

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 20/2008

DATE: 31ST 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 LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING & ENVIRONMENT

DEPARTMENT OF LOCAL GOVERNMENT

358/2008	DEPUTY SECRETARY
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Responsible to the Permanent Secretary for Local Government, Urban Development, Housing and Environment for the Co-ordination and implementation of Legislations and regulations that are being administered by the Ministry, formulate and act on policy issues to ensure that the responsibilities/obligations of the Ministry are effectively discharged. Duties include ensure timely preparation/implementation of Ministry's corporate plan, and quality preparation of cabinet and policy papers through research and consultations. The incumbent will also serve as Chairman of the Ministry's Staff Board and is to ensure that all Staff Appointments and Matters are dealt with expeditiously in the normal manner. Deputize the Permanent Secretary in the Central Board of Health and Land Information Systems Council, Occupational Health and Safety Advisory Board, Housing Authority, Public Rental Board and National Fire Authority from time to time. The appointee will also be responsible for the review of Municipal Councils Monthly Meeting reports, Chair the National Squatter Council and the Ministry's Tender Board for the physical development of Squatter Settlement. Prepare timely and accurate briefs for the Permanent Secretary and the Minister. The position oversees the efficient and effective management of all resources in accordance with laid down government procedures, policies and Legal requirements. Any other duties assigned by the Permanent Secretary from time to time.

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 DEFENCE, NATIONAL SECURITY, DISASTER MANAGEMENT & IMMIGRATION

DEPARTMENT OF DEFENCE

359/2008	DEPUTY SECRETARY
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The primary role of the Deputy Secretary position is to assist the Permanent Secretary for Defence, National Security, Disaster Management & Immigration on Policy issues and supports effective coordination of activities/programs within the budgetary allocations. The Deputy Secretary supports the Permanent Secretary in the initiation and development of policies that improve efficiency and accountability of the Ministry. The position also assists in the efficient and effective management of all financial resources, human resources and physical assets in accordance with laid down government procedures, policies and legal requirements. The incumbent is required to work closely with the Permanent Secretary to ensure that the daily business of the Ministry is dispensed within an

efficient, effective, equitable and economical manner. This involves both the achieving of targets development of necessary competencies amongst all staff and be abreast of all business and roles of the Ministry.

One of the core requirements of the position is for the incumbent to be able to work closely with the Fiji Military Forces and the Fiji Police in terms of administrative and technical support.

The position ensures that proper networking is facilitated through regular meeting of senior management staff members. This networking is crucial to the on going implementation of the various policies and programme and moreover the shared management practices across the board which will better leadership role, coordination and management of output.

Qualifications: 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 PROVINCIAL DEVELOPMENT & MULTI-ETHNIC AFFAIRS

DEPARTMENT OF MULTI-ETHNIC AFFAIRS

360/2008	CHIEF ADMINISTRATIVE OFFICER
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Responsible to Permanent Secretary for Multi-Ethnic Affairs for all management functions of the Department of Multi-Ethnic Affairs. Duties include formulation and implementation of Multi-Ethnic Community development policy and practices, provision of advice to Permanent Secretary on policy issues regarding social economic and cultural matters affecting the Multi-Ethnic communities, organize, compile and evaluate data on community development projects, consult Divisional Commissioners and relevant Ministries/Departments for the implementation of this projects, compile information for the appointment of District Advisory Council members of the Seventeen Districts of the nation, coordinate and compile information on appointment of National Advisory Council for the Indo-Fijian and Minority Communities in liaison with the Prime Minister's office, to provide regular advisories on matters of National Interest and also provide secretariat support for council meetings, administer Multi-Ethnic Affairs scholarship scheme for the poor and disadvantaged Indian and General Elector community students, provide policy advise on the Multi-Ethnic Affairs scholarship and criteria to be adopted to ensure the focus of the scholarship on the desired target group, co-operate and oversee the operations of the Indian and Multi-Ethnic Cultural Committees and advise the Minister responsible on their appointments, assist the Permanent Secretary for Multi-Ethnic Affairs in the preparation of policy documents and Cabinet submissions of issues pertaining to operations of the Department of multi-Ethnic Affairs.

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 decisions. 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 SSO4/O3 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

DEPARTMENT OF INFORMATION

361/2008	EXECUTIVE OFFICER [ARCHIVES] - NATIONAL ARCHIVES
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Responsible to the Government Archivist for the administration of the department's annual budget and control of the departmental accounts in accordance with the Financial Act, Financial and Stores instructions, etc. The position is also responsible for all the administrative duties of the department including human resources and training and development, managing the registry and departmental assets, office security, etc including the supervision of typists and un-established staff.

Qualification: Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 23 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

Salary: SSO4 \$15,376 - \$19,617

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

**The Deputy Secretary
Department of Information
P O Box 2225
Government Building
Suva**

362/2008	PRINCIPAL INFORMATION OFFICER [NEWS] - INFORMATION SERVICES UNIT
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Responsible to the Director of Information in providing an effective management and leadership role in administering the Information Services Unit. Ensure the implementation of the info-communication programmes of the Information Services Unit [SU] to ensure the effective deliverance of programmes in accordance with the ministry's objective in providing a quality and strategic whole-of-government information service. Assist the Director with the provision of "quick responses" as part of the ministerial QRT team ensuring pro-activeness and strategy in issues management. Assist in formulating policy development advice, ministerial advice on media law, including broadcast and ICT, as well as objectives concerning the print, broadcast and new technology media. Develop a pro-active information and communication service on the Internet worldwide through the Official Fiji Government Website and other government sites. Facilitate the development of a workable and good working relationship between ISU and the news media through partnerships and joint training opportunities, media facilitation events etc. as well as the continuation of a consistent news statement service. Provide editorial guidance and research and development advice to section heads and assist the Director in developing an effective feedback mechanism on responses/implications of government policies, programmes and activities. Contribute to the preparation of speeches and messages communicating government's plan, objectives and achievements as well as research briefs for ministerial and executive usage. Manage the

human resources and financial resources of ISU, ensuring efficiencies and compliance with the rules and regulations of the Fiji Public Service particularly the reform requirements, as well as the continued growth of a work culture conducive to productivity. Prepare budget for annual recurrent and capital expenditures and institute budgetary controls. Outlines and plan a comprehensive training programme for ISU staff and manage and conduct capacity building objectives in line with the ministry's Human Resource Development Plans. Quick judgments and flexibility in applying new methods are critical to the post.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Information Officer and at least 2-3 years service in that grade or equivalent or relevant degree or postgraduate qualifications and/or relevant skills and experience in this particular field in any other organisation. Assessed ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Considerable experience in journalism or film making desirable for certain posts, and proven to be a meritorious performer.

Salary: SSO1 \$34,757 - \$43,892

363/2008	SENIOR INFORMATION OFFICER [NEWS] - INFORMATION SERVICES UNIT
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Institute timely, efficient communication strategies to convey government's policies, plans and programs particularly the production of effective government statements and features and analytical media monitoring. Coordinate planned efforts at maximizing inputs from news including features and develop new strategies in propagating government activities utilizing the electronic and print media. Research material and produce draft messages and speeches, briefs and analysis on media-related policy issues and trends. Initiate a pro-active, visionary and timely news communication strategy widely publicizing governments plan, policies and achievements. Provide administrative support

services in the implementation of plans, policies and procedures in the ministry.

Qualification: Qualifications required for appointment as Information Officer and at least 2-3 years service in that grade or equivalent or relevant degree and/or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Senior Information Officer. Experience in journalism and broadcasting is desirable.

Salary: SSO2 \$25,542 - \$32,491

364/2008	INFORMATION OFFICER [NEWS] - INFORMATION SERVICES UNIT
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Institute timely, effective communication strategies involving the production of regular news, features and supplements. Provide research and administrative support towards the development of the print media, including legislative and training programmes.

Qualification: Qualifications required for appointment as Assistant Information Officer and at least 2-3 years service in that grade or equivalent or relevant skills and experience in any other organisation. Assessed potential and ability to progress beyond Information Officer. High standard of written English essential OR A University Degree in Journalism/Media/Information Studies or equivalent.

Salary: SSO3 \$19,929 - \$25,471

365/2008	SENIOR INFORMATION OFFICER [PUBLIC AFFAIRS] - INFORMATION SERVICES UNIT
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Coordinate the activities of the Public Affairs unit to ensure timely, effective, communication strategies involving the production of regular news, features and supplements utilizing the print and electronic media, develop the Media Liaison Officer system of reporting within government, strengthen the capabilities of the Data and

Research Unit and Information Technology to publicise government activities overseas utilizing the Internet services.

Qualification: Qualifications required for appointment as Information Officer and at least 2-3 years service in that grade or equivalent or relevant degree and/or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Senior Information Officer. Experience in journalism and broadcasting is desirable.

Salary: SSO2 \$25,542 - \$32,491

366/2008	INFORMATION OFFICER [PUBLIC AFFAIRS] - INFORMATION SERVICES UNIT
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Coordinate the repository, research and retrieval of the ministry's library including publicity on the Government web-site, the intra-net and email facilities and ensure the preparation of research papers and briefs that cover issues of interest to the political Government, as well as the development roles of all sections within the Ministry.

Qualification: Qualifications required for appointment as Assistant Information Officer and at least 2-3 years service in that grade or equivalent or relevant skills and experience in any other organisation. Assessed potential and ability to progress beyond Information Officer. High standard of written English essential OR A University Degree in Journalism/Media/Information Studies or equivalent.

Salary: SSO3 \$19,929 - \$25,471

367/2008	SENIOR INFORMATION OFFICER [PRODUCTION] - FILM & TV UNIT
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Must possess leadership qualities in the effect and efficient administration of the production unit. Delivery of FTU programmes on schedule. Be able to do project proposals, budgetary

requirements and synopsis for documentaries, edit scripts and monitor programs presentation and narration. Provide administrative support services in the implementation of plans, policies, and procedures contributing to the development of the electronic media.

Qualification: Qualifications required for appointment as Information Officer and at least 2-3 years service in that grade or equivalent or relevant degree and/or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Senior Information Officer. Experience in journalism and broadcasting is desirable.

Salary: SSO2 \$25,542 - \$32,491

368/2008	INFORMATION OFFICER [PRODUCTION] - FILM & TV UNIT
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Produce audio visual programmes and documentaries on government policy, plans and programmes highlighting the achievements of the various ministries and departments including socio-economic developments in the country.

Qualifications: Qualifications required for appointment as Assistant Information Officer and at least 2-3 years service in that grade or equivalent or relevant skills and experience in any other organisation. Assessed potential and ability to progress beyond Information Officer. High standard of written English essential OR A University Degree in Journalism/Media/Information Studies or equivalent.

Salary: SSO3 \$19,929 - \$25,471

369/2008	INFORMATION OFFICER [EDIT] - FILM & TV UNIT
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Liaise with Producers on edit schedules and artistic edit of segment productions and documentaries including voice over, choice of music for segment compilation and final

programme editing. Liaise with Senior Information Officer/Producer on segment line up for final production. Coordinate retrieval of archival footage as and when necessary with archivist. Provide camera assistance in both studio, field production and outside broadcast. Identify and advise on latest in editing technology for production enhancement and train and supervise segments editors and producers on linear and non-linear editing.

Qualifications: Qualifications required for appointment as Assistant Information Officer and at least 2-3 years service in that grade or equivalent or relevant skills and experience in any other organisation. Assessed potential and ability to progress beyond Information Officer. High standard of written English essential. OR A University Degree in Journalism/Media/Information Studies or equivalent.

Salary: SS03 \$19,929 - \$25,471

370/2008 371/2008	ARCHIVES ASSISTANT [MICROFILMING] - NATIONAL ARCHIVES 2 POSTS
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Assist in the execution of all National Archives Microfilming and photocopying programmes including microfilm production, maintenance and preservation. Assist in the execution of orders for microfilming and photocopying of documents.

Qualification: A pass in Fiji School Leaving Certificate, a good pass in Form 7 or equivalent.

Salary: IR05 \$7,930 - \$14,960

372/2008 373/2008	ARCHIVES ASSISTANT [ARCHIVES ADMINISTRATION] - NATIONAL ARCHIVES 2 POSTS
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Responsible to the Archivist through the Assistant Archivist for the safety, security, accessioning, preliminary analysis and organization of official records transferred to the Archives. Duties also include the production of

original records to Search Room users and their return to the Repository. Preparation of records for microfilming, government loan services, attending to official & public reference enquiries and providing support to the National Archives computerization initiatives.

Qualification: A pass in Fiji School Leaving Certificate, a good pass in Form 7 or equivalent.

Salary: IR05 \$7,930 - \$14,960

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

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

374/2008 375/2008 376/2008	AUDIT MANAGERS [3 POSTS]
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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/recognised 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 organisations; 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: ACO1 \$39,397 - \$50,276

377/2008	SENIOR AUDITOR [4 POSTS]
378/2008	
379/2008	
380/2008	

Responsible to the Audit Manager for planning and audit of Government Ministries/Departments and statutory authorities; supervise the work of staff in section; arrange for their training and any other duties as assigned by senior officers. Appointees should implement effectively new audit methodologies.

Qualifications: A degree in accounting and membership with the Fiji Institute of Accountants or a recognised professional body. He or she must have 23 years experience as an auditor and has managed the conduct of audits in this period OR Qualifications required for appointment as an Auditor and at least 2-3 years service in that grade or equivalent. Consistently good reports and assessed potential and ability to progress beyond Senior Auditor level.

Salary: ACO2 \$29,336 - \$37,223

381/2008	AUDITOR [2 POSTS]
382/2008	

Responsible to the Senior Auditor (internal Audit) for planning and conduct of internal audit of Government Ministries/Departments. The appointee will also be required to supervise the work of subordinate staff in section, assist in the conduct of special audit when required to evaluate and report on the effectiveness of internal control systems in compliance with government policies, procedures and regulations.

Qualification: An Accounting degree and membership with the Fiji Institute of Accountants. The person appointed must have served in the private sector or the Department of Audit for a period of not less than 12 months and must demonstrate abilities to advance further than this level OR He or she should be a team player, have acquired consistently good reports and assessed potential and ability to progress one grade beyond the Auditor position. Those who have served for two years or more may also be considered for the post. Graduates in accounting and auditing are better positioned for appointment to this level.

Salary: ACO3 \$22,343 - \$29,136

Applications on completed GP 142 Forms 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 HOUSING

383/2008	ENGINEER [CIVIL - CONSTRUCTION]
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Responsible to the Director of Housing & Squatter Settlement for planning, organizing, feasibility studies, investigation, design computer programming, tendering, contract management and construction of works relating to land subdivision, drainage, road works and infrastructure associated with housing. The appointee will be required to provide advice on land subdivision, scheme plans, engineering design and other relevant parties on technical matters, attend meetings, supervise subordinate staff and carry out other duties assigned from time to time.

Qualifications: A recognised degree in Civil Engineering or relevant specialisation with no

relevant work experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree.

Salary: EPO5 \$23,411 - \$29,735

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

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

DEPARTMENT OF AGRICULTURE

384/2008	PRINCIPAL AGRICULTURAL OFFICER [INFORMATION & COMMUNICATION]
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Responsible to the Deputy Secretary (Agricultural Development) for all policy, management, finance and administration matters relating to the Communication Section. The responsibility includes, planning, programming and budgeting for all Communication Section activities, supervision, management and motivation of staff and working closely with other divisions within the Ministry and other Government Departments. Supervise issue of daily media release productions and special features on agriculture and fisheries. Overseas photographic activities and production of vernacular radio broadcast programmes. Coordinate the production of agricultural scientific liaison officer and responsible for the continuous development of the section in terms of staff development, equipment and efficiency of work. Organize the Ministry's publicity/communication campaigns with mass media. Represent the Ministry on adhoc committees and advice on publicity/publication relation matters. Provide Secretariat services to Ministry of Agriculture, Sugar and Land Resettlement executive top management. Oversee the overall Human Resource Development component of the Communication section. Review and update

policies and plans to meet the communication need of the Ministry.

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

Salary: PRO1 \$34,757 - \$43,892

385/2008	PRINCIPAL AGRICULTURAL OFFICER [PROJECTS] HQ
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Responsible to the Director Extension in planning, controlling and coordinating all agricultural activities in the Extension Division to achieve corporate plan targets. Ensure the effective implementation of all Agricultural Projects through effective use of resources and staff. Focus on promotion of export oriented crops and agro-processing of all commodities. Ensure food security within the division through technical assistance to farmers, contribute to the effective dissemination of information and technology through training and field visits and formulate project papers in line with development policies. Formulate budget estimates and prepare monthly, quarterly and annual reports. Any other additional responsibilities assigned by the Director Extension.

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

Salary: PRO1 \$34,757 - \$43,892

386/2008	PRINCIPAL RESEARCH OFFICER [AGRONOMY]
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Responsible to the Director Research for the overall efficient operation of the Agronomy section. Oversee scientific research proposals, budgets, field experiments. Present Annual Research Reports and other relevant publications, information etc as deemed necessary. Provide guidance and supervise subordinate staff and proper management of research resources.

Qualifications: Qualifications required for appointment as Senior Research 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 a good degree or relevant post graduate qualification. Ability to manage staff and resources and give professional guidance.

Salary: SCO1 \$35,511 - \$45,849

387/2008	ENGINEER [RIVER ENGINEERING]
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Assist Senior Engineer [Construction] in planning, programming and undertaking construction supervision of drainage, irrigation, river engineering, rural roading, village upgrading, land development, and other engineering works. Undertake operational, maintenance and monitoring work in the existing drainage and irrigation scheme. Investigate proposed new schemes including feasibility studies, preliminary designs and assist the Senior Engineer to prepare contract documents. Attend meetings as required by the Senior Engineer [Construction] and advising on engineering matters. Assist the Senior Engineer in budget work programme control of the contract works. Prepare work record, prepare physical progress and financial expenditure reports including annual reports. Verify contractors claims for progress payments of engineering works satisfactorily completed. Safe custody and

maintenance of equipment. Supervise and train subordinate staff. Prepare Bill of Quantities and cost estimates of the works as and when required.

Qualifications: A recognised degree in Civil Engineering or relevant specialisation with no relevant work experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree.

Salary: EPO5 \$23,411 - \$29,735

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WITHDRAWAL OF VACANCIES

FPSOC NO	VACANCY NO	POST
PUBLIC SERVICE COMMISSION		
18/2007	618/2007	Senior Administrative Officer [SES]
MINISTRY OF HEALTH, WOMEN & SOCIAL WELFARE		
16/2008	243/2008	Director [Poverty Eradication Unit] – substantively filled by Mrs Litia Mawi

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OTHER VACANCIES

FOOD AND AGRICULTURE ORGANISATION OF THE UNITED NATIONS

Post	Forestry Officer
Website	- Email: VA-2091-FOE@fao.org
Due Date	27 November, 2008

Post	Systems Support Officer
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Website	- Email: VA-2090-KCT@fao.org
Due Date	27 th November, 2008

Post	Analyst Programmer
Website	- Email: VA-2089-KCT@fao.org
Due Date	27 th November, 2008

SECRETARIAT OF THE PACIFIC COMMUNITY

Post	Maritime Training & Audit Adviser
Website	- Email: recruitsuva@spc.int
Due Date	30 th November, 2008

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PROVISIONAL APPOINTMENT / PROMOTION

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APPOINTMENT

MINISTRY OF WORKS & TRANSPORT

KOROI, N.D Technical Assistant, Ministry of Works & Transport. Vacancy No. 406/2006.

PROMOTION

MINISTRY OF FOREIGN AFFAIRS,
INTERNATIONAL COOPERATION & CIVIL
AVIATION

LATA, S Clerical Officer to be Executive Officer [Registry], Ministry of Foreign Affairs, International Cooperation & Civil Aviation. Vacancy No. 799/2007.
EDP 63903

MINISTRY OF EDUCATION, NATIONAL
HERITAGE, CULTURE & ARTS

TOKO, N.C Principal [ED4C] to be Assistant Principal [ED3B] Lautoka Muslim College. Vacancy No. 459/2007.
EDP 57934

NAICKER, I.D Vice Principal [ED4B] to be Assistant Principal [ED3A] Ballantine Memorial School. Vacancy No. 378/2007.
EDP 8876

TUKAI, M Assistant Principal [ED5E] to be Assistant Principal [ED3B] Ratu Kadavulevu School. Vacancy No. 418/2007. EDP 43886

PERIABBU, V.C Assistant Principal [ED5E] to be Vice Principal [ED3A] Korovuto College. Vacancy No. 438/2007.
EDP 44332

FISHER, M.T Assistant Principal [ED3A] to be Vice Principal [ED3B] Tailevu North College. Vacancy No. 415/2007. EDP 42416

RAJ, S Vice Principal [ED2A] to be Principal [ED1A] Lautoka Central College. Vacancy No. 422/2007.
EDP 8934

PRASAD, J Assistant Principal [ED3A] to be Principal [ED3C] Batinikama Secondary School. Vacancy No. 411/2007. EDP 8598

CHAND, N Head Teacher [ED6D] to be Lecturer [Music-Hindi] ED5E, Lautoka Teachers College. Vacancy No. 354/2007.
EDP 42571

KUMAR, A Teacher [ED8A] to be Head Teacher [ED6D] Bayly Memorial School. Vacancy No. 334/2007.
EDP 44851

CHAND, D Assistant Head Teacher [ED6A]
to be Head Teacher [ED6D]
Namau Primary School.
Vacancy No. 342/2007.
EDP 43373

VERMA, N.S Assistant Head Teacher [ED6A]
to be Head Teacher [ED6D]
Kanya Pathshala Primary
School. Vacancy No. 344/2007.
EDP 44032

DIRAWA, I Assistant Head Teacher [ED5A]
to be Head Teacher [ED5E]
Wailevu West District School.
Vacancy No. 301/2007.
EDP 7802

TOBEYAWENI, M.N Assistant Head Teacher
[ED5A] to be Head Teacher
[ED5E] Ratu Filimoni
Vukimalualevu Memorial School.
Vacancy No. 305/2007.
EDP 43766

NAISELE, E.T Head of Department [Industrial
Arts] ED5C to be Senior
Education Officer [Vocational]
ED2A, Technical Vocational
Education & Training. Vacancy
No. 368/2007. EDP 44049

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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 28 of
the Public Service Commission.

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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: 15/11/2008
Before noon: 31/10/2008
Circular dated: 30/11/2008
Before noon: 15/11/2008
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