

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 19/2008

DATE: 15th OCTOBER, 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 AGRICULTURE & PRIMARY INDUSTRIES

349/2008	DEPUTY SECRETARY [AGRICULTURE DEVELOPMENT]
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The Deputy Secretary [Agriculture Development] is responsible to the Permanent Secretary for Agriculture for the development and management of programmes to achieve the objectives of the Ministry. This involves determining priorities through research, setting development goals, informing, motivating and working with agriculture stakeholders, including the farmers and private sector, to take advantage of opportunities and measuring success through evaluating growth/export achievements. The incumbent must balance the needs of the sector with that of the nation in general, and the proper and efficient use of available resources. The post holder plays a major role in formulating policies, giving direction to the relevant Divisions and interpreting and updating, where necessary, existing agriculture legislations to meet the changing role of the Ministry. The Deputy Secretary is expected to monitor and evaluate the implementation of policies and programmes of the various Divisions of the Ministry based on the annual corporate plan and business plans. He or she is expected to lead a team of professionals by motivating and encouraging personal and professional development.

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: USO2 \$57,617 - \$72,282

MINISTRY OF FINANCE, NATIONAL PLANNING & SUGAR INDUSTRY

DEPARTMENT OF NATIONAL PLANNING

350/2008	DEPUTY SECRETARY
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Responsible to the Permanent Secretary for Finance, National Planning & Sugar Industry for the overall control, direction and supervision of the staff and co-ordination of national, social and economic development policies and planning.

The Deputy Secretary is also required to advise the Permanent Secretary for Finance, National Planning & Sugar Industry on economic development policy issues. Duties which involve both technical and administrative functions include, formulation and planning of economic and social policies, budgetary policies and planning of resources allocation, monitoring and management of the economy, human resource allocation, monitoring and management of the economy, human resource development planning, sectoral development planning, project planning and evaluation formulation of prices and income policies, co-ordinate the provision of secretariat services to permanent and adhoc committees of the Government.

The officer is also responsible for the preparation and control of the Department's annual budget. The Deputy Secretary is also required to liaise

with the line Ministries Department, Statutory bodies and Private Sector in relation to these functions. A Masters Degree in Economics would be desirable.

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

351/2008	CHIEF ECONOMIC PLANNING OFFICER [PROJECT PLANNING AND EVALUATION UNIT]
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To provide effective leadership to the Project planning and Evaluation Unit for the provision of quality advice to the Permanent Secretary for Finance, National Planning & Sugar Industry (through the Deputy Secretary for National Planning), in the identification and planning of a pipeline of investment project for possible funding through the normal budgetary system. The core functions of the Unit will be the evaluation, reviewing and monitoring of Ministries/Departments Annual Corporate plans in conciliation with the Public Service Commission and Budget Section of Ministry of Finance to ensure that; they are consistent with

the overall national policies and strategies as outlined in the Strategic Development Plan; and they are consistent with their respective sector policies as stated in the Plan. Analysis, evaluations and review of project proposals put forward for government financing in the context of Government current policies and strategies. The unit will need to work very closely with both the central agencies and the line Ministries/Departments in undertaking this exercise; and Assist line Ministries/Departments in identifying and writing up project proposals for possible funding through the normal budgetary process.

The incumbent is expected to have close liaisons with Permanent Secretaries and Heads of Departments. He/She is also expected to have close working relationship with his/her counterparts in the Public Service Commission, Ministry of Finance and Statutory Authority.

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

352/2008	CHIEF ECONOMIC PLANNING OFFICER [MACRO-ECONOMIC DIVISION]
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The officer responsible to the Deputy Secretary for the provision of advice on macro-economic policy and strategic planning on both at national and sectoral basis and also carry out economic evaluation of government policies. The officer will also be expected to analyse and provide policy advice on cross-sectoral issues such as trade and ICT. Policy advice on areas of market & public sector reforms such as in the goods, market and civil service will be expected. He/She should assist in managing national strategic planning to help meet broad goals of government. The post includes specific responsibility to prepare macro-economic forecasts for the national accounts, trade and balance of payments. He/She will be responsible for providing analysis on macro-economic variables such as inflation and investment. More so, advice and analysis of fiscal policy issues such as taxation and other revenue policies of government will be undertaken in coordination with the Revenue policy Committee.

He/She is also responsible for the efficient, effective and ethical Management of staff with his/her Division, the development of national macro-economic policies in relation to the national Strategic Plan and Annual Budget; evaluation and review of policies and programs implemented at national, sectoral or regional levels; provision of advice to and support for the Minister for Finance, National Planning & Sugar Industry in the performance of his Ministerial duties; and representing the Ministry of Finance, National Planning & Sugar Industry on government, inter governmental, national, international and special interest committees. He/She is also required to deliver specific outputs identified in the National Planning Office Corporate and Business Plans.

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

MINISTRY OF EDUCATION, NATIONAL HERITAGE, CULTURE & ARTS

353/2008	DIRECTOR [ASSET MONITORING UNIT]
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Responsible to the Deputy Secretary, [Primary/Secondary/AMU] for the provision of advice to the Minister on matters relating to the development and continuous improvement of schools through their physical structures, as well as the overall performance of students in their academic learning environment through the monitoring and evaluation of teacher performance and management of committees and divisional and district education offices. Monitor and administer school's establishment, including kindergartens and private vocational schools, upgrading and downgrading of schools, management of affirmative action programmes for under performing schools and disadvantaged rural remote schools, management and administration of school Building Grant, Compulsory Education Grant, ECE grants, management, monitoring and maintenance of school assets – including government schools, establishment and functions of the School's Monitoring and Review Unit, establishment and

functions of the Professional Development Unit, and any other matter assigned by the Deputy Secretary and Permanent Secretary from time to time.

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

354/2008	AUDIT MANAGER
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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 large governmental or private organizations **OR** An officer of high calibre. Qualifications 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: AC01 \$39,397 - \$50,276

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

355/2008	PRINCIPAL EDUCATION OFFICER [SECONDARY] HQ - ED1D
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The Principal Education Officer Secondary reports to the Director Secondary and consults with the Divisional Education Officers on matters relating to the management of Secondary School Education. The Principal Education Officer Secondary is responsible for the selection, recruitment and deployment of teachers in accordance with the policies of the Ministry of Education. The incumbent also enhances the professional welfare of teachers through counseling and assists in in-service training

programmes for holders of positions of responsibilities, including school managements. The position also develops systems and initiatives to increase the efficiency and effectiveness of the Section in its servicing of schools.

Qualifications: Recognized relevant degree with teacher training. Postgraduate qualification is preferred. At least 2 years in ED1A-C grade or 3 years in ED2A-D grade or 4 years in ED3C grade or 6 years experience in ED4A-C grade based upon standard rating scale or equivalent experience tertiary education posts or Ministry of Education posts with superior administrative ability and professional leadership skills. Applicants with at least 3 years of rural service 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: ED1D \$37,611 - \$43,156

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

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

DEPARTMENT OF AGRICULTURE

356/2008	SENIOR AGRICULTURAL OFFICER [CENTRAL /EASTERN]
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Responsible to the Director Animal Health and Production for the on field execution of all Animal Health & Production programmes within the Central and Eastern Divisions. Develop work programmes for livestock officers in line with allocated resources, monitor these work programmes, review and reallocate resources according to results of review programmes.

Ensure the effective enforcement of regulatory duties delegated under various legislations under the Ministry's responsibility. Liaise with government departments and non-Government organizations on rural development matters relevant to the division's areas of responsibility. Preparation of divisional reports and project papers.

Qualifications: Qualifications required for appointment as an Agricultural 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: PR02 \$25,542 - \$33,492

357/2008	AGRICULTURAL OFFICER [NORTH/WEST]
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Responsible to the Senior Agricultural officer Animal health and Production (Western) for coordinating, planning and execution of all livestock production extension activities, animal health and enforcement of laws and regulation related to livestock under the Animal Health Act within the North West Viti Levu and be based in Lautoka. Assist with the general control and prevention of animal diseases in the two provinces of Ba/Ra. Provide back-up service and moral support to technical staff on the Animal Health and Production issues. Assist in supervision of clinical and regulatory work with particular emphasis on Brucellosis and Tuberculosis Eradication Campaign, Meat Inspection and Surveillance, Brand Registration, Animal Licenses and Dog Control Campaign. Co-ordinate the North West District capital programmes. Assist the Senior Agricultural Officer (AH&P-Western) with administrative duties by collecting data and compiling monthly, quarterly and Annual reports for the Division. Carry out any other duties that may be required from time to time by the SAO (AH&P- Western). Management and supervision of staff, financial and other resources allocated to the Provinces.

Qualification: Qualifications required for appointment as Assistant Agricultural 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. Consistently good reports with demonstrated ability to supervise and control staff and ability to perform effectively in rural situations; **OR** A good degree in an appropriate Agricultural discipline.

Salary: PR03 \$19,928 - \$26,274

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CORRIGENDA

Published in the Fiji Public Service Official Circular No.14 of 31st July, 2008 incorrect qualification under:

- Vacancy No 151/2008 – Deputy Secretary [Chief Labour Officer] should read as:

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.

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WITHDRAWAL OF VACANCIES

FPSOC NO	VACANCY NO	POST
OFFICE OF THE ATTORNEY GENERAL & SOLICITOR GENERAL		
12/2008	111/2008	Principal Legal Officer – no suitably qualified applicant
PUBLIC SERVICE COMMISSION		
19/2007	787/2007	Administrative Officer [Counselor] Workforce Planning & Scholarship Unit

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PROVISIONAL APPOINTMENTS / PROMOTIONS

APPOINTMENTS

OFFICE OF THE ATTORNEY GENERAL

- VUIBAU, K Senior Legal Officer, Office of the Attorney General. Vacancy No.113/2008.
- MAINAVOLAU, J Senior Legal Officer, Office of the Attorney General. Vacancy No. 114/2008.
- SAVOU, J.N.L Legal Officer, Office of the Attorney General. Vacancy No. 115/2008.

PROMOTIONS

PUBLIC SERVICE COMMISSION

NAGERA, F.B Senior Administrative Officer to be Principal Administrative Officer [Clerk to Commission]. Vacancy No. 40/2008.
EDP 60845

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING & ENVIRONMENT

NAULUMATUA, M Town Planner to be Senior Town Planner. Vacancy No. 805/2007.
EDP 67383

PRASAD, R Town Planner to be Senior Town Planner. Vacancy No. 33/2008. EDP 49858

QANIUCI, V Senior Technical Assistant to be Technical Officer II. Vacancy No. 35/2008. EDP 49490

OFFICE OF THE ATTORNEY GENERAL

KAMNI, N Legal Officer to be Senior Legal Officer. Vacancy No. 112/2008.
EDP 63907

TURAGA, S.D Senior Legal Officer to be Principal Legal Officer. Vacancy No. 109/2008. EDP 53128

OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

PRASAD, D Administrative Officer to be Senior Administrative Officer [Litigation]. Vacancy No. 825/2007. EDP 53895

MINISTRY OF EDUCATION, NATIONAL HERITAGE, CULTURE & ARTS

CAGINITABALE, M Clerical Officer to be Executive Officer [Ratu Kadavulevu School]. Vacancy No. 819/2007.
EDP 53933

VULI, V Clerical Officer to be Executive Officer [Queen Victoria School]. Vacancy No. 818/2008.
EDP 52892

MINISTRY OF WORKS & TRANSPORT

NAICOVI, J Technical Assistant [Estimating] to be Quantity Surveyor [Estimating] HQ. Vacancy No. 489/2006. EDP 61190

BAINITABUA, S Supervisor [Mechanical] to be Supervisor Higher Grade [Mechanical] Labasa. Vacancy No. 387/2006. EDP 60134

SAVU, W Supervisor [Electrical] to be Supervisor Higher Grade [Electrical] Walu Bay. Vacancy No. 386/2006. EDP 58525

TAWAKE, C Technical Officer [Architect] to be Technical Officer Higher Grade [Architect] HQ. Vacancy No. 383/2006. EDP 61554

SILIVALE, S Technical Assistant [Architect] to be Technical Officer held against Technical Officer Higher Grade [Architect] HQ. Vacancy No. 384/2006. EDP 60021

VAKAMEAU, T Technical Assistant [Architect] to be Technical Officer held against Technical Officer Higher Grade [Architect] HQ. Vacancy No. 385/2006. EDP 58086

WAQAIRATU, J Technical Assistant [Architect] to be Senior Technical Assistant

[Architect] HQ. Vacancy No.
400/2006. EDP 63900

BATIURAURA, L Technical Assistant [Estimating]
to be Senior Technical Assistant
[Estimating] HQ. Vacancy No.
398/2006. EDP 63878

NAIKATINI, M Technical Assistant [Estimating]
to be Senior Technical Assistant
[Estimating] HQ. Vacancy No.
397/2006. EDP 63556

KALIVAKATOGA, M Technical Assistant [Structures]
to be Senior Technical Assistant
[Structures] HQ. Vacancy No.
399/2006. EDP 64105

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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: 31/10/2008
Before noon: 15/10/2008
Circular dated: 15/11/2008
Before noon: 31/10/2008

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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.