

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 21/2008

DATE: 15th NOVEMBER, 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 WORKS, TRANSPORT & PUBLIC UTILITIES

DEPARTMENT OF TRANSPORT

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| 388/2008 | DIRECTOR [GOVERNMENT SHIPPING SERVICES] |
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Responsible to the Permanent Secretary through the Deputy Secretary for Transport in providing policy advice when required. Responsible to the formulation for approval by the Minister and Cabinet key strategic plans relating to government shipping and navigational aids by sensing environmental/regional/international trends, evaluation of alternatives, and ensuring short term and long term plans which are compatible with the Ministry's corporate mission are developed and coordinated throughout the organization and communities. Ensure that the agreed Government Shipping Services strategic plans and programs highlighted in its Corporate Plan are implemented through coordination and direction of resources, establishment of performance objectives and indicators, the monitoring of adherence to budget and ensuring that action is taken to keep performance in line with the approved budget. Responsible for ensuring that an efficient, competent and motivated workforce is attracted and retained in the Department through the establishment and implementation of training, performance management and development programs effective communication to staff, constructive industrial relations practices and policies and by implementing a management style and culture conducive to maintaining high staff moral and performance. Ensure the Department's assets are protected and properly accounted for through the formulation and control of financial and management policies, coordination of budgetary

and financial systems, initiating actions where standards are not met and monitoring expenditure against approved budget allocations. Ensure the continual and effective development and installation of management information and financial systems procedures and policies, which met all internal and external, needs, acts, regulations and which ensure efficiency opportunities are optimized. Ensure relevant legislation is understood, updated and effectively administered to meet statutory requirements.

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

PUBLIC SERVICE COMMISSION

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| 389/2008 | PRINCIPAL ADMINISTRATIVE OFFICER - POLICY & MANAGEMENT [SES UNIT] HUMAN RESOURCE MANAGEMENT DIVISION |
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Responsible to the Director, HRM for the compilation of Commission submissions, reporting on the annual Performance Management

Agreement for Permanent Secretaries; and is responsible for the arrangements for the Commission's approval for the renewal of contract for contract officers after coordinating relevant performance review sessions by the Commission; assists the Director Human Resources in the Management of the overall SES cadre in its exercise of its constitutional and statutory functions pertaining to human resource management in the Public Service in terms of recruitment, promotion, transfer, posting, acting appointments, resignation, retirements, official overseas travel, etc. Assist in the development and formulation of policies, legislation, terms and conditions, and other policy initiatives relative to SES; Also responsible for the proper utilization and coordination of Overseas Travel Funds [OTV] in accordance with Financial Instructions and OTV Policy. Provide secretarial support to the Executive Support Forums.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Post graduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

Salary: SS01 \$34, 757- \$43, 892

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| 390/2008 | PRINCIPAL ADMINISTRATIVE OFFICER - [APPOINTMENT UNIT] HUMAN RESOURCE MANAGEMENT DIVISION |
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The appointee will be responsible to the Director Human Resources Management Division for the provision of quality policy advise in relation to the Commission's constitutional and statutory functions pertaining to human resource management; manage the Appointment Unit and supervise the staff to achieve the Unit's core deliverables; assist in the development and formulation of policies, legislation, terms and conditions, and other policy

initiatives relative to the unit's functions; processing of recruitment and appointments for all positions civil service wide up to SS01 grade or equivalent; confirmation of probationary appointments after necessary vetting; preparation of commission submissions for appointments and promotions; vetting of commission submissions received from the Ministries/Departments in relation to appointments and promotions; representing the Commission to the Public Service Appeals Board against appeals received in relation to appointment and promotions; processing of acting appointments including extensions of acting appointments for all positions; processing of temporary relieving appointments and extensions; transfer/postings of officers in the common cadre positions; processing of retirements, resignations, deemed resignations for the common cadre positions; vetting of pension documents; processing of secondments; processing of clearance to spend leave overseas; compilation of monthly and quarterly reports to the Commission for the Unit's accountabilities; any other duties assigned by the Director.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Post graduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

Salary: SS01 \$34, 757- \$43, 892

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| 391/2008 | PRINCIPAL ADMINISTRATIVE OFFICER - [ETHICS & DISCIPLINE UNIT] HUMAN RESOURCE MANAGEMENT DIVISION |
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This position reports to the Director Human Resource Management Division and is responsible for the overall management and supervision of the Ethics & Disciplinary Unit in the provision of timely and quality Human Resource Services in respect of residual functions of the Commission on disciplinary

matters and contractual appointments for expatriates and locals, for decision by management and the Commission in compliance with relevant policies and legislations. The incumbent will ensure the provision of quality policy advice, prepare commission submissions, editing and vetting of submissions, reports, and briefs. Provides appropriate advice to Ministries/Departments on issues pertaining to residual function and discipline. He/she will be required to formulate policies and prepare training and awareness programs for Ministries and Departments to improve the conduct of disciplinary investigation through quick response teams. He/she will also be required to prepare counter submissions and represent the Commission in the Public Service Appeals Boards, assist and participates in the management and implementation of other selected human resources management improvement projects and is required to conduct disciplinary investigations.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Post graduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

Salary: SS01 \$34, 757- \$43, 892

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| 392/2008 | PRINCIPAL ADMINISTRATIVE OFFICER – [MANAGER STAFF ESTABLISHMENT] MANAGEMENT IMPROVEMENT DIVISION |
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The position is responsible to the Director of the Management Improvement Division in the effective implementation of good management practices to enhance management effectiveness in ministries and departments. The appointee is directly responsible for the co-ordination and control of the civil service establishment through the application of staff establishment management policies, and

the research and advice on the formulation of new staffing policies. The appointee is expected to ensure increased awareness of staff establishment management policies by ministries and departments, ensure coordination of efforts on staff establishment and its budgetary provisions between PSC and the Budget Division of the Ministry of Finance and National Planning, co-ordinate project appointments and submissions on management consultancies service wide, the timely publications of Fiji Government Gazette, Fiji Public Service Official Circular and the annual Staff Establishment Register. The post holder is also required to provide quality and timely advice internally to the Director Improvement Division and staff of the Division, and externally to senior management staff of the Ministries and Departments on human resource management issues and practices. As head of the Staff Establishment Management unit, the appointee supervises the performance of assigned desk officers and encourages a work culture conducive to teamwork and high performance level.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Post graduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

Salary: SS01 \$34, 757- \$43, 892

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| 393/2008 | PRINCIPAL ADMINISTRATIVE OFFICER – [CLIENT SERVICES UNIT] EMPLOYEE RELATION DIVISION |
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Responsible to the Director Employee Relations Division, for the effective operation of the Division dealing with Employment Relation cases. The incumbent is the Principal Advisor on Employee Relation matters and other cases and is responsible for properly vetting submissions prepared by subordinates, advising on format,

procedures, interpreting and application of relevant rules and regulations. He/she prepares affidavit on Judicial Review cases. Vetting of Employment Dispute cases before Director's approval and submission to the Chief Mediators, Employee Relations Tribunal, Employment Relations Court on appointed dates through proper research and arguments based on verified justification as well as precedent cases. The position requires thorough knowledge of Employment Relations Promulgation, Workmen's Compensation Act, Pension Act, Public Service Act and Regulations, General Orders, JIC Agreement and Policy Guidelines for effective negotiation, conciliation and handling of grievances. Upon request he/she should be able to assist Ministries/Departments to interpret existing rules and regulations and policy guidelines including PSC Circulars, correctly. The incumbent is also required to make effective contribution towards Health and Safety at workplace and to attend relevant meetings as necessary. It is the responsibility of this position to provide sound advise to the management of Ministries/Departments to enable them to effectively manage their human resources in achieving their organisational outputs and to prevent development of Employment Disputes. The incumbent is responsible to the Director Employee Relations for the effective management of the PSC-Group Insurance Scheme, involving both Policy and Operation and the Development and Monitoring of the Performance Management System, (PMS).

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Post graduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

Salary: SS01 \$34, 757- \$43, 892

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| 394/2008 | PRINCIPAL ADMINISTRATIVE OFFICER - [MANAGER - WORKFORCE PLANNING SCHOLARSHIP UNIT] |
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Responsible to the Director Training for the management of the Workforce Planning Scholarship Unit. Manages the Fiji Government Scholarship Scheme through the implementation of the Fiji Government Scholarship Committee decisions and policies, reviewing and improving system and processes of the Scholarship Unit and the management of the resources maximizes the utilization of resource through planning and organizing financial, physical and the human resources, effectively manage the Student Loan Scheme, and the review and improvement of the loan recovery mechanism, administer Aid Funded Scholarships, support and provides Management through effective reporting and information system, representation at academic boards and committees of local training institutions and the provision of an effective point of contact for the High Commissions and Embassies that are based in Suva, and provide secretariat services to the Fiji Government Scholarship Committee, ensures a competent and motivated staff through implementation of applicable HR practices, and the provision of a service to scholarship awardees/parents and the public.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Post graduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

Salary: SS01 \$34, 757- \$43, 892

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| 395/008 | PRINCIPAL ADMINISTRATIVE OFFICER – [MANAGER – WORKFORCE TRAINING AND DEVELOPMENT UNIT] CENTRE FOR TRAINING DIVISION |
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The incumbent is the Manager of the Workforce Training and Development Unit and is responsible to the Director Training Division. The incumbent is responsible in identifying and facilitating the execution of appropriate training programmes to meet training needs of all selective nominees from Government Ministries and Department. Monitors execution of training programmes conducted locally at Ministries and Departments. Oversees and coordinate the evaluation of all local training programmes in accordance with TPAF Levy Order requirements, in particular the execution of all training programmes approved in the PSC Training Plan. Monitor, evaluate and document all local training at all levels according to the PSC Training Plan. Plan, coordinate and contribute to training policy and review of locally organized training programmes.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Post graduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

Salary: SS01 \$34, 757- \$43, 892

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| 396/2008 | PRINCIPAL ADMINISTRATIVE OFFICER – [MANAGER – IN-SERVICE TRAINING] CENTRE FOR TRAINING DIVISION |
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The incumbent is the Manager of the In-Service Training Unit and is responsible to the Director Training Division. The incumbent is responsible for the overall supervision of timely and quality in-service training policies and operation processes. Advise and facilitate training offers and coordinate with local, donor agencies and institutions for long and short term training program offers in accordance with TPAF Levy requirements. Monitor and evaluate Training Reports of in-service and overseas course awardees and assist in implementation. Responsible for the supervision, coordination and implementation of Public Service Examinations in accordance with the PSC Training Policy. Monitor and implements and review the management of in-service training for Public Servants. Assist in the preparation, monitor and control of CTD budget and management of registry.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Post graduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

Salary: SS01 \$34, 757- \$43, 892

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

**The Attorney General
Office of the Attorney General & Solicitor General
P O Box 2213
Government Building
Suva**

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| 397/2008 | PRINCIPAL LEGAL OFFICER [RE-ADVERTISED] |
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Responsible to the Solicitor General in providing legal advice to the Ministries and Departments

and representation of Government at all level of Court System. Attend to negotiation on behalf of Government with Commercial and International Organizations. Supervision of subordinates Legal Officers and attend to all other duties as assigned by the Solicitor General.

Qualification: An Officer of high caliber. Qualification required for appointment as Senior Legal Officer and around 2-3 years of service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization. Assessed ability to manage blocks of high level work effectively. Must have demonstrated intellectual capacity, drive, determination and flare in existing grade and ability to motivate and manage staff.

Salary: LG03 \$43, 319 - \$55, 627

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

**The Permanent Secretary
Ministry of Health, Women & Social Welfare
P O Box 2223
Government Building
Suva**

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| 398/2008 | CHIEF MEDICAL OFFICER [NON-COMMUNICABLE DISEASE] HQ |
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Responsible to the Permanent Secretary for Health, Women & Social Welfare through the Director Health Programs & Training to oversee and manage all national issues related to the prevention and control of Non-Communicable Diseases; it's risk factors and complications. To provide expert advice to authorities concerned in order to ensure achievement of Public Health targets and objectives relating to NCDs and ultimately better health of the people of Fiji. The incumbent is responsible for the development, formulation, reviewing and assessment of national Non-Communicable Diseases through widest collaboration and consultation with a multi-sectoral approach.

Formulate and develop long-term national strategic plans and yearly business plan and national programs for the prevention and control of NCDs. Monitors and evaluates progress as part of the planning process. Ensures that training of personnel for NCD capacity building and when required conducts training for implementers of NCD program within and outside of the Ministry of Health through an effective NCD training plan. Provide Plans and supervise work of subordinates through an effective performance management system. Provide advice on workforce planning, educational initiatives, medical practice and appropriate legislation as required. Ensures maintenance and substance of an effective health information system for the reporting, collation, analysis and dissemination of NCD data for effective decision making at different levels of the health services through proper planning and close coordination with the Health Information Unit and other information gathering facilities.

Qualification: A recognised post graduate training/diploma qualification and/or at least 2-3 years service in the Principal Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Demonstrated capability and ability to manage staff and physical resources effectively.

Salary: MD02 \$50, 901 - \$65, 925

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| 399/2008 | PRINCIPAL MEDICAL OFFICER [SDMO - LAKEBA] LAKEBA HOSPITAL |
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Responsible to the General Manager [Community Health] Central/Eastern through the Chief Medical Officer Cent/East for the efficient day to day running of the institution and sub-division. Duties include general clinical work, supervision of staff and other duties assigned by General Manager Community Health, Central/Eastern from time to time.

Qualification: An officer of high calibre. At least 2-3 years service in the Senior Medical Officer grade and/or relevant skills and

experience in this particular field in any other organisation. Consistently good reports and ability to manage staff. A recognized post graduate training/diploma in a relevant specialist field is desirable.

Salary: MD03 \$43,248 - \$54,326

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| 400/2008 | PRINCIPAL MEDICAL OFFICER [SDMO – REWA] NAUSORI |
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Responsible to the General Manager Community Health through the Chief Medical Officer Community Health Central/Eastern Health Services for the efficient day to day running of the institution and sub-division. Duties include general clinical work, supervision of staff and other duties assigned by Chief Medical Officer, Central/Eastern from time to time.

Qualification: An officer of high calibre. At least 2-3 years service in the Senior Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and ability to manage staff. A recognised postgraduate training/diploma in a relevant specialist field is desirable.

Salary: MD03 \$43,248 - \$54,326

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| 401/2008 | PRINCIPAL MEDICAL OFFICER, [SDMO - LOMAIVITI] LEVUKA HOSPITAL |
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Responsible to the General Manager [Community Health] Central/Eastern through the Chief Medical Officer Cent/East for the efficient day to day running of the institution and sub-division. Duties include general clinical work, supervision of staff and other duties assigned by General Manager Community Health, Central/Eastern from time to time.

Qualification: An officer of high calibre. At least 2-3 years service in the Senior Medical Officer grade and/or relevant skills and experience in

this particular field in any other organisation. Consistently good reports and ability to manage staff. A recognised postgraduate training/diploma in a relevant specialist field is desirable.

Salary: MD03 \$43,248 - \$54,326

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| 402/2008 403/2008 | SENIOR MEDICAL OFFICER [GOPD] LAUTOKA HOSPITAL - 2 POSTS |
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Responsible to the Clinical Director, Lautoka Hospital through the Principal Medical Officer (GOPD) for the day to day operation of the General Outpatient Department. Duties include general medical duties, administration, and supervision of staffs. Provide reports on the activities, needs and performance to carry out orientation of new staff as directed by the Principal Medical Officer (GOPD) and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32,196 - \$38,006

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| 404/2008 | SENIOR MEDICAL OFFICER [RADIOLOGY] LAUTOKA HOSPITAL |
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Responsible to the Consultant Radiology, Lautoka Hospital for the day to day operation of the Radiology Unit. Duties include general medical duties, administration, and supervision of staffs. Provide reports on the activities, needs and performance. To carry out orientation of new staff as directed by the Principal Medical Officer (Radiology) and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32,196 - \$38,006

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| 405/2008 406/2008 | SENIOR MEDICAL OFFICER [PAEDIATRICS] LAUTOKA HOSPITAL - 2 POSTS |
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Responsible to the Consultant Paediatrician, Lautoka Hospital through the Principal Medical Officer Paediatrician for the day to day operation of the Paediatrics Unit. Duties include general medical duties, administration, and supervision of staffs. Provide reports on the activities, needs and performance to carry out orientation of new staff as directed by the Principal Medical Officer (Paediatrics) and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32,196 - \$38,006

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| 407/2008 | SENIOR MEDICAL OFFICER [SURGICAL] LAUTOKA HOSPITAL |
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Responsible to the Chief Medical Officer through the Principal Medical Officer Surgical, Lautoka Hospital for the efficient day-to-day operation of the Surgical Unit. The incumbent has to ensure that management of all surgical services in the department are efficient, cost effective and patient focused. The incumbent is responsible for mentoring and re-orientation of new members.

Assist in the clinical audit and carry out research in the department accordingly. Responsible for implementation of the outreach program, planning of activities and ensuring that department goals are achieved and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32,196 - \$38,006

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| 408/2008 | SENIOR MEDICAL OFFICER [ANAESTHETIC UNIT] LAUTOKA HOSPITAL |
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Responsible to the Consultant (Anaesthetist), Lautoka Hospital through the Principal Medical Officer (Anaesthetist) for the efficient day to day operation of the Anaesthetic Department. Responsible for the daily provision of safe and reliable Anaesthetic duties to patients who are scheduled for major and minor surgical procedures and to assist in attending to after hours emergency calls and also assist the Senior Officers in managing the ICU as stipulated in the work schedule. Provide labour analgesia by inserting & maintaining a continuous epidural infusion regime and Anaesthesia for ECT to Psychiatric patients and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32,196 - \$38,006

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| 409/2008 | SENIOR MEDICAL OFFICER [SDMO - KADAVU] VUNISEA HOSPITAL |
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Responsible to the General Manager Community Health through the Chief Medical Officer, Community Health Central Eastern for the efficient day-to-day operation of the Hospital. Duties include general medical duties, administration and supervision of staffs. The incumbent has to review, develop and implement subdivision policies, standards and protocols in line with divisional plans for the improvement of safety and the healthy well being of Kadavu. To provide clinical care at inpatient, outpatient and community level during and after hours with the referral of appropriate cases to higher centers. Maintain effective partnership and strengthen networking approach with all stakeholders to provide and promote quality health to the people of Kadavu and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32,196 - \$38,006

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| 410/2008 | SENIOR MEDICAL OFFICER [SDMO - TAILEVU] KOROVOU HOSPITAL |
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Responsible to the General Manager Community Health through the Chief Medical Officer [Community Health] for the efficient day to day operation of the Hospital. The incumbent has to supervise, facilitate and monitor the implementation of all necessary health services and activities required to be delivered to the grass root people of the community at large. Ensure that clinical standards are maintained and upgraded continuously in all aspects of health care delivery within the Tailevu subdivision and

undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32,196 - \$38,006

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| 411/2008 | SENIOR MEDICAL OFFICER WAINIBOKASI HOSPITAL |
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Responsible to the Chief Medical Officer [Community Health] through the Subdivisional Medical Officer Rewa for the efficient day to day operation of the Hospital. The incumbent has to supervise, facilitate and monitor the implementation of all necessary health services and activities required to be delivered to the grass root people of the community at large. Ensure that clinical standards are maintained and upgraded continuously in all aspects of health care delivery within the area and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32,196 - \$38,006

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| 412/2008 | SENIOR MEDICAL OFFICER [SDMO - RA] RAKIRAKI HOSPITAL |
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Responsible to the General Manager Community Health, Western through the Chief Medical Officer [Community Health] for the efficient day to day operation of the Hospital. The incumbent has to supervise, facilitate and monitor the

implementation of all necessary health services and activities required to be delivered to the community in the subdivision. Ensure that clinical standards are maintained and upgraded continuously in all aspects of health care delivery within the Rakiraki subdivision and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32,196 - \$38,006

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| 413/2008 | SENIOR MEDICAL OFFICER RABI HEALTH CENTER |
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Responsible to the Chief Medical Officer [Community Health] through the SDMO, Savusavu for the efficient day to day operations of the Health Center. This includes general medical and clinical duties, good management and administrations of the institutions to ensure facilities, equipment and other resources are properly maintained, supervision of staff and provide support services as required from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32,196 - \$38,006

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| 414/2008 | SENIOR MEDICAL OFFICER NABOUWALU HOSPITAL |
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Responsible to the General Manager, Community Health [Northern] through the Chief Medical Officer [Community Health] for the

efficient day to day operations of the Health Center. This includes general medical and clinical duties, good management and administrations of the institutions to ensure facilities, equipment and other resources are properly maintained, supervision of staff and provide support services as required from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32,196 - \$38,006

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| 415/2008 | SENIOR MEDICAL OFFICER WAINIKORO HEALTH CENTER |
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Responsible to the General Manager, Community Health [Northern] through the Chief Medical Officer [Community Health] for the efficient day to day operations of the Health Center. This includes general medical and clinical duties, good management and administrations of the institutions to ensure facilities, equipment and other resources are properly maintained, supervision of staff and provide support services as required from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32,196 - \$38,006

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| 416/2008 | PRINCIPAL DENTAL OFFICER [DIVISIONAL DENTAL OFFICER], NORTHERN HEALTH SERVICE |
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Responsible to the National Advisor Oral Health through the General Manager Community Health, Northern Health Service for the day to day running of the Oral Health department. The incumbent is responsible in the implementation of the ministry's Strategic and corporate plan and policies that has been put in place. To coordinate in the implementation of oral health action plans and activities in line with the Northern Health Division Business Plan. To analyze, monitor and evaluate oral health programs and projects carried out in the subdivisions within Northern Health Division. The incumbent has to facilitate the Oral Health Disaster plan within the subdivision and is responsible for the efficient and effective functioning of all oral health services within the resources available. To provide effective leadership and support for oral health staffs so that they function optimally. Monitor and evaluate the overall performance of the community oral health workforce within the division and collate reports and disseminate information as required.

Qualification: At least 2-3 years service in DE02 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation or relevant degree or relevant or postgraduate qualification. Consistently good reports and the ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. A recognised postgraduate diploma in a relevant specialist field is desirable. Proven ability to teach required for co-ordinator position.

Salary: DE01 \$37,440 - \$48,011

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| 417/2008 | SENIOR DENTAL OFFICER SAVUSAVU HOSPITAL |
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Responsible to the Sub Divisional Cakaudrove, Savusavu Hospital for the day to day running of the Dental Unit for both curative and preventive service in the hospital. Control dental stores (material) of the department by ordering new, replenishing old and regulating adequate stock. Supervise dental services provided from the clinic by the dental officers and the dental

auxiliaries. Attend to patients referred from sub divisional clinics and the private dental clinics and any other duties assigned by Principal Dental Officer, Northern Health Service from time to time.

Qualification: Dental qualification required for registration under the Medical and Dental Practitioner's Act. Five years post qualification experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability to perform the role of Senior Dental Officer/Dental Tutor.

Salary: DE02 \$28,035 - \$35,639

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| 418/2008 | INSTRUCTOR DENTAL THERAPIST CWM HOSPITAL |
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Responsible to the Principal Dental Officer through the Senior Dental Officer for the organisation of the department's daily clinic activities. The incumbent is responsible for facilitating the implementation and monitoring of work policies and guidelines in the department. To monitor the need for clinical changes to improve standards and quality service by instilling professionalism in staff and making appropriate recommendations on clinical changes to superiors and attend to any other duties assigned from time to time.

Qualification: A Certificate in Dental Technology or Dental Therapy from FSM or equivalent. At least 2-3 years relevant experience with consistently good reports and/or relevant skills and experience in this particular field in any other organisation. A recognised leadership potential.

Salary: DE03 \$22,149 - \$29,140

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| 419/2008 | PRINCIPAL FIJI SCHOOL OF NURSING |
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Responsible to the Director Nursing & Health System Standards for the effective management of the Fiji School of Nursing. To develop and implement the strategic master plan for Fiji School of Nursing that is consistent with overall Ministry Corporate plan and goals. Liaise and discuss with Administration staff and Deputy Principal on utilization of school budget. Prepare and submit budget proposals for annual budget allocation. Ensure that the selection, enrolment & Training of local and regional basic & Post Basic students are consistent with the overall Ministry of Health Plans and goals. To ensure that staff comply with all teaching policies and procedural guidelines also compliance with staffing guidelines and the safe and competent provision of the core work of the department. Responsible for the preparation and the development of the faculty budget to be in compliance with the ministry yearly budget. Responsible for mentoring and counseling of staffs and students.

Qualification: Qualifications required for appointment at NU02 with three (3) years experience at that level. A degree in Nursing and Administration/Education or Post Basic Diploma in Nursing Education and Certificate in Teaching is essential. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade.

Consistently good reports and proven ability to manage staff and resources.

Salary: NU01 \$36,878 - \$45,116

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| 420/2008 | MANAGER NURSING SERVICES CWM HOSPITAL |
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Responsible to the National Nursing Advisor through the General Manager Community Health Service CWM Hospital for the management, supervision, monitoring, evaluation and control of the Nursing Services in CWM Hospital. The incumbent has to develop short and long term strategic plans for the Nursing Services and

assist in the development of all nursing services management documentation. Plan, coordinate and direct major projects within the nursing services. Assist the General Manager in preparation of the hospital Master Plan. Ensure that each unit's disaster plan is reviewed and updated annually. Ensure that hospital policies are understood and adhered to by the nurses. Be fully conversant with such aspects of the law/ethics that affect the nursing services in particular, the Nurses, Midwives and Nurses Practitioner Act Cap 256. Provide reports on the management, activities and needs of the Nursing service as required.

Qualification: Qualifications required for appointment at NU02 with three (3) years experience at that level. A degree in Nursing and Administration/Education or Post Basic Diploma in Nursing Education and Certificate in Teaching is essential. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade.

Consistently good reports and proven ability to manage staff and resources.

Salary: NU01 \$36,878 - \$45,116

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| 421/2008 | MANAGER NURSING SERVICES [CENTRAL] CENTRAL/EASTERN HEALTH SERVICE |
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Responsible to the General Manager Community Health Service Central/Eastern for the management, supervision, monitoring, evaluation and control of the Nursing Services in the Sub – divisional Hospitals, Health Centres and Nursing Stations. The incumbent has to develop short and long term strategic plans for the Nursing Services and assist in the development of all community health services management documentation. Plan, coordinate and direct major projects within the nursing services. Assist the General Manager in preparation of the Division's Community Health Master Plan. Ensure that each sub-divisional hospital's disaster plan is reviewed and updated annually. Ensure that community health policies are understood and

adhered to by the nurses. Be fully conversant with such aspects of the law/ethics that affect the nursing services in particular, the Nurses, Midwives and Nurses Practitioner Act Cap 256. Provide reports on the management, activities and needs of the service as required.

Qualification: Qualifications required for appointment at NU02 with three (3) years experience at that level. A degree in Nursing and Administration/Education or Post Basic Diploma in Nursing Education and Certificate in Teaching is essential. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade.

Consistently good reports and proven ability to manage staff and resources.

Salary: NU01 \$36,878 - \$45,116

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| 422/2008 | DEPUTY PRINCIPAL FIJI SCHOOL OF NURSING |
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Responsible to the Director Nursing, Health System Standards through the Principal, Fiji School of Nursing for the planning and co – ordination of programme in Basic/Post Basic Nursing Training. Supervise day-to-day functions of the faculty staff of Fiji School of Nursing thus ensuring that efficient and effective implementation of the school curriculum is undertaken. Ensure and manage a conducive learning environment by identifying problems and taking remedial actions together with the Principal. The incumbent is in-charge of overall administration of students' welfare living within the institution hostel as resident students. Monitors and control efficient use of school assets including, library, computers, laboratories, vehicles and teaching assets to prevent abuse and misuse. Enhance and support delivery of curriculum by faculty staff through making available teaching materials and resources for all students of the school in particular for basic and post basic nursing students.

Qualification: For the post of Deputy Principal, a Degree or post basic Diploma in Nursing /

Health with 3 years successful experience at NU03 levels and Certificate in Teaching is essential. Consistently good reports and ability to manage staff and resources.

Salary: NU02 \$28,329 - \$34,879

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| 423/2008 424/2008 425/2008 | SENIOR TUTOR SISTER FIJI SCHOOL OF NURSING [3 POSTS] |
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Responsible to the Principal, Fiji School of Nursing through the Deputy Principal for the planning and co – ordination of programme in Basic/Post Basic Nursing Training. The officer should be able to participate in classroom teaching and supervise students in clinical areas and undertake any other duties assigned from time to time. Prepare lesson plan and implement theoretical assessment examination. Assess and evaluate performance of students. Assist the Principal/Deputy Principal in identifying the academic and behavior needs of students.

Qualification: Qualifications required for appointment at NU04 level with five (5) years successful experience at that level. For the post of Senior Tutor Sister, a Degree or post Basic Diploma in Nursing / Health with five (5) years post registration experience and Certificate in Teaching is essential. Nurse Practitioners with five (5) years experience at that level may also be considered. Consistently good reports and proven ability to manage staff and resources.

Salary: NU03 \$21,769 - \$27,309

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| 426/2008 | MATRON [IN-SERVICE] CWM HOSPITAL |
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Responsible to the General Manager Hospital [CWM Hospital] through the Manager Nursing Services [CWM Hospital] for the planning, implementation and evaluation of the development/training programs for the

Registered Nurses at Institutional level. The incumbent is responsible for the implementation of the Nurses In-service Training Plan and coordinates the evaluation of standards of care and management of the units. To evaluate Training Program for Nurses after analyzing completed training need assessment form and on the job training for Nurses, auditing of nurses performance by their respective Sister In-charges. The incumbent has to provide the direction and support for the Sister In-charge of the Wards/Units and to coordinate the evaluation of the standard of care and provide appropriate feedback for the respective nursing teams. To manage the delivery of appropriate in-service training program for all Registered Nurses to maintain and improve quality patient care.

Qualification: Qualifications required for appointment at NU04 level with five (5) years successful experience at that level. For the post of Senior Tutor Sister, a Degree or post Basic Diploma in Nursing / Health with five (5) years post registration experience and Certificate in Teaching is essential. Nurse Practitioners with five (5) years experience at that level may also be considered. Consistently good reports and proven ability to manage staff and resources.

Salary: NU03 \$21,769 - \$27,309

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| 427/2008 | TUTOR SISTER FIJI SCHOOL OF NURSING [8 POSTS] |
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| 434/2008 | |

Responsible to the Principal, Fiji School of Nursing through the Deputy Principal for the planning, co-ordinating of programme in Basic Nursing Training. The officer should be able to participate in classroom teaching and supervise students in clinical areas, to plan with Class Coordinator the allocation of hours during the trimester, to organize exams and submit dates to

coordinator, to teach basic students on allocated subjects and assess continually. To maintain attendance register and academic records in personal files, to co-opt other tutors or lecturers to help with teaching, to provide regular feedbacks to coordinator and Principal and clinical supervisor and undertake any other duties assigned from time to time.

Qualification: For Tutor Sister posts, a degree or post basic Diploma in Nursing / Health with three (3) year post registration experiences and Certificate in Teaching is essential. Officers at NU06 level with a Degree or post basic Diploma in Nursing / Health with 3 year post registration experience and Certificate in Teaching may also be considered.

Consistently good reports and ability to contribute at supervisory level.

Salary: NU04 \$18,688 - \$21,467

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| 435/2008 | SENIOR SISTER TAVEUNI HOSPITAL |
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Responsible to the Sub – Divisional Medical Officer, Taveuni for the planning, implementing, evaluating and overall supervision of nursing duties in the hospital. To ensure the provision of safe, efficient and quality care to patient/ families and the community. Participate in orientation of all nursing staff or any other members of the medical facility and to maintain own theoretical and clinical competence. To promote and maintain discipline morale and harmonious relationship amongst nursing personnel with proper records of patient care, clinical programmes, staff attendance in the hospital and Public Health Policies.

Qualification: Qualifications required for appointment at NU05 level with 3 years successful experience in that level.

Salary: NU04 \$18,688 - \$21,467

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| 436/2008 | SENIOR SISTER SAVUSAVU HOSPITAL |
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Responsible to the Sub – Divisional Medical Officer, Cakaudrove for the planning, implementing, evaluating and overall supervision of nursing duties in the hospital to ensure the provision of safe, efficient and quality care to patient/ families and the community. Participate in orientation of all nursing staff or any other members of the medical facility and to maintain own theoretical and clinical competence. To promote and maintain discipline morale and harmonious relationship amongst nursing personnel with proper records of patient care, clinical programmes, staff attendance in the hospital and Public Health Policies.

Qualification: Qualifications required for appointment at NU05 level with 3 years successful experience in that level.

Salary: NU04 \$18,688 - \$21,467

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| 437/2008 | SENIOR HEALTH SISTER LABASA HEALTH CENTER |
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Responsible to the Sub – Divisional Medical Officer, Macuata for the planning, implementing, evaluating and overall supervision of community health nursing and staff within the Macuata sub-division.

Qualification: For Senior Health Sister posts, Certificates in both Midwifery and Public Health are essentials with at least five (5) years post registration experience.

Salary: NU04 \$18,688 - \$21,467

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| 438/2008 | SENIOR HEALTH SISTER [SDHS NAVUA] NAVUA HEALTH CENTER |
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Responsible to the Manager Nursing Central Division through the Sub Divisional Medical

Officer, Navua for planning, organization, management and supervision of community health nursing and staff within the subdivision. Organize staff development / deployment. Oversee and support the implementation of Health Promotion and community health projects. Promote and maintain an effective and efficient system of the management of equipments, stores and infrastructure. To provide nursing leadership and direction through strategic management to ensure the effective and efficient delivery of quality curative, preventative, promotive and rehabilitative nursing care within the Navua medical area.

Qualification: For Senior Health Sister posts, Certificates in both Midwifery and Public Health are essentials with at least five (5) years post registration experience.

Salary: NU04 \$18,688 - \$21,467

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| 439/2008 | HEALTH SISTER [SAVUSAVU] SAVUSAVU HEALTH CENTER |
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Responsible to the Sub Divisional Medical Officer, Cakaudrove through the Sub-divisional Health Sister for planning, organization, management and supervision of community health nursing and staff within the subdivision.

Qualification: Qualifications required for appointment as a Staff Nurse and with a minimum of 5 years post registration experience. Certificate in Public Health Nursing or Midwifery is essential for Health Sister post, the latter essential for maternity Sister posts. For post in specialized area, a minimum of three (3) years successful experience in that discipline is essential. A graduate with relevant qualification and with a minimum of three (3) years post registration experience may also be considered. Consistently good reports and assessed ability to supervise staff and manage resources.

Salary: NU05 \$16,107 - \$18,806

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| 440/2008 | HEALTH SISTER [NABOUWALU] NABOUWALU HEALTH CENTER |
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Responsible to the Sub Divisional Medical Officer, Bua through the Sub-divisional Health Sister for planning, organization, management and supervision of community health nursing and staff within the subdivision.

Qualification: Qualifications required for appointment as a Staff Nurse and with a minimum of 5 years post registration experience. Certificate in Public Health Nursing or Midwifery is essential for Health Sister post, the latter essential for maternity Sister posts. For post in specialized area, a minimum of three (3) years successful experience in that discipline is essential. A graduate with relevant qualification and with a minimum of three (3) years post registration experience may also be considered. Consistently good reports and assessed ability to supervise staff and manage resources.

Salary: NU05 \$16,107 - \$18,806

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| 441/2008 | HEALTH SISTER RAIWAQA HEALTH CENTER |
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Responsible to the Sub – Divisional Medical Officer, Suva through the Sub – Divisional Health Sister, Suva for the planning, organization, management and supervision of community health nursing staff within the area. Provide nursing leadership and direction through strategic management to ensure the effective and efficient delivery of quality curative, preventative, promotive and rehabilitative nursing care within the Raiwaqa medical area.

Qualification: Qualifications required for appointment as a Staff Nurse and with a minimum of 5 years post registration experience. Certificate in Public Health Nursing or Midwifery is essential for Health Sister post, the latter essential for maternity Sister posts. For post in specialized area, a minimum of three (3) years

successful experience in that discipline is essential. A graduate with relevant qualification and with a minimum of three (3) years post registration experience may also be considered. Consistently good reports and assessed ability to supervise staff and manage resources.

Salary: NU05 \$16, 107 - \$18,806

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| 442/2008 | SISTER TAVEUNI HOSPITAL |
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Responsible to the Sub - Divisional Medical Officer, Taveuni, through the Senior Sister, Taveuni Hospital for planning, organization, management and supervision of nursing duties in the hospital ward and attend to other duties assigned by the supervisor from time to time.

Qualification: Qualifications required for appointment as a Staff Nurse and with a minimum of 5 years post registration experience. Certificate in Public Health Nursing or Midwifery is essential for Health Sister post, the latter essential for maternity Sister posts. For post in specialized area, a minimum of three (3) years successful experience in that discipline is essential. A graduate with relevant qualification and with a minimum of three (3) years post registration experience may also be considered. Consistently good reports and assessed ability to supervise staff and manage resources.

Salary: NU05 \$16, 107 - \$18,806

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| 443/2008 444/2008 | PRINCIPAL PHARMACY OFFICER [INSPECTORATE & REGULATORY AFFAIRS HEAD] FIJI PHARMACEUTICAL SERVICES - 2 POSTS |
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Responsible to the Chief Pharmacist to direct and oversee the operations and activities of the Inspectorate and Regulatory Affairs branch. Ensure compliance with the issue and renewal of license under Pharmacy & Poisons Act. Co-ordinate inspections to ensure compliance with the Pharmacy & Poisons Act including; the

supervision of the planning and co-ordination of conducting investigation into breaches of the Pharmacy & Poisons Act. Supervision of the counselling of all persons for compliance and educational purposes related to the Pharmacy & Poisons Act. Responsible for managing activities in overall Registration of Drugs. Provide administrative support to the secretary of the Pharmacy and Poisons Board.

Qualification: Registered as a Pharmacist under the Pharmacy & Poisons Act. At least 2-3 years experience in the PH02 grade or equivalent. Consistently good reports and ability to manage staff. Ability to manage a large pharmacy, teach or take a management role in Government Pharmacy. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Relevant postgraduate qualifications will be desirable.

Salary: PH01 \$37, 440 - \$47, 825

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| 445/2008 | PRINCIPAL PHARMACY OFFICER LAUTOKA HOSPITAL |
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The incumbent, based at Lautoka Hospital, is responsible to the General Manager through the Clinical Manager and the Government Pharmacist for the planning, directing, co-ordinating and control of the requisition and distribution of drugs for Lautoka Hospital and all other Health Institutions in the Western Division. To ensure that essential pharmaceutical services in the divisions are provided in accordance with standard policies and procedures; organise and conduct public awareness campaigns regarding disease state and medication and also educational sessions for all divisional staff regarding current pharmaceutical information; provide professional advice to the Divisional and Lautoka Hospital Drug & Therapeutics Committee and the Senior Pharmacist's Management Committee.

The incumbent is responsible for submitting yearly reports; on the Pharmacy Department's need for the division on the budget, equipment, storage/office space and human resources and

to provide monthly and annual reports for the departments. To provide other support services as required by the General Manager from time to time.

Qualification: Registered as a Pharmacist under the Pharmacy & Poisons Act. At least 2-3 years experience in the PH02 grade or equivalent. Consistently good reports and ability to manage staff. Ability to manage a large pharmacy, teach or take a management role in Government Pharmacy. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Relevant postgraduate qualifications will be desirable.

Salary: PH01 \$37, 440 - \$47, 825

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| 446/2008 | PRINCIPAL PHARMACY OFFICER LABASA HOSPITAL |
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The incumbent, based at Labasa Hospital, would be responsible to the General Manager through the Clinical Manager and the Government Pharmacist for the planning, directing, co-ordinating and control of the requisition and distribution of drugs for Labasa Hospital and all other Health Institutions in the Northern Division. To ensure that essential pharmaceutical services in the divisions are provided in accordance with standard policies and procedures; organise and conduct public awareness campaigns regarding disease state and medication and also educational sessions for all divisional staff regarding current pharmaceutical information. To provide professional advice to the Divisional and Labasa Hospital Drug & Therapeutics Committee and the Senior Pharmacist's Management Committee.

The incumbent would also be responsible for submitting yearly reports; on the Pharmacy Department's need for the division on the budget, equipment, storage/office space and human resources and to provide monthly and annual reports for the departments; provide other support services as required by the General Manager from time to time.

Qualification: Registered as a Pharmacist under the Pharmacy & Poisons Act. At least 2-3 years experience in the PH02 grade or equivalent. Consistently good reports and ability to manage staff. Ability to manage a large pharmacy, teach or take a management role in Government Pharmacy. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Relevant postgraduate qualifications will be desirable.

Salary: PH01 \$37,440 - \$47,825

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| 447/2008 | SENIOR PHARMACY OFFICER FIJI PHARMACEUTICAL SERVICES |
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Responsible to the Chief Pharmacist, through Principal Pharmacy Officer Government Pharmacy for planning and administering Pharmacy services in line with the ministerial and hospital objectives to ensure that efficient and effective services are maintained. Reviews the annual drug requirements for hospitals in line with the objectives of the Ministry of Health for supply of drugs to patients. Assumes professional responsibilities and accountability for formulation, implementation, monitoring and evaluation of departmental policies concerning acquisition, storage, security, distribution, manufacturing, dispensing and use of drugs. Provide secretarial support to the Government Pharmacy Drug and Therapeutic Committee. Manages human resources to ensure the efficient and effective service by planning, supervising, co-ordination and upraising the performance of staff. Responsible for all legal responsibility in line with Pharmacy and Poisons Act and the dangerous Drug Act in acquiring, storing and distributing all schedule drugs. Co-ordinate in-service training of second and third year pharmacy students, interns and pharmacy staff.

Qualification: Registered as a Pharmacist under the Pharmacy & Poisons Act. At least 2-3 years experience in the PH03 grade or equivalent. Consistently good reports and ability to manage a smaller pharmacy at a divisional

hospital or performing the duties of a deputy pharmacist in charge at a divisional hospital or a management role at Government Pharmacy or ability to manage the operation of a section or group of professional pharmacists.

Salary: PH02 \$20,510 - \$31,469

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| 448/2008 | SENIOR PHARMACY OFFICER LABASA HOSPITAL |
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Responsible to the General Manager Hospital, [Labasa] through the Principal Pharmacy Officer Labasa Hospital for the planning and administering of Pharmacy services in line with the ministerial and hospital objectives to ensure that efficient and effective services are maintained. Reviews the annual drug requirements for the hospital in line with the objectives of the Ministry of Health for supply of drugs to patients. Assume professional responsibilities and accountability for formulation, implementation, monitoring and evaluation of departmental policies concerning acquisition, storage, security, distribution, manufacturing, dispensing and use of drugs. Provide secretarial support to the Labasa Hospital Drug and Therapeutic Committee. Assume all legal responsibility in line with Pharmacy and Poisons Act and the dangerous Drug Act in acquiring, storing and distributing all schedule drugs. Co-ordinate in-service training of interns and pharmacy staff.

Qualification: Registered as a Pharmacist under the Pharmacy & Poisons Act. At least 2-3 years experience in the PH03 grade or equivalent. Consistently good reports and ability to manage a smaller pharmacy at a divisional hospital or performing the duties of a deputy pharmacist in charge at a divisional hospital or a management role at Government Pharmacy or ability to manage the operation of a section or group of professional pharmacists.

Salary: PH02 \$20,510 - \$31,469

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| 449/2008 450/2008 | PHARMACY ASSISTANT [CWM HOSPITAL] - 2 POSTS |
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Responsible to the Principal Pharmacy Officer, CWM Hospital and duties including outpatient services to assist the Pharmacist in the dispensing of drugs. To ensure the distribution of imprest stock of pharmaceuticals in wards, theatres and departments under the directions of a supervisor. To check pharmacy store and ensure the proper custody of pharmaceuticals within the stores section. To assist in manufacturing, in the preparation of disinfectants and antiseptics for ward supply. To ensure that all activities undertaken comply with relevant policies and procedures of the department and undertake any other duties as required by Pharmacist-In-Charge or other senior staff.

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

Salary: PH05 \$7, 812 - \$11, 827

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| 451/2008 | PHARMACY ASSISTANT [VUNIDAWA HOSPITAL] - 1 POST |
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Responsible to the Sub Divisional Medical Officer Vunidawa Hospital for the dispensing of drugs. To ensure the distribution of imprest stock of pharmaceuticals in the center under the directions of the supervisor. To check pharmacy store and ensure proper custody of pharmaceuticals within the station. Ensure that disinfectants and antiseptics are available for use by relevant nurses at various centers. To ensure that all activities undertaken comply with relevant policies and procedures of the department and undertake any other duties as required by Subdivisional Medical Officer and other senior staffs.

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

Salary: PH05 \$7, 812 - \$11, 827

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| 452/2008 | PHARMACY ASSISTANT [LEVUKA HEALTH CENTER] - 1 POST |
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Responsible to the Subdivisional Medical Officer (SDMO) Lomaiviti for the dispensing of drugs. To ensure the distribution of imprest stock of pharmaceuticals in the center under the directions of the supervisor. To check pharmacy store and ensure proper custody of pharmaceuticals within the station. Ensure that disinfectants and antiseptics are available for use by relevant nurses at various centers. To ensure that all activities undertaken comply with relevant policies and procedures of the department and undertake any other duties as required by SDMO Lomaiviti and other senior staffs.

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

Salary: PH05 \$7, 812 - \$11, 827

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| 453/2008 | PHARMACY ASSISTANT [KOROVOU HOSPITAL] - 1 POST |
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Responsible to the Senior Medical Officer Korovou Hospital for the dispensing of drugs. To ensure the distribution of imprest stock of pharmaceuticals in the center under the directions of the supervisor. To check pharmacy store and ensure proper custody of pharmaceuticals within the station. Ensure that disinfectants and antiseptics are available for use by relevant nurses at various centers. To ensure that all activities undertaken comply with relevant policies and procedures of the department and undertake any other duties as required by Senior Medical Officer and other senior staffs.

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

Salary: PH05 \$7, 812 - \$11, 827

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| 454/2008 | PHARMACY ASSISTANT [BA MISSION HOSPITAL] - 1 POST |
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Responsible to the Sub Divisional Medical Officer Ba Mission Hospital through the Senior Medical officer Ba for the dispensing of drugs. To ensure the distribution of imprest stock of pharmaceuticals in the center under the directions of the supervisor. To check pharmacy store and ensure proper custody of pharmaceuticals within the station. Ensure that disinfectants and antiseptics are available for use by relevant nurses at various centers. To ensure that all activities undertaken comply with relevant policies and procedures of the department and undertake any other duties as required by Subdivisional Medical Officer and other senior staffs.

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

Salary: PH05 \$7, 812 - \$11, 827

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| 455/2008 | PHARMACY ASSISTANT [TAVUA HOSPITAL] - 1 POST |
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Responsible to the Senior Medical Officer Tavua Hospital for the dispensing of drugs. To ensure the distribution of imprest stock of pharmaceuticals in the center under the directions of the supervisor. To check pharmacy store and ensure proper custody of pharmaceuticals within the station. Ensure that disinfectants and antiseptics are available for use by relevant nurses at various centers. To ensure that all activities undertaken comply with relevant policies and procedures of the department and undertake any other duties as required by Senior Medical Officer and other senior staffs

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

Salary: PH05 \$7, 812 - \$11, 827

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| 456/2008 | PHARMACY ASSISTANT [NADI HOSPITAL] - 1 POST |
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Responsible to the Senior Medical Officer Nadi Hospital for the dispensing of drugs. To ensure the distribution of imprest stock of pharmaceuticals in the center under the directions of the supervisor. To check pharmacy store and ensure proper custody of pharmaceuticals within the station. Ensure that disinfectants and antiseptics are available for use by relevant nurses at various centers. To ensure that all activities undertaken comply with relevant policies and procedures of the department and undertake any other duties as required by Senior Medical Officer and other senior staffs.

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

Salary: PH05 \$7, 812 - \$11, 827

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| 457/2008 | PHARMACY ASSISTANT [NAMAKA HEALTH CENTER] - 1 POST |
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Responsible to the Medical Officer In-charge, Namaka Health Center for the dispensing of drugs. To ensure the distribution of imprest stock of pharmaceuticals in the center under the directions of the supervisor. To check pharmacy store and ensure proper custody of pharmaceuticals within the station. Ensure that disinfectants and antiseptics are available for use by relevant nurses at various centers. To ensure that all activities undertaken comply with relevant policies and procedures of the department and undertake any other duties as required by Medical Officer In-Charge and other senior staffs.

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

Salary: PH05 \$7, 812 - \$11, 827

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| 458/2008 | PHARMACY ASSISTANT [NABOUWALU HEALTH CENTER] - 1 POST |
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Responsible to the SDMO Bua for the dispensing of drugs. To ensure the distribution of imprest stock of pharmaceuticals in the center under the directions of the supervisor. To check pharmacy store and ensure proper custody of pharmaceuticals within the station. Ensure that disinfectants and antiseptics are available for use by relevant nurses at various centers. To ensure that all activities undertaken comply with relevant policies and procedures of the department and undertake any other duties as required by SDMO Bua and other senior staffs.

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

Salary: PH05 \$7, 812 - \$11, 827

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| 459/2008 | PHARMACY ASSISTANT [SAVUSAVU HOSPITAL] - 1 POST |
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Responsible to the Senior Divisional Medical Officer (SDMO) Cakaudrove for the dispensing of drugs. To ensure the distribution of imprest stock of pharmaceuticals in the center under the directions of the supervisor. To check pharmacy store and ensure proper custody of pharmaceuticals within the station. Ensure that disinfectants and antiseptics are available for use by relevant nurses at various centers. To ensure that all activities undertaken comply with relevant policies and procedures of the department and undertake any other duties as required by SDMO Cakaudrove and other senior staffs.

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

Salary: PH05 \$7, 812 - \$11, 827

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| 460/2008 | TECHNICAL OFFICER HIGHER GRADE [SPECIAL RADIOGRAPHY] LAUTOKA HOSPITAL |
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Responsible to the Consultant Radiologist through the Superintendent Radiographer, Lautoka Hospital in performing the day to day special radiography duties. To supervise subordinates in the respective discipline. To ensure that high quality patient care is maintained at all times and to see that there is smooth flow of patients through the department. Any other duties assigned by the Superintendent Radiographer from time to time.

Qualification: Qualification for appointment as Technician (HW06) and at least 2-3 years service in that grade or relevant experience. Consistently good reports and perceived supervisory ability.

Salary: HW05 \$20, 134 - \$26, 505

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| 461/2008 | TECHNICAL OFFICER HIGHER GRADE [GENERAL RADIOGRAPHY] LABASA HOSPITAL |
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Responsible to the Supervising Radiographer, Labasa Hospital in performing the day-to-day special radiography duties. To supervise subordinates in the respective discipline. To ensure that high quality patient care is maintained at all times and to see that there is smooth flow of patients through the department. Any other duties assigned by the Supervising Radiographer from time to time.

Qualification: Qualification for appointment as Technician (HW06) and at least 2-3 years service in that grade or relevant experience. Consistently good reports and perceived supervisory ability.

Salary: HW05 \$20, 134 - \$26, 505

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| 462/2008 | RESEARCH ASSISTANT [LABORATORY] VIRUS LABORATORY - TAMAVUA |
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Responsible to the Director Public Health Services through the Principal Medical Officer Virus Lab for the setting up of the institution's business plan through analysis of current situation at Mataika House, identifying important and urgent problems. Sitting practical and feasible goals and conducting on-going reviews internally. Conduct testing for Dengue/Leptospire/Measles/HIV Confirmatory and HIV monitoring. Conduct testing on external quality assurance assessment panels and internal quality control and temperature monitoring. Equipment calibration, maintenance and inventory, validation of test results and entering in laboratory registers. Entering forms, reporting of results and record keeping. Assist Research Officers in different programs that are running at Mataika House and assist Quality Managers in the implementation and maintenance of laboratory quality management system through reviewing of our QMS document, conducting internal audit, carrying out corrective action. Prepare orders for consumables and reagents for Mataika Laboratory. Taking part in surveys that is the Second Generation Surveillance (SGS) and Bio Molecular Phenotype Survey.

Qualification: Qualifications for appointment as Technical Officer, preferably with more advanced level than minimum. Consistently good reports and at least 2-3 years experience in grade HW05 or relevant skills and experience. Proven intellectual capacity and assessed ability to work in a research environment with proven analytical skills.

Salary: HW04 \$20, 925 - \$27, 687

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| 463/2008 | BIOMEDICAL ENGINEERING TECHNICIAN [CWM HOSPITAL] |
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Responsible to the Director Pharmaceutical & Biomedical Supplies through the Senior Engineer to manage administration and supervision of the day to day operation of the Biomedical Engineering Unit according to the national health policy. The incumbent is responsible for electrical safety and adequate performance of all medical equipment, all surgical equipment, all anaesthetic equipment and all dental equipments owned by the Ministry of Health institutions throughout Fiji. Responsible for the equipment maintenance budget and consult the Director for Pharmaceutical & Biomedical Supplies of the equipments that are to be replaced and for approved projects/expansions. The incumbent is responsible for the procurement of spare parts and accessories for all medical, surgical, anaesthetic and dental equipment and provides long term planning for the viability of the unit. Repair and service a wide range of medical and dental equipment and carry out equipment installations.

Qualification: A pass in FSLC, Form 7 or equivalent with at least 8 years competent service in a relevant organization

Salary: ES03 \$19, 928 - \$26, 097

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| 464/2008 | TECHNICAL OFFICER [BIO-MEDICAL ENGINEER] CWM HOSPITAL - 1 POST |
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Responsible to the Senior Engineering through the Biomed Engineer to perform repair works, service and maintain a wide range of medical, X-ray, laboratory and dental equipment. Carry out electrical and safety checks on all medical and dental equipment.

Document all the repairs and service carried out on a wide range of medical equipment. Install new equipment and educate staff on their proper use. Perform tests on incoming equipment and

prepare the necessary documentation. Ability to travel extensively throughout Fiji to perform the above duties. Document all items purchased/ delivered/ dispatched in the inventory cards and in the dispatch notes. Carry out any other duties as directed by the Bio – Medical Engineer.

Qualification: Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

Salary: ES05 \$15, 377 - \$20, 002

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| 465/2008 | SENIOR SYSTEMS ANALYST [HARDWARE] HQ |
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Responsible to the Director Information, Planning & Infrastructure through the Manager Health Information Unit to coordinate the IT Help Desk through adherences to standard operating procedures. Prioritize IT work in liaison with Manager Health Information Unit. Support the development and maintenance of IT hardware inventory records. Administer support including but not limited to ordering hardware in accordance with government regulations; coordination of government tenders; maintaining financial records; coordinating the payment of accounts; acts as secretariat to committee meetings; coordinate staff relief and leave rostering. To coordinate the returns of hardware through warranty claims. The incumbent provides periodic reports on maintenance tasks undertaken and outstanding. (Where appropriate advocate HIV/AIDS as a development issue).

Qualification: Qualifications required for appointment as Systems Analyst/ Programmer and at least 2-3 years service in that grade and/or relevant skills and experience in this particular field in any other organization.

Salary: IT04 \$30, 613 - \$39, 833

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| 466/2008 | SYSTEMS ANALYST [CLIENT SERVER] HQ |
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Responsible to the Director Information, Planning & Infrastructure through the Manager Health Information Unit for the daily status on data transfer of health information, financial and management information from Hospital and various health centres. Assist in the installation, management and maintenance of network environment and client server. Ensure that backup system of health data and other management information system is recorded and catalogued. Assist in the installation of computer application on PCs and Client Server at the MoH. Assist in the procurement of computer hardware, accessories and its consumables. Provide assistance to users on application needs and accessories. Assist in the development and identification of relevant training programs for computer users such as MS Office applications and other relevant applications to improve productivity. Assist in the conduct of computer awareness program on MS Outlook and Internet. Assist in the training of users in information system and computer general. Provide helpdesk for identification and resolving issues for information system application and Microsoft Office application. Provide technical assistance in identifying faults and analyzing the problems and liaise with vendor for further analysis and maintenance. It is essential that the applicant has a thorough knowledge and understanding in network system such as Windows NT, Windows 2000 or latest version, MS Exchange, Firewalls, MS SQL, DNS, WINS and cache/proxy servers. A+ Certification is an advantage.

Qualification: Qualifications required for appointment as Systems Analyst/ Programmer and at least 2-3 years service in that grade and/or relevant skills and experience in this particular field in any other organization.

Salary: IT05 \$23, 315 - \$31, 096

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

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

DEPARTMENT OF AGRICULTURE

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| 467/2008 | SENIOR AGRICULTURAL OFFICER [QUARANTINE] |
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Responsible to the Principal Agricultural Officer (Quarantine) for the general control, planning and coordinating quarantine activity and provide administrative, technical and moral support to quarantine staff. Promote the delivery of consistent, effective and efficient border quarantine monitoring and surveillance programmes. Administer quarantine awareness programme and emergency response plan. Identify staff training needs, initiate and formulate training courses. Work in close collaboration with public and private sectors on matters relating to imports of plant and plant products, to commodity pathways in particular the approved list under the existing Bilateral Quarantine Arrangement (BQA). Attend to budgetary funding and monitor the performance of immediate subordinate meeting the output target specified in the work plan. Procure and disseminate appropriate technical information for quarantine inspectors and act as a liaison officer in between the Agricultural Quarantine Inspection Service and Stakeholders

Qualification: 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 organisation with meritorious performance.

Salary: PR02 \$25, 542 - \$33, 492

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| 468/2008 | SENIOR AGRICULTURAL OFFICER [EXTENSION – TAILEVU] |
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Responsible to Principal Agricultural Officer (Central) for planning and co-ordinating crop extension activities for Tailevu Province. Provide administrative, technical and moral support to field staff in Tailevu. Identify technical and administrative constraints within the Tailevu Agricultural Office. Plan work programme in detail for implementation. Identify staff training needs. Prepare annual budget estimates, annual work programme and progress reports on work programme. Attend to Provincial Council meetings as Technical Advisor in matter relating to Agricultural Development in the province.

Qualification: 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

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| 469/2008 | SENIOR AGRICULTURAL OFFICER [EXTENSION – LAU] |
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Responsible to Principal Agricultural Officer (Eastern) for planning and co-ordinating crop extension activities for Lau Province. Provide administrative, technical and moral support to field staff in Lau. Identify technical and administrative constraints within the Lau Agricultural Office. Plan work programme in detail for implementation. Identify staff training needs. Prepare annual budget estimates, annual work programme and progress reports on work programme. Attend to Provincial Council meetings as Technical Advisor in matter relating to Agricultural Development in the province.

Qualification: 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 organisation with meritorious performance.

Salary: PR02 \$25, 542 - \$33, 492

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| 470/2008 | SENIOR AGRICULTURAL OFFICER [EXTENSION - NADROGA/NAVOSA] |
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Responsible to Principal Agricultural Officer (Western) for planning and co-ordinating crop extension activities for Nadroga/Navosa Province. Provide administrative, technical and moral support to field staff in Nadroga/Navosa. Identify technical and administrative constraints within the Nadroga/Navosa Agricultural Office. Plan work programme in detail for implementation. Identify staff training needs. Prepare annual budget estimates, annual work programme and progress reports on work programme. Attend to Provincial Council meetings as Technical Advisor in matter relating to Agricultural Development in the province.

Qualification: 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 organisation with meritorious performance.

Salary: PR02 \$25, 542 - \$33, 492

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| 471/2008 | SENIOR AGRICULTURAL OFFICER [EXTENSION - LOMAIVITI] |
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Responsible to Principal Agricultural Officer (Eastern) for planning and co-ordinating crop extension activities for Lomaiviti Province. Provide administrative, technical and moral support to field staff in Lomaiviti. Identify technical and administrative constraints within the Lomaiviti Agricultural Office. Plan work programme in detail for implementation. Identify staff training needs. Prepare annual budget

estimates, annual work programme and progress reports on work programme. Attend to Provincial Council meetings as Technical Advisor in matter relating to Agricultural Development in the province.

Qualification: 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

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| 472/2008 | SENIOR AGRICULTURAL OFFICER [LAND & WATER RESOURCES MANAGEMENT - NORTH] |
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Responsible to Director Land & Water Resource Management through the Principal Agricultural Officer (L&WRM) for ensuring that the Divisions management and administration system compliance with government rules and regulations, for the effective and efficient delivery of services, monitoring and enforcing legislation under the Division's jurisdiction to ensure compliance under legal framework. Effectively manage diverse team of sub professional, technical and skilled staff through planning, coaching and recognition. Ensure effective and efficient utilisation of finance through regular monitoring and inspections. Oversee the security and protection of Government properties through regular inspection and maintenance of infrastructures and administration of security services. Provide quality secretariat services to the Labasa Drainage Board through efficient resource (physical/finance) management and ensure timely maintenance of Sugar Drainage Schemes. Achieve organisations goals through timely and successful implementation of work programme. Ensure an efficient, competent and motivated work force through "in-service' and on the job training and performance appraisal.

Qualification: 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 organisation with meritorious performance.

Salary: PR02 \$25, 542 - \$33, 492

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| 473/2008 | SENIOR RESEARCH OFFICER [LAND USE – WESTERN] |
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Responsible to the Principal Research Officer – Land Use for planning, coordinating, organizing and implementing sustainable land management activities in their respective divisions. The position requires the incumbent to control, coach and lead, train and assist a team of technical personnel. He/she has to ensure the dissemination of information and technology for sound land use planning and good land husbandry practices. Implementation and promoting the provisions of the Land Conservation and Improvement Act, the Rural Land Use Policies, the Environmental Management Act and other land management related legislations/policies will be a primary part of the duties. Principal accountabilities include coordinating and organizing conservation committees, guide and facilitate the development of GIS in divisional offices, planning and designing the establishment of sustainable land management technologies, promotion and advice on the use of land use capability guidelines, coordinate the implementation, compilation and upgrading of information generation on land use planning towards a divisional land use plan, maintaining relationships and fostering linkages with key stakeholders, assist in preparation of projects, corporate and business plans, coordinating and controlling of physical, financial and human resources of the division to achieve the sections goals and objectives. He/she will be expected to actively contribute towards the Department/Ministry's policy goals and show commitment towards the enforcement of the Public Service Values and Code of Conduct.

Qualification: Qualifications required for appointment as a 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. Particular specialist experience will be required for posts, and the ability to manage and train staff.

Salary: SC02 \$27, 045 - \$37, 548

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| 474/2008 | SENIOR AGRICULTURAL OFFICER [LAND & WATER RESOURCE MANAGEMENT – CENTRAL] |
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Responsible to Director Land & Water Resource Management through the Principal Agricultural Officer (L&WRM) for ensuring that the Divisions management and administration system compliance with government rules and regulations, for the effective and efficient delivery of services, monitoring and enforcing legislation under the Division's jurisdiction to ensure compliance under legal framework. Effectively manage diverse team of sub professional, technical and skilled staff through planning, coaching and recognition. Ensure effective and efficient utilisation of finance through regular monitoring and inspections. Oversee the security and protection of Government properties through regular inspection and maintenance of infrastructures and administration of security services. Provide quality secretariat services to the Central Drainage Board through efficient resource (physical/finance) management and ensure timely maintenance of Sugar Drainage Schemes. Achieve organisations goals through timely and successful implementation of work programme. Ensure an efficient, competent and motivated work force through "in-service' and on the job training and performance appraisal.

Qualification: 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 organisation with meritorious performance.

Salary: PR02 \$25, 542 - \$33, 492

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| 475/2008 | SENIOR AGRICULTURAL OFFICER [GOATS] |
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Responsible to the Principal Agricultural Officer (Animal Production) for the running of the Small Ruminant Project. The supervision of the activities of the four sheep/goat station, the design preparation and implementation of budget projects and development plans, the design implementation and analysis of the sheep research programme in coordination with station (Flock Managers). Monitor project progress and prepare quarterly and annual reports, the development of breeding plant for the sheep flocks. Assist staff with the training of farmers in all aspects of sheep management. Design execution and analysis of sheep research carried out with CISRO and ACIAR. Assist other commodity development papers and training sheep management.

Qualification: 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 organisation with meritorious performance.

Salary: PR02 \$25,542 - \$33,492

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| 476/2008 | AGRICULTURAL OFFICER [REWA] |
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Responsible to Director Extension through the Senior Agricultural Officer for preparing Annual Work Programme/Budget supervision and implementation of approved Work Plan for settlements in Nadi. Responsible for the identification, preparation implementation and evaluation of all agricultural projects and tikina based work program in Nadi. Provide an integrated approach with other government ministries in the province to assist development of agriculture in the region to enhance the achievement of the Ministry's Mission. Provide time and quality reports to Northern division headquarters when required.

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 organisation. Consistently good reports with 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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| 477/2008 | AGRICULTURAL OFFICER [NADI] |
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Responsible to Director Extension through the Senior Agricultural Officer (Nadi) for preparing Annual Work Programme/Budget supervision and implementation of approved Work Plan for settlements in Nadi. Responsible for the identification, preparation implementation and evaluation of all agricultural projects and tikina based work program in Nadi. Provide an integrated approach with other government ministries in the province to assist development of agriculture in the region to enhance the achievement of the Ministry's Mission. Provide time and quality reports to Northern division headquarters when required.

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 organisation. 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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| 478/2008 | AGRICULTURAL OFFICER [SHEEP] |
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Responsible to the Director Animal Health & Production for the Yalavou Rural Development Project with the supervision of project management and implementation of

management policies. Maintain contact with research agencies and the implementation of research programmes applicable to Yalavou. Liaise and maintain contact with Regional Development, Fijian Affairs, Native Land Trust Board (NLTB), Fiji Development Bank (FDB) and other related Government Ministries. Control accounts and budgets and keep records of meeting and written progressively reports on the project. Responsible for the national beef and dairy development programmes. Coordinate beef cattle research activities of Sigatoka Research Station, Nawaicoba and Waidradra stations. Provide secretariat services to Dairy Industry Council. Liase and coordinate the French Genetic Improvement Aid Programme.

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 organisation. 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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| 479//2008 | AGRICULTURAL OFFICER [LECTURER - EXTENSION RURAL DEVELOPMENT] |
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Responsible to the Principal, Fiji College of Agriculture for the coordination of all academic duties with extension discipline including lecturing and practical instructions. Prepare and periodically revise lecture notes audio-visual aids and other teaching materials. Assess students via tests assignments and examination. Maintenance of all academic records relating to the Extension discipline. Provision of expertise to other government departments and to private sectors as required. Co-ordination of computer users and curriculum for computer basics. Organize and coordinate students extension activities as Fiji College of Agriculture outreach programmes.

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 organisation. 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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| 480/2008 | AGRICULTURAL OFFICER [VERIFICATION - LRP&D] |
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Responsible to the Senior Agricultural Officer [Verification] on technical matters relating to the Verification Section on the Department. Provide farm appraisals, consultancy and advisory service to farmers who are eligible for the farming assistance scheme under the criteria and provide assistance and advice on other agricultural projects. Duties also include field visits and undertaking feasibility studies of farm projects and also liaise with financial institutions on funding assistance. Assist in the monitoring and evaluation of the farming assistance scheme in the various Divisions. Assist the Senior Agricultural Officer in the coordination and compilation of training activities for farmers and also liaise with Fiji Sugar Corporation in the implementation of the farming assistance scheme to sugar cane farmers.

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 organisation. 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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| 481/2008 482/2008 | AGRICULTURAL OFFICER [FARM MANAGEMENT - LRP&D] - 2 POSTS |
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Responsible to the Senior Agricultural Officer [Farm Management] on technical matters relating to the Farm Management Section on the Department. Provide farm appraisals, consultancy and advisory service to farmers who are eligible for the farming assistance scheme under the criteria and provide assistance and advice on other agricultural projects. Duties also include field visits and undertaking feasibility studies of farm projects and also liaise with financial institutions on funding assistance. Assist in the monitoring and evaluation of the farming assistance scheme in the various Divisions [Farm Management]. Assist the Senior Agricultural Officer in the coordination and compilation of training activities for farmers and also liaise with Fiji Sugar Corporation in the implementation of the farming assistance scheme to sugar cane farmers.

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 organisation. 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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PROVISIONAL APPOINTMENTS / PROMOTIONS

PROVISIONAL PROMOTIONS

PUBLIC SERVICE COMMISSION

TOUTOU, S Senior Administrative Officer to be Principal Administrative Officer [Works] HQ, Ministry of Works & Transport. Vacancy No. 785/2007. EDP 59150

WHIPPY, H Executive Officer to be Administrative Officer [Protocol] Nadi, Ministry of Foreign Affairs, International Co-operation & Civil Aviation. Vacancy No. 798/2007. EDP 62592

MUDALIAR, N Executive Officer to be Administrative Officer [Economics & Trade], Ministry of Foreign Affairs, International Co-operation & Civil Aviation. Vacancy No. 157/2008. EDP 62590

MINISTRY OF LANDS & MINERAL RESOURCES

TEKE, KAAKE Senior Valuer to be Principal Valuer. Vacancy No. 835/2007. EDP 53511

MINISTRY OF PROVINCIAL DEVELOPMENT & MULTI-ETHNIC AFFAIRS

LOMANI, N Administrative Officer to be Senior Administrative Officer [District Officer] Ba. Vacancy No. 47/2008. EDP 53683

MOROIVALU, L Administrative Officer to be Senior Administrative Officer [Provincial Administrator] Rewa. Vacancy No. 45/2008. EDP 49736

BAINMARAMA, M Administrative Officer to be Senior Administrative Officer [Provincial Administrator] Lau. Vacancy No. 46/2008. EDP 47738

BOLALEVU, A Administrative Officer to be Senior Administrative Officer

[Provincial Administrator]
Cakaudrove. Vacancy No.
44/2008. EDP 19354

LEGISLATURE DEPARTMENT

WAINIU, S Executive Officer to be
Administrative Officer [Political &
Treaties], Ministry of Foreign
Affairs, International Co-
operation & Civil Aviation.
Vacancy No. 158/2008.
EDP 49867

MINISTRY OF FOREIGN AFFAIRS,
INTERNATIONAL CO-OPERATION & CIVIL
AVIATION

TUPUA, S Temporary Relieving Economic
Planning Officer to be Economic
Planning Officer [Economic &
Trade]. Vacancy No. 159/2008.
EDP 90182

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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: 30/11/08
Before noon: 15/11/08
Circular dated: 15/12/08
Before noon: 30/11/08

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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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