

## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 22/2008

DATE: 30<sup>th</sup> 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 Service

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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

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PUBLIC SERVICE COMMISSION

483/2008	<b>SENIOR SYSTEM ANALYST / PROGRAMMER [MANAGEMENT INFORMATION SYSTEMS], MANAGEMENT IMPROVEMENT DIVISION</b>
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Reporting to the Director, Management Improvement Division to ensure that day-to-day running of the Management Information Systems Unit. Duties include administration of the unit, develop, maintain and/or propose information system software(s), formulate and implement IT strategies to provide utmost support to divisions operations for effective planning, control communication and reporting. Liaise and provide professional advice and guidance to clientele on information management, enabling technologies and utilization to facilitate mechanism for the provision of a high standard of information services compatible with the Commission's requirements and standard. Plan, allocate and obtain IT resources in conjunction with the Managers according to prevailing priorities. Ensure all standards are enforced and quality assurance procedures are followed and have demonstrated strong project Management skills on software Development, Database/Network Administration software.

**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:** ITO4 \$30,613 - \$39,833

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

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

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484/2008	<b>SENIOR EDUCATION OFFICER [RESEARCH] ASSET MONITORING UNIT</b>
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Responsible to Principal Education Officer [Research & Development] for co-ordinating and conducting of research activities, liaise with other government ministries regarding research and the analysis of primary and secondary education data. Assist in assessment of research proposal from local and overseas applicants and make recommendations to relevant authorities for the purpose of issue of research permits. Conduct needs analysis on the establishment of new schools. Compilation of statistics and analysis of education data and reliable information to assist in planning and policy document. Improve on research capacity.

**Qualification:** Recognised degree with relevant subject majors and teacher training. A postgraduate qualification will be an added advantage. At least 8 years competent teaching experience with 6 years in ED6A-D grade or 5 years in D5A-E grade or 3 years in ED4A-C grade or 2 years in ED3A-D grade with superior assessment based upon standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports. Applicants with at least 3 years of rural service will be preferred. Ability to communicate effectively on education issues with the wider community and recognised leaders in Education. Potential to advance to higher posts

**Salary:** ED2A \$30,846 - \$35,564

<b>485/2008</b>	<b>SENIOR EDUCATION OFFICER [CHEMISTRY] CURRICULUM                      ADVISORY SERVICES</b>
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Responsible to the Director [Curriculum and Advisory Services] through the Principal Education Officer [Secondary Curriculum] for the teaching and learning of Chemistry in Secondary Schools. The appointee will be required to research, plan, design, develop and evaluate relevant curriculum materials for students and teachers [eg. prescriptions, textbooks, teachers' handbooks, pupils workbooks and other learning and teaching materials]; plan, conduct and facilitate teachers in-service courses and workshops and provide professional guidance to teachers through visits to schools. The duties will involve traveling.

**Qualification:** Recognised degree with relevant subject majors and teacher training. A postgraduate qualification will be an added advantage. At least 8 years competent teaching experience with 6 years in ED6A-D grade or 5 years in D5A-E grade or 3 years in ED4A-C grade or 2 years in ED3A-D grade with superior assessment based upon standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports. Applicants with at least 3 years of rural service will be preferred. Ability to communicate effectively on education issues with the wider community and recognised leaders in Education. Potential to advance to higher posts

**Salary:** ED2A \$30,846 - \$35,564

<b>486/2008</b>	<b>EDUCATION OFFICER [MACUATA / BUA]</b>
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The appointee is responsible to the District Senior Education Officer. The appointee should be able to provide professional guidance and administrative support to the district office. He/She should be responsible in facilitating transfer and promotion of teachers, coordinate and organize workshops/seminars for HT's, ATH's and teachers,

handles and resolves grievances/conflicts in school within the Industrial relations Framework.

**Qualification:** Recognised degree with relevant subject majors is preferred and teacher training. At least 9 years competent teaching experience with 3 years superior assessment in ED6A-D or 2 years ED5A-E or 1 year in ED4A grade based upon the standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports. Applicants with at least 3 years of rural service will be preferred. Ability to communicate effectively on educational issues with the wider community and recognised leaders in Education.

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

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**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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<b>487/2008</b>	<b>MANAGER                      NURSING SERVICES [WESTERN] WESTERN HEALTH OFFICE, LAUTOKA</b>
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Responsible to the General Manager Community Health Service Western 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

488/2008	<b>SENIOR MEDICAL OFFICER [ROTUMA HOSPITAL]</b>
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Responsible to the General Manager Community Health, Central/Eastern through the Chief Medical Officer [Community Health] for the efficient day to day operation of the Hospital. Duties include general medical duties, administration, and supervision of staffs. Ensure that all key areas of the business plan are fulfilled effectively and in line with Ministry Of Health policy. To maintain a standard of quality health care to all patients seeking medical care by effective management 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

489/2008	<b>SENIOR SISTER [PAYING WARD – WEST WING] CWM HOSPITAL</b>
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Responsible to the Manager Nursing Services through the Matron West Wing, CWM Hospital for the coordination of all activities of the Paying Ward, West Wing and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecast daily needs. To ensure a good understanding of standard procedures, maintenance of antiseptic technique and protocols are observed in the unit at all times; ensure that availability of special trays and equipment. The incumbent has to report on staff performance capabilities and compiles monthly report for ward activities on statistical data of the Paying Ward to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment.

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

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

490/2008 491/2008	<b>SENIOR SISTER [SUPERVISOR - WEST WING] CWM HOSPITAL 2 POSTS</b>
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Responsible to the Manager Nursing Services through the Matron West Wing, CWM Hospital for the coordination of all activities of the Supervisor West Wing and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecast daily needs. To ensure a

good understanding of standard procedures, maintenance of antiseptic technique and protocols are observed in the unit at all times; ensure that availability of special trays and equipment. The incumbent has to report on staff performance capabilities and compiles monthly report for ward activities on statistical data of the West Wing to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment.

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

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

492/2008	<b>SENIOR SISTER [FAMILY PLANNING] OBSTETRICS &amp; GYNAECOLOGY DEPARTMENT CWM HOSPITAL</b>
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Responsible to the Manager Nursing Services through the Matron Maternity, CWM Hospital for the coordination of all activities of the Family Planning Unit – Obstetrics & Gynaecology Department and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecasts daily needs. To ensure a good understanding of standard procedures, maintenance of antiseptic technique and protocols are observed in the unit at all times. The incumbent reports on staff performance capabilities and compiles monthly report for ward activities on statistical data of Family Planning Unit to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment.

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

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

493/2008 494/2008 495/2008	<b>SENIOR SISTER [SUPERVISOR] OBSTETRICS &amp; GYNAECOLOGY DEPARTMENT CWM HOSPITAL - 3 POSTS</b>
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Responsible to the Manager Nursing Services through the Matron Maternity, CWM Hospital for the coordination of all activities of the Supervisor Obstetrics & Gynaecology Department and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecast daily needs. Ensure the maintenance of antiseptic technique that is to ensure a good understanding of standard procedures and protocols are observed in the unit at all times; ensure that availability of extra delivery bundles, delivery sets, VE trays, special trays and equipment. The incumbent report on staff performance capabilities and compiles monthly report for ward activities on statistical data of Obstetrics & Gynaecology Department to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment.

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

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

496/2008	<b>SENIOR SISTER [LANCASTER WARD] OBSTETRICS &amp; GYNAECOLOGY DEPARTMENT CWM HOSPITAL</b>
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Responsible to the Manager Nursing Services through the Matron Maternity, CWM Hospital for the coordination of all activities of the Lancaster Ward – Obstetrics & Gynaecology Department and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecasts daily needs. To ensure a good understanding of standard procedures, maintenance of antiseptic technique and protocols are observed in the unit at all times; ensure availability of extra delivery bundles, delivery sets, VE trays, special trays and equipment. The incumbent reports on staff performance capabilities and compiles monthly report for ward activities on statistical data of Lancaster Ward to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment.

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

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

497/2008 498/2008 499/2008	<b>SENIOR SISTER [LABOUR WARD] OBSTETRICS &amp; GYNAECOLOGY DEPARTMENT CWM HOSPITAL - 3 POSTS</b>
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Responsible to the Manager Nursing Services through the Matron Maternity, CWM Hospital for

the coordination of all activities of the Labour Ward and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecast daily needs. To ensure a good understanding of the standard procedures, maintenance of antiseptic technique and protocols are observed in the unit at all times; ensure that availability of extra delivery bundles, delivery sets, VE trays, special trays and equipment. The incumbent report on staff performance capabilities and compiles monthly report for ward activities on statistical data of Labour Ward to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment.

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

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

500/2008	<b>SENIOR SISTER [NEONATAL INTENSIVE CARE UNIT] PAEDIATRICS DEPARTMENT CWM HOSPITAL</b>
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Responsible to the Manager Nursing Services through the Matron Paediatrics, CWM Hospital for the coordination of all activities of the Neonatal Intensive Care Unit - Paediatrics Department and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecast daily needs. To ensure a good

understanding of standard procedures, maintenance of antiseptic technique and protocols are observed in the unit at all times; ensure that availability of special trays and equipment. The incumbent has to report on staff performance capabilities and compiles monthly report for ward activities on statistical data of Paediatrics Department to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment.

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

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

501/2008 502/2008	<b>SENIOR [PAEDIATRICS] CWM HOSPITAL - 2 POSTS</b>	<b>SISTER</b>
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Responsible to the Manager Nursing Services through the Matron Paediatrics, CWM Hospital for the coordination of all activities of the Paediatrics Unit and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecast daily needs. To ensure a good understanding of standard procedures, maintenance of antiseptic technique and protocols are observed in the unit at all times; ensure that availability of special trays and equipment. The incumbent has to report on staff performance capabilities and compiles monthly report for ward activities on statistical data of Paediatrics Unit to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment.

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

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

503/2008 504/2008 505/2008	<b>SENIOR [SUPERVISOR] CWM HOSPITAL - 3 POSTS</b>	<b>SISTER EAST WING</b>
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Responsible to the Manager Nursing Services through the Matron East Wing, CWM Hospital for the coordination of all activities of the Supervisor East Wing and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecast daily needs. To ensure a good understanding of standard procedures, maintenance of antiseptic technique and protocols are observed in the unit at all times; ensure that availability of special trays and equipment. The incumbent has to report on staff performance capabilities and compiles monthly report for ward activities on statistical data of the East Wing to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment.

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

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

506/2008	<b>SENIOR SISTER [ACUTE MEDICAL WARD] EAST WING CWM HOSPITAL</b>
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Responsible to the Manager Nursing Services through the Matron East Wing, CWM Hospital for the coordination of all activities of the Acute Medical Ward and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecast daily needs. To ensure a good understanding of standard procedures, maintenance of antiseptic technique and protocols are observed in the unit at all times; ensure that availability of special trays and equipment. The incumbent has to report on staff performance capabilities and compiles monthly report for ward activities on statistical data of Acute Medical Ward to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment.

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

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

507/2008 508/2008	<b>SENIOR SISTER [INTENSIVE CARE UNIT] EAST WING CWM HOSPITAL - 2 POSTS</b>
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Responsible to the Manager Nursing Services through the Matron East Wing, CWM Hospital for the coordination of all activities of the Intensive Care Unit – East Wing and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide

direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecast daily needs. To ensure a good understanding of standard procedures, maintenance of antiseptic technique and protocols are observed in the unit at all times; ensure that availability of special trays and equipment. The incumbent has to report on staff performance capabilities and compiles monthly report for ward activities on statistical data of Intensive Care Unit to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment.

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

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

509/2008	<b>SENIOR SISTER [EAR, NOSE &amp; THROAT PLASTIC WARD] EAST WING CWM HOSPITAL</b>
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Responsible to the Manager Nursing Services through the Matron East Wing, CWM Hospital for the coordination of all activities of the Ear, Nose & Throat (ENT) Plastic Ward – East Wing and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecast daily needs. To ensure a good understanding of standard procedures, maintenance of antiseptic technique and protocols are observed in the unit at all times; ensure that availability of special trays and equipment. The incumbent has to report on staff performance capabilities and compiles monthly report for ward activities on

statistical data of ENT Plastic Ward to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment.

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

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

510/2008 511/2008	<b>SENIOR SISTER [ACCIDENT &amp; EMERGENCY UNIT] EAST WING CWM HOSPITAL - 2 POSTS</b>
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Responsible to the Manager Nursing Services through the Matron East Wing, CWM Hospital for the coordination of all activities of the Accident & Emergency Unit and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecast daily needs. To ensure a good understanding of standard procedures, maintenance of antiseptic technique and protocols are observed in the unit at all times; ensure that availability of special trays and equipment. The incumbent has to report on staff performance capabilities and compiles monthly report for ward activities on statistical data of Accident & Emergency Unit to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment.

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

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

512/2008	<b>SENIOR HEALTH SISTER [SUB-DIVISIONAL HEALTH SISTER LOMAIVITI] LEVUKA HEALTH CENTER</b>
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Responsible to the Manager Nursing Eastern Division through the Sub Divisional Medical Officer, Lomaiviti 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 Lomaiviti 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

513/2008	<b>SENIOR HEALTH SISTER [SUB-DIVISIONAL HEALTH SISTER KADAVU] VUNISEA HOSPITAL</b>
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Responsible to the Manager Nursing Eastern Division through the Sub Divisional Medical Officer, Kadavu 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 Kadavu 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

514/2008	<b>SISTER [LABOUR WARD] OBSTETRICS &amp; GYNAECOLOGY DEPARTMENT] CWM HOSPITAL</b>
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Responsible to the Matron Maternity through the Senior Sister Labour Ward – Obstetrics & Gynaecology Department, CWM Hospital for planning, organization, management and supervision of clinical nursing duties in the Labour 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

515/2008	<b>SISTER [EAR, NOSE &amp; THROAT PLASTIC WARD] EAST WING CWM HOSPITAL</b>
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Responsible to the Matron East Wing, CWM Hospital through the Senior Sister Ear, Nose & Throat (ENT) Plastic Ward – East Wing, CWM Hospital for planning, organization, management and supervision of clinical nursing duties in the ENT Plastic 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

516/2008	<b>SISTER [POSTNATAL INTENSIVE CARE UNIT] CWM HOSPITAL</b>
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Responsible to the Matron Maternity, CWM Hospital through the Senior Sister Postnatal Intensive Care Unit, CWM Hospital for planning, organization, management and supervision of clinical nursing duties in the Postnatal Intensive Care Unit 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

<b>517/2008</b>	<b>SISTER [ACUTE MEDICAL WARD] EAST WING CWM HOSPITAL</b>
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Responsible to the Matron East Wing, CWM Hospital through the Senior Sister Acute Medical Ward – East Wing, CWM Hospital for planning, organization, management and supervision of clinical nursing duties in the Acute Medical 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

<b>518/2008</b>	<b>SISTER [MEN'S MEDICAL WARD] WEST WING CWM HOSPITAL</b>
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Responsible to the Matron West Wing, CWM Hospital through the Senior Sister Men's Medical Ward – West Wing, CWM Hospital for planning, organization, management and supervision of clinical nursing duties in the Men's Medical 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

<b>519/2008</b>	<b>SISTER [CHILDREN'S WARD] PAEDIATRICS DEPARTMENT CWM HOSPITAL</b>
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Responsible to the Matron Paediatrics, CWM Hospital through the Senior Sister Children's Ward – Paediatrics Department, CWM Hospital for planning, organization, management and supervision of clinical nursing duties in the Children's 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

520/2008	HEALTH SISTER LAMI 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 Lami 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

521/2008	HEALTH SISTER [SCHOOL TEAM] SUVA 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 school health nurses 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 Suva 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

522/2008	HEALTH SISTER VUNIDAWA HEALTH CENTER
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Responsible to the Sub – Divisional Medical Officer, Naitasiri through the Sub – Divisional Health Sister, Naitasiri 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 Naitasiri 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

523/2008	HEALTH SISTER VUNISEA HEALTH CENTER
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Responsible to the Sub – Divisional Medical Officer, Vunisea through the Sub – Divisional Health Sister, Vunisea 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 Vunisea 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

524/2008	HEALTH SISTER LAKEBA HEALTH CENTER
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Responsible to the Sub – Divisional Medical Officer, Lakeba through the Sub – Divisional Health Sister, Lakeba 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 Lakeba 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

525/2008	HEALTH SISTER NAUSORI HEALTH CENTER
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Responsible to the Sub – Divisional Medical Officer, Rewa through the Sub – Divisional Health Sister, Rewa 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 Rewa 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

526/2008	SISTER VUNIDAWA HOSPITAL
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Responsible to the Sub - Divisional Medical Officer, Vunidawa, through the Senior Sister, Vunidawa Hospital for planning, organization, management and supervision of nursing duties in the hospital wards.

**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

527/2008	SISTER LAKEBA HOSPITAL
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Responsible to the Sub - Divisional Medical Officer, Lakeba, through the Senior Sister, Lakeba Hospital for planning, organization, management and supervision of nursing duties in the hospital wards

**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

528/2008	SISTER ROTUMA HOSPITAL
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Responsible to the Sub - Divisional Medical Officer, Rotuma through the Sub-Divisional Health Sister, Rotuma Hospital, for the planning, organization, management and supervision of community health nursing and staff within Sub-Division. 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 Rotuma 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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**WITHDRAWAL OF VACANCIES**  
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FPSOC NO.	VACANCY NO.	POST
<b>MINISTRY OF WORKS, TRANSPORT &amp; PUBLIC UTILITIES</b>		
16/2008	246/2008	Deputy Secretary Planning & Design – did not attract candidates with the relevant qualifications and experience.
<b>GOVERNMENT PRINTING &amp; STATIONARY DEPARTMENT</b>		
13/2008	135/2008	Government Printer – did not attract candidates with the relevant qualifications and experience.
<b>MINISTRY OF PRIMARY INDUSTRIES &amp; SUGAR</b>		
21/2008	476-477/2008	Agricultural Officer [Rewa/Nadi] –posts part of 10% reduction.

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**OTHER VACANCIES**  
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**UNITED NATIONS DEVELOPMENT PROGRAMME**

Post	Assistant Resident Representative [Programme] – Re-advertised.
Website	www.undp.org.fj Email: registry.fj@undp.org
Due Date	22 <sup>nd</sup> December 2008

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**PROVISIONAL APPOINTMENTS / PROMOTIONS**  
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**PROVISIONAL PROMOTIONS**

**MINISTRY OF HEALTH, WOMEN & SOCIAL WELFARE**

CHOUDHARI, A Principal Medical Officer to be Chief Medical Officer [Surgical Unit], Labasa Hospital. Vacancy No. 631/2007. EDP 63885

CHETTY, V Principal Medical Officer to be Chief Medical Officer [Anaesthetics], CWM Hospital. Vacancy No. 122/2008. EDP 60259

WALLEJON, P Principal Medical Officer to be Chief Medical Officer [Surgical Unit], Lautoka Hospital. Vacancy No. 120/2008. EDP 62636

CAMA, A Senior Medical Officer to be Principal Medical Officer [Ophthalmology], CWM Hospital. Vacancy No. 125/2008. EDP 60669

GAVIDI, O Dental Officer to be Senior Dental Officer, Nadi Hospital. Vacancy No. 664/2007. EDP 59353

ALI, M Dental Officer to be Senior Dental Officer, CWM Hospital. Vacancy No. 663/2007. EDP 40281

TATAU, V Dental Therapist to be Instructor Dental Therapist, CWM Hospital. Vacancy No. 667/2007. EDP 19716

VUKIALAU, A	Dental Technician to be Supervisor Dental Technician, CWM Hospital. Vacancy No. 666/2007. EDP 48042	VEIKAUAYAKI, L.T	Head of Department [Industrial Arts] ED5D to be Principal [ED4C] Navuso Methodist High School. Vacancy No. 433/2007. EDP 42066
KUMAR, A	Dental Therapist to be Instructor Dental Therapist, Lautoka Hospital. Vacancy No. 665/2007. EDP 19705	KUMAR, P	Vice Principal [ED3A] to be Principal [ED3C] Nausori High School. Vacancy No. 407/2007. EDP 43472
NARAYAN, D	Senior Assistant Health Inspector to be Health Inspector, Lautoka Health Office. Vacancy No. 679/2007. EDP 41623	RATUVUKU, L	Vice Principal [ED5E] to be Assistant Principal [ED4B] Ba Methodist High School. Vacancy No. 384/2007. EDP 43300
OLI, K	Senior Assistant Health Inspector to be Health Inspector, Ba Health Center. Vacancy No. 677/2007. EDP 48043	DEO, D.W	Assistant Principal [ED4B] to be Assistant Principal [ED3A] St Joseph Secondary School. Vacancy No. 382/2007. EDP 42850
TAMANI, T	Sister to be Senior Health Sister [SDHS], Suva Health Center. Vacancy No. 697/2007. EDP 31417	TAWAKENIQILA, I.E	Assistant Principal [ED4B] to be Principal [ED3C] Bemana Secondary School. Vacancy No. 409/2007. EDP 42035
RAIKABAKABA, A	Senior Pharmacy Technician to be Senior Pharmacy Officer [Lautoka Hospital]. Vacancy No. 671/2007. EDP 64271	SINGH, J	Vice Principal [ED3B] to be Principal [ED3C] Nakasi High School. Vacancy No. 406/2007. EDP 7873

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

SINGH, P.K	Vice Principal [ED5E] to be Assistant Principal [ED3B] A D Patel College. Vacancy No. 458/2007. EDP 42930	SHARMA, N	Assistant Teacher [ED8G] to be Head Teacher [ED6D] Vatukoula Arya Samaj Primary School. Vacancy No. 243/2007. EDP 43700
LEWANAVANUA, I	Vice Principal [ED3A] to be Assistant Principal [ED3B] Queen Victoria School. Vacancy No. 417/2007. EDP 44376	VELA, S.G	Head Teacher [ED5E] to be Head Teacher [ED4C] Naloto District School. Vacancy No. 278/2007. EDP 43260
PRASAD, R	Vice Principal [ED5D] to be Principal [ED4C] Rabi High School. Vacancy No. 437/2007. EDP 44190	MUATABU, J.C	Head Teacher [ED6D] to be Assistant Head Teacher [ED5A] Vabea District School. Vacancy No. 281/2007. EDP 43993

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**Items for publication in the next issue of the  
Fiji Public Service Official Circular should  
reach the Commission as follows:**

Circular dated:	15/12/08
Before noon:	30/11/08
Circular dated:	31/12/08
Before noon:	15/12/08

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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](mailto:atamanikaiyaroi@govnet.gov.fj) or telephone  
Alumita Tamanikaiyaroi on 3314588 ext 238 of  
the Public Service Commission.

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