementation of waste management strategies by the various units of the Department of Environment in accordance with the process and procedures outlined in the Act; assist with the formulation of environment management policies; ensure the effective monitoring and implementation of measures being recommended for environment protection systems; assist with the management of landfills; operate with high level of independence in strengthening the capacity of the Waste Management Unit of the Department of Environment to protect Fiji's natural resources; assist with the implementation of regional and international conservations/agreements on waste (in general), chemicals and toxic substances.

Qualification: Qualifications required for appointment as Environmental Officer and at least 2-3 years experience in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization with meritorious performance.

Salary: LB02 \$27,044 - \$36,338

263/2008	SENIOR ENVIRONMENT OFFICER [ENVIRONMENT IMPACT ASSESSMENT]
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Responsible to the Principal Environment Officer (EIA). The officer will be required to coordinate the Environment Impact Assessment (EIA) process; carry out the effective and efficient running of the EIA unit; have supervisory role to the other environment officers for the EIA unit; receive development applications and delegate appropriate tasks to the relevant officers; provide advice and guidance to all environment officers; operate with a high level of independence in ensuring that the most appropriate steps have been taken to arrive at sound decisions on development projects submitted to the Department of Environment for consideration; and prepare six- monthly reports on the progress and achievements of the EIA unit.

Qualification: Qualifications required for appointment as Environmental Officer and at least 2-3 years experience in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization with meritorious performance.

Salary: LB02 \$27,044 - \$36,338

264/2008	ENVIRONMENT OFFICER [WASTE & POLLUTION]
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Responsible to the Director of Environment through the Principal Environment Officer (Waste) in undertaking investigation on waste/pollution related issues such as polluted sites in Fiji; work with the other stakeholders to ensure that the policies and legislations of waste and pollution unit are well implemented; advising industries on better waste management options; implementation of the National Solid Waste Management Strategy; and implementation of waste awareness programs/campaign. Assist in the implementation of Litter Decree and development of Regional Landfill.

Qualification: A recognized degree in Environmental Studies or equivalent with full accreditation.

Salary: LB03 \$19,928 - \$27,137

265/2008	ENVIRONMENT OFFICER [CLIMATE CHANGE]
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Responsible to the Director of Environment through the Senior Environment Officer (Conservation). The officer will be responsible to implement the requirements of the UN Framework Convention on Climate Change (UNFCCC) signed at the Earth Summit in 1992, Rio de Janeiro. The Incumbent undertakes planning and co-ordinations of meetings/workshops with facilitation of awareness programmes/packages with all stake holders. The Officer will also be responsible in formulating awareness programmes for/with the Government and non government organizations and facilitation of awareness policies at Institutional levels. The appointee will be required to prepare monthly/quarterly reports on activities carried out. These reports contribute to the annual reports of the Department and progressive reports to the UNFCCC. During the course of operation, the appointee will also prepare progress reports on monitoring, inspection and awareness works when required.

Qualification: A recognized degree in Environmental Studies or equivalent with full accreditation.

Salary: LB03 \$19,928 - \$27,137

266/2008	ENVIRONMENT OFFICER [AWARENESS]
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Responsible to the Director of Environment through the Senior Environment Officer (Conservation). The appointee will undertake planning and co-ordinations of

meetings/workshops with facilitations of awareness programmes/packages with all stake holders. The officer will also be responsible in the formulation of awareness programmes for/with the Government and non government organizations and facilitation of awareness policies at International levels.

The appointee will also be required to prepare monthly/quarterly reports on activities carried out. These reports contribute to the annual reports of the Department and progressive reports on monitoring, inspection and awareness works when required.

Qualification: A recognized degree in Environmental Studies or equivalent with full accreditation.

Salary: LB03 \$19,928 - \$27,137

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

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

VICE PRINCIPAL – ED2A [10 POSTS]	
267/2008	- CUVU COLLEGE
268/2008	- LABASA SANGAM (SKM) COLLEGE
269/2008	- NADI MUSLIM COLLEGE
270/2008	- SWAMI VIVEKANANDA COLLEGE
271/2008	- RATU SIR LALA SUKUNA MEMORIAL SCHOOL
272/2008	- PENANG SANGAM HIGH SCHOOL
273/2008	- GOSPEL HIGH SCHOOL
274/2008	- TILAK HIGH SCHOOL
275/2008	- TAVUA COLLEGE
276/2008	- ADI CAKORAU SCHOOL

To assist the Principal in the administration of a ED1C Secondary School, offer professional guidance to the staff and to teach. The appointee is responsible for teaching duties and implementation of the curriculum as well as playing a supportive role in the management and administration of the school. Supervise the organization and implementation of the total school programme to ensure that positive teaching and learning occur. Assists in fostering a positive team culture and observe the appropriate code of conduct by students and staff.

Qualification: Qualification as for HOD 1 post and at least 5 years competent service with a superior assessment in the ED4 or 3 years in ED3 grades or equivalent based upon standard rating scale. Completed 3 years rural service or attained a superior assessment in past 3 years. Proven superior administrative ability and professional leadership skills. Where relevant, hostel management experience 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: ED2A \$30,846 - \$35,564

VICE PRINCIPAL – ED3B [6 POSTS]	
277/2008	- VUNISEA SECONDARY SCHOOL
278/2008	- BUCALEVU SECONDARY SCHOOL
279/2008	- ASSEMBLIES OF GOD HIGH SCHOOL
280/2008	- DRASA SECONDARY SCHOOL
281/2008	- VOTUALEVU HIGH SCHOOL
282/2008	- BA PROVINCIAL SECONDARY SCHOOL

To assist the Principal in the administration of a ED1A Secondary School, offer professional guidance to staff and to teach. The appointee is responsible for teaching duties and implementation of the curriculum as well as playing a supportive role in the management and administration of the school. Supervise the organization and implementation of the total school programme to

ensure that positive teaching and learning occur. Assists in fostering a positive team culture and observe the appropriate code of conduct by students and staff.

Qualification: Qualification as for HOD 1 post and at least 5 years competent service with a superior assessment in the ED5 or 4 years in ED4 or 1 year in 3A grades or equivalent based upon standard rating scale. Completed 3 years rural service or attained a superior assessment in past 3 years. Proven superior administrative ability and professional leadership skills. Where relevant, hostel management experience 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: ED3B \$28,329 - \$33,219

VICE PRINCIPAL – ED3A [2 POSTS]	
283/2008	- YASAWA HIGH SCHOOL
284/2008	- NAMOSI SECONDARY SCHOOL

To assist the Principal in the administration of a ED2D Secondary School, offer professional guidance to staff and to teach. The appointee is responsible for teaching duties and implementation of the curriculum as well as playing a supportive role in the management and administration of the school. Supervise the organization and implementation of the total school programme to ensure that positive teaching and learning occur. Assists in fostering a positive team culture and observe the appropriate code of conduct by students and staff.

Qualification: Qualifications as for HOD[1] post and at least 4 years service with a superior assessment in the ED5 or 3 years in ED4 grades 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

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: ED3A \$27,373 - \$32,096

VICE PRINCIPAL – ED4B [6 POSTS]	
285/2008	- KORO HIGH SCHOOL
286/2008	- NILSEN COLLEGE
287/2008	- MULOMULO SECONDARY SCHOOL
288/2008	- LABASA ARYA SECONDARY SCHOOL
289/2008	- RATU LATIANARA SECONDARY SCHOOL
290/2008	- AHMADIYYA MUSLIM COLLEGE

To assist the Principal in the administration of a ED2B Secondary School, offer professional guidance to staff and to teach. The appointee is responsible for teaching duties and implementation of the curriculum as well as playing a supportive role in the management and administration of the school. Supervise the organization and implementation of the total school programme to ensure that positive teaching and learning occur. Assists in fostering a positive team culture and observe the appropriate code of conduct by students and staff.

Qualification: Qualifications as for HOD 1 post and at least 2 years service with a superior assessment in the ED5 based upon standard rating scale. Completed 3 years rural service or a superior assessment in the past 3 years. Proven administrative ability and professional leadership skills. Where relevant, hostel management experience 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 grade.

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

VICE PRINCIPAL – ED5E [6 POSTS]	
291/2008	- SIGATOKA VALLEY SECONDARY SCHOOL
292/2008	- WAIDINA SECONDARY SCHOOL
293/2008	- BATINIKAMA SECONDARY SCHOOL
294/2008	- RATU FINAU SECONDARY SCHOOL
295/2008	- SABETO SECONDARY SCHOOL
296/2008	- LEKUTU SECONDARY SCHOOL

To assist the Principal in the administration of a ED3C Secondary School, offer professional guidance to staff and to teach. The appointee is responsible for teaching duties and implementation of the curriculum as well as playing a supportive role in the management and administration of the school. Supervise the organization and implementation of the total school programme to ensure that positive teaching and learning occur. Assists in fostering a positive team culture and observe the appropriate code of conduct by students and staff.

Qualification: Qualification as for HOD[1] post and at least 1 year in ED5 grade or equivalent based upon standard rating scale. Proven administrative ability and professional leadership skills. Applicants should have completed 3 years of successful rural service or attained a superior assessment in the past 3 years. Where relevant, hostel management will be an advantage. Potential to advance to higher posts.

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

VICE PRINCIPAL – ED5D [2 POSTS]	
297/2008	- REWA SECONDARY SCHOOL
298/2008	- NAWAI SECONDARY SCHOOL

To assist the Principal in the administration of a ED4C Secondary School, offer professional guidance to staff and to teach. The appointee is responsible for teaching duties and implementation of the curriculum as well as playing a supportive role in the management and administration of the school. Supervise the organization and implementation of the total school programme to ensure that positive teaching and learning occur. Assists in fostering a positive team culture and observe the appropriate code of conduct by students and staff.

Qualification: Qualification as for HOD 1. Experience as HOD [1] will be an advantage. The candidate should meet the requirement for the subject majors in the relevant area. Potential to advance to higher posts.

Salary: ED5D \$23,370 - \$27,472

COUNSELLOR – ED5D [19 POSTS]	
299/2008	- LABASA COLLEGE
300/2008	- SUVA GRAMMAR SCHOOL
301/2008	- RISHIKUL SANATAN COLLEGE
302/2008	- BHAWANI DAYAL ARYA COLLEGE
303/2008	- SWAMI VIVEKANANDA COLLEGE
304/2008	- NATABUA HIGH SCHOOL
305/2008	- ADI CAKOBAU SCHOOL
306/2008	- SILA CENTRAL HIGH SCHOOL
307/2008	- QUEEN VICTORIA SCHOOL
308/2008	- CUVU COLLEGE
309/2008	- LABASA SANGAM (SKM) COLLEGE
310/2008	- TAVUA COLLEGE
311/2008	- TILAK HIGH SCHOOL
312/2008	- PT VISHNU DEO MEMORIAL SCHOOL
313/2008	- KHALSA COLLEGE
314/2008	- KAMIL MUSLIM COLLEGE
315/2008	- DUDLEY HIGH SCHOOL
316/2008	- NASINU SECONDARY SCHOOL
317/2008	- PENANG SANGAM HIGH SCHOOL

Responsible to the Principal for students' counseling and career advice. The appointee shall also undertake normal teaching duties not exceeding fifteen [15] periods per week besides counselling and career advice. The appointee shall be expected to: identify, investigate and record behavioural problems of students and recommend solutions; provide counselling sessions for students with problems and those needing such assistance; liaise with parents, outside organizations and authorities to seek assistance and solutions on behavioural problems of students; and provide career guidance and advice to students in upper secondary classes.

Qualification: Qualification as for HOD 1 with an additional year of teaching experience plus counselling qualifications.

Salary: ED5D \$23,370 - \$27,472

HEAD TEACHER – ED4C [3 POSTS]	
318/2008	- NAKURUKURUVAKATINI PRIMARY SCHOOL
319/2008	- VANUAKULA CATHOLIC SCHOOL
320/2008	- VUNIMONO ARYA SCHOOL

To administer an ED4C primary school; offer professional guidance to staff and teach, liaise with the school committee, parents and 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 appropriate vernacular language.

Qualification: Qualification as for teacher ED8 and at least 1 year service with superior assessment in ED4 or 2 years in ED5E or 5 years in ED5A-D 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

HEAD TEACHER – ED5E [10 POSTS]	
321/2008	- KOROQQA INDIAN SCHOOL
322/2008	- KOROVOU PRIMARY SCHOOL
323/2008	- NABUKALUKA DISTRICT SCHOOL
324/2008	- NAMALATA DISTRICT SCHOOL
325/2008	- RAMBISES SAR CHAUDHARY MEMORIAL SCHOOL
326/2008	- SOLOIRA DISTRICT SCHOOL
327/2008	- TOGA DISTRICT SCHOOL
328/2008	- VUNIDAWA INDIAN SCHOOL
329/2008	- WAIDRA MUSLIM SCHOOL
330/2008	- KAMA DISTRICT SCHOOL

To administer a ED5E primary school, offer professional guidance to staff and 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 appropriate vernacular language.

Qualification: Qualifications as for teacher ED8 and at least 4 years with superior assessment in ED5AD 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

HEAD TEACHER – ED6D [14 POSTS]	
331/2008	- DELAINAKAIKAI PRIMARY SCHOOL
332/2008	- KRISHNA JANARDHAN PRIMARY SCHOOL
333/2008	- NACOKAIKA VILLAGE SCHOOL
334/2008	- NAILAGOBOKALA PRIMARY

	SCHOOL
335/2008	- NAITAVUNI CATHOLIC SCHOOL
336/2008	- NAMENA DISTRICT SCHOOL
337/2008	- NAVUNISEA DISTRICT SCHOOL
338/2008	- NAVUREVURE PRIMARY SCHOOL
339/2008	- NAWAISOMO PRIMARY SCHOOL
340/2008	- RATU VEIKOSO PRIMARY SCHOOL
341/2008	- ROKOTUIVATU DISTRICT SCHOOL
342/2008	- SHANTINIKETAN PATHSHELA SCHOOL
343/2008	- SOTE VILLAGE SCHOOL
344/2008	- TURAGABECI PRIMARY SCHOOL

To administer a ED6D primary school; offer professional guidance to staff and 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 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

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

**The Permanent Secretary
Ministry of Primary Industries
Private Mail Bag
Raiwaqa**

DEPARTMENT OF AGRICULTURE

345/2008	PRINCIPAL VETERINARY OFFICER
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Responsible to the Director Animal Health & Production for the practice of veterinary medicine and surgery, veterinary therapeutics and drugs administration, veterinary public health and preventative medicine, domestic and international animal quarantine and exotic disease prevention, regulatory and inspection services. Provide policy advice to the Minister, Assistant Minister and Management on veterinary matters, and implement veterinary policy through the Divisional Veterinary Officers, the Veterinary Profession and the non-veterinary staff of Animal Health & Production as appropriate. Prevent the entry of exotic diseases into Fiji by being responsible for Sanitary Phytosanitary (SPS) Measures, Import Risk Assessments (IRA), develop statistically based, scientifically sound quarantine protocols that follow the Office of International Epizootics (OIE) Guidelines and facilitate trade in accordance with Fiji's World Trade Organisation (WTO) obligations. Responsible for local disease surveillance and monitoring through the field veterinary services of the Divisional Veterinary Officers and Animal health & Production staff specifically responsible for clinics throughout the country. Ensure field service monitoring and surveillance are linked to the investigations of the Veterinary Pathology Laboratory. Responsible for the practice of veterinary medicine and surgery by the Divisional Veterinary Officers for the Western, Central, Northern and Eastern Division respectively. Ensure that veterinary drug therapeutics and administration is properly managed throughout the country. Ensure field regulatory and inspection services are operating efficiently and effectively via factory, abattoirs and meat carrying vehicles inspection, registration and monitoring. Ensure that Meat Inspection, animal pounds and dog and animal licensing services, vermin control, animal brands and registration, and dairy inspection and registration are carried out annually throughout the country. Coordinate and organize training of Animal Health & Production staff in basic animal science and simple veterinary procedures in order to provide support to the Divisional Veterinary Officers in their duties.

Qualification: Qualifications required for appointment as Senior Veterinary Officer 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 with meritorious performance or relevant degree or postgraduate qualifications.

Salary: VR01 \$42,193 - \$53,004

346/2008	SENIOR VETERINARY OFFICER [HQ]
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Responsible to Director Animal Health & Production for the practice of veterinary medicine and surgery and also work within and apply all the Acts and Regulations related to livestock supervised by the Ministry of Agriculture, Sugar & Land Resettlement. Attend to large animal veterinary medicine and surgery cases in beef, dairy, horses, sheep, goats, pigs, poultry, honeybees, native fauna and any other animal as the field veterinary service to the farming and rural community. The officer will also run small animal medical and surgical clinics in all the towns and main centres of the geographic division they are posted to. Responsible for Veterinary drugs and therapeutics administered at the Divisional level, appropriate veterinary drug administration and availability of drugs to farmers or prescribing appropriate alternatives. Monitoring and assessing Veterinary drug residues in animal products in conjunction with the Veterinary Pathology Laboratory and the Government Analyst. Also responsible for Veterinary Public Health and Preventative medicine particularly in zoonotic diseases like leptospirosis, porcine brucellosis, bovine tuberculosis, salmonellosis Q-Fever Mad Cow Disease etc. Ensure that Veterinary pathology and animal disease investigations be carried out at the local and divisional level. Liaise with medical colleagues on zoonotic disease and veterinary public health. Ensure that meat Inspection standards and rulings are in accordance with the Meat Inspection Guide of the Ministry. Exotic disease surveillance, monitoring and alerting the Director, Animal Health & Production of suspected cases, put in place local quarantine procedures and coordinate all local and Divisional exotic disease eradication and control program. Ensure appropriate stock movement

procedures are fulfilled throughout the Division. Provide non-vets and technical staff on the job training in basic veterinary medicine and veterinary public health. Review procedures as and when appropriate. Provide monthly, quarterly and annual reports for the Division to the Director, Animal Health & Production.

Qualification: Qualifications required for appointment as Veterinary Officer 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 with meritorious performance.

Salary: VR02 \$31,411 - \$35,442

347/2008	SENIOR VETERINARY OFFICER - DIVISIONAL VETERINARY OFFICER [WESTERN]
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Responsible to Director Animal Health & Production for the practice of veterinary medicine and surgery in the Western Division and also work within and apply all the Acts and Regulations related to livestock supervised by the Ministry of Agriculture, Sugar & Land Resettlement. Attend to large animal veterinary medicine and surgery cases in beef, dairy, horses, sheep, goats, pigs, poultry, honeybees, native fauna and any other animal as the field veterinary service to the farming and rural community. The officer will also run small animal medical and surgical clinics in all the towns and main centers of the geographic division they are posted to. Responsible for Veterinary drugs and therapeutics administered at the Divisional level, appropriate veterinary drug administration and availability of drugs to farmers or prescribing appropriate alternatives. Monitoring and assessing Veterinary drug residues in animal products in conjunction with the Veterinary Pathology Laboratory and the Government Analyst. Also responsible for Veterinary Public Health and Preventative medicine particularly in zoonotic diseases like leptospirosis, porcine brucellosis, bovine tuberculosis, salmonellosis Q-Fever Mad Cow Disease etc. Ensure that Veterinary pathology and animal disease investigations be carried out at the local and divisional level. Liaise with medical colleagues on zoonotic disease and veterinary public health. Ensure

that meat Inspection standards and rulings are in accordance with the Meat Inspection Guide of the Ministry. Exotic disease surveillance, monitoring and alerting the Director, Animal Health & Production of suspected cases, put in place local quarantine procedures and coordinate all local and Divisional exotic disease eradication and control program. Ensure appropriate stock movement procedures are fulfilled throughout the Division. Provide non-vets and technical staff on the job training in basic veterinary medicine and veterinary public health. Review procedures as and when appropriate. Provide monthly, quarterly and annual reports for the Division to the Director, Animal Health & Production.

Qualification: Qualifications required for appointment as Veterinary Officer 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 with meritorious performance.

Salary: VR02 \$31,411 - \$35,442

348/2008	SENIOR VETERINARY OFFICER - DIVISIONAL VETERINARY OFFICER [CENTRAL EASTERN]
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Responsible to Director Animal Health & Production for the practice of veterinary medicine and surgery in the Central/Eastern Division and also work within and apply all the Acts and Regulations related to livestock supervised by the Ministry of Agriculture and Land Resettlement. Attend to large animal veterinary medicine and surgery cases in beef, dairy, horses, sheep, goats, pigs, poultry honeybees, native fauna and any other animal as field veterinary service to the farming and rural community. The officer will also run small animal medical and surgical clinics in all the towns and main centers of the geographic division they are posted to. Responsible for Veterinary drugs and therapeutics administered at the Divisional level, appropriate veterinary drug administration and availability of drugs to farmers or prescribing appropriate alternatives. Monitoring and assessing Veterinary drug residues in animal products in conjunction with Veterinary Pathology Laboratory and the

Government Analyst. Also responsible for the Veterinary Public Health and Preventative medicine particularly in zoonotic disease like leptospirosis, porcine brucellosis, bovine tuberculosis, salmonellosis Q-Fever Mad Cow Disease etc. Ensure that Veterinary Pathology and animal disease investigations be carried out at local divisional level. Liaise with medical colleagues on zoonotic disease and veterinary public health. Ensure that meat inspections standards and rulings are in accordance with the Meat Inspection Guide of the Ministry. Exotic disease surveillance, monitoring and alerting the Director, Animal Health & Production of suspected cases, put in place local quarantine procedures and coordinate all local and Divisional exotic disease eradication and control program. Ensure appropriate stock movement procedures are fulfilled throughout the Division. Provide non-vets and technical staff on the job training in basic veterinary medicine and veterinary public health. Review procedures as and when appropriate. Provide monthly, quarterly and annual reports for the Division to the Director, Animal Health & Production.

Qualification: Qualifications required for appointment as Veterinary Officer 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 with meritorious performance.

Salary: VR02 \$31,411 - \$35,442

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OTHER VACANCIES

SECRETARIAT OF THE PACIFIC COMMUNITY

Post	CRISP [Coral Reef Initiatives for the Pacific] OFFICER
Website	- Email: spc@spc.int
Due Date	15 th October, 2008

Post	Deputy Director - General [Suva Regional Office]
Website	- Email: spc@spc.int
Due Date	31 st October, 2008

Post	Coordinator: North Pacific National Responses [Pacific Regional Strategy On HIV Implementation] Pohnpei Regional Office
Website	- Email: spc@spc.int
Due Date	31 st October, 2008

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WITHDRAWAL OF VACANCIES

FPSOC NO	VACANCY NO	POST
MINISTRY OF HEALTH, WOMEN & SOCIAL WELFARE		
12/2008	117/2008	Consultant Paediatrics, Labasa Hospital – withdrawn and to be filled by an expatriate appointment
12/2008	118/2008	Consultant Paediatrics, Labasa Hospital – withdrawn and to be filled by an expatriate appointment
12/2008	129/2008	Principal Medical Officer [Anaesthetics] 2 nd Post, CWM Hospital – withdrawn and to be re-

		advertised later.
16/2008	242/2008	Director Nursing [HQ]
16/2008	244/2008	Director [Pharmaceutical & Biomedical Supplies]
MINISTRY OF FOREIGN AFFAIRS, INTERNATIONAL CO-OPERATION CIVIL AVIATION		
20/2007	796/2007	Principal Administrative Officer [Political & Treaties] – Filled by sideways transfer of Mr Murray Isimeli
20/2007	797/2007	Senior Administrative Officer [Administration] – Filled by sideways transfer of Mr Simone Rokolaqa

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PROVISIONAL APPOINTMENTS / PROMOTIONS

PROMOTIONS

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

NAND, D	Assistant Head Teacher [ED5D] to be Head Teacher [ED5E] Nadroga Sangam School. Vacancy No. 295/2007 EDP 9260
TAUFA, S	Head Teacher [ED6D] to be Head Teacher [ED5E], St Andrews Primary School. Vacancy No. 300/2007. EDP 7272
SUDHAKAR, P	Assistant Head Teacher [ED6A] to be Head Teacher [ED5E] Tagore Memorial School. Vacancy No. 308/2007. EDP 5851

SHARMA, A.K Head Teacher [ED6D] to be Head Teacher [ED5E] DAV Primary School. Vacancy No. 309/2007.
EDP 6894

PRASAD, R Computer Operator [IT07] to be Assistant Programmer [IT06] Examination Office. Vacancy No. 463/2007. EDP 59697

DRAUNIDALO, I Principal [ED3C] to be Vice Principal [ED2A] Queen Victoria School. Vacancy No. 456/2007.
EDP 42769

PRAKASH, D Education Officer [ED4B] to be Assistant Principal [ED3B] Suva Muslim College. Vacancy No. 461/2007. EDP 55496

KUMAR, B Vice Principal [ED4B] to be Assistant Principal [ED3B] Nasinu Muslim College. Vacancy No. 460/2007. EDP 54693

MINISTRY OF HEALTH, WOMEN & SOCIAL WELFARE

KAMA, M Medical Officer to be Senior Medical Officer [Virus Lab] Tamavua Hospital. Vacancy No. 643/2007. EDP 62438

KELO, W Supervising Pharmacy Technician to be Senior Pharmacy Officer [CWM Hospital]. Vacancy No. 669/2007. EDP 59250

LESUMA, J Clerical Officer to be Assistant Statistician [Health] CWM Hospital. Vacancy No. 715/2007.
EDP 53974

MINISTRY OF PROVINCIAL DEVELOPMENT & MULTI ETHNIC AFFAIRS

CHAND, G Administrative Officer to be Senior Administrative Officer [Training] Office of the Director of Public Prosecution. Vacancy no. 824/2007.
EDP 48510

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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: 15/10/08
Before noon: 30/09/08
Circular dated: 31/10/08
Before noon: 15/10/08

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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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