

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 23/2008

DATE: 15th DECEMBER, 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 DEFENSE, NATIONAL
SECURITY, DISASTER MANAGEMENT &
IMMIGRATION

530/2008	DEPUTY SECRETARY [RE-ADVERTISED]
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Responsible to the Permanent Secretary for Defense, National Security, Disaster Management & Immigration on Policy issues and supports effective coordination of activities/programs within the budgetary allocations. He/She assist in the initiation and development of policies that improve efficiency and accountability of the Ministry. The position also assists in the efficient and effective management of all financial and human resources including physical assets in accordance with laid down government procedures, policies and legal requirements. The incumbent will also ensure that the daily business of the Ministry is dispensed within an efficient, effective, equitable and economical manner. This involves both the achieving of targets development of necessary competencies amongst all staff and be abreast of all business and roles of the Ministry. One of the core requirements of the position is for the incumbent to be able to work closely with the Fiji Military Forces and the Fiji Police in terms of administrative and technical support. The two other agencies that the position oversees in terms of policy development, administration and operational function are the Department of Immigration and National Disaster Management Office.

The position ensures that proper networking is facilitated through regular meeting of senior management staff members. This networking is

crucial to the on going implementation of the various policies and programme and moreover the shared management practices across the board which will better leadership role, coordination and management of output.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and Non – Government Agencies. The Officer should have shown evidence of well – rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far – reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/US04 level in their respective disciplines. Non – specialist graduates and non – graduates may achieve this level with not less than 18 and 21 years service respectively unless specialized training leading to appropriate higher - level qualifications has been completed during their career.

Salary: US02 \$58,793 - \$73,757

OFFICE OF THE PRIME MINISTER

531/2008	CHIEF ADMINISTRATIVE OFFICER [ECONOMIC SERVICES SECTOR]
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The role of this position is to provide policy advice to the Permanent Secretary, through the Deputy Secretary [Policy Analysis] on economic policy issues, based on Cabinet Papers, submitted to Cabinet, by various Government Ministries and Departments. This high level policy advice is for the consideration solely of the Prime Minister. This advice is to ensure that economic policy advices are in line with the priority objectives of the Government. The incumbent should be well versed with economic, trade, investment, finance and development

issues and background information relevant to developing countries and small island states. In addition, to being an economic policy advisor, the incumbent must ensure the effective coordination and implementation of Government policy decisions as agreed to by Cabinet in line with the present Government's economic, social and development goals and policies. To be able to discharge these responsibilities effectively, the incumbent must have a good experience in written work and oral presentation, with a good networking with the private sector.

This is a desirable position for a person with an analytical mind and research capabilities. The incumbent will predominantly be required to prepare analysis/briefs/ papers and initiate research on a wide range of economic/general administration sector-related policy matters including analysis of Cabinet Papers and other national policy documents for the Prime Minister. The appointee will also be required to represent the Unit at national, regional and international forums on general administrative service sector-related matters and to liaise closely with private and public sector bodies and representatives.

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 \$45,198 - \$54,776

MINISTRY OF FOREIGN AFFAIRS,
INTERNATIONAL COOPERATION & CIVIL
AVIATION

532/2008	PRINCIPAL ADMINISTRATIVE OFFICER [CORPORATE SERVICES]
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Responsible to the Director for Corporate Services for the provision of advice on administrative, financial and asset management matters in a timely, accurate and objective manner through appropriate assessments and/or verifications against rules, regulations, policies and guidelines along with recommendations. Assist in the formulation of the Individual Workplans of the Division through proper consultation with individual employees on their activities, outputs and measurable targets in line with those reflected in the Divisional Business Plan. Facilitate in the management of monitoring systems in the Division through constant and continuous assessment and evaluation of the current system, identification of weaknesses and deficiencies and formulation and implementation of appropriate strategic measures to address the problems. Ensure that qualified, competent and efficient staff are recruited and retained in the Division by adhering to the approved recruitment procedures, providing the necessary training and development opportunities, striving to improve working conditions, and engaging in constructive industrial relations practices. Coordinate Divisional activities in accordance with regulations, policies, practices and requirements of Government financial and human relations management and administration by collating the Divisional inputs to the Annual Report, Person-to-Post exercise and Status Report on employee complaints/grievances. Facilitate training, workforce planning and career development by assessing the feedbacks of the skills audit survey; Training Needs Analysis survey, the Human Resource Development proposals and Succession Plans; and submitting recommendations for a decision. Solicit quality

customer services through prompt acknowledgement and reply of correspondences and providing relevant information towards the updating of the Ministry's website.

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 Postgraduate qualification and/or relevant skills and experience in this particular field in any other organization. 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 \$35,466 - \$44,787

533/2008	PRINCIPAL ADMINISTRATIVE OFFICER [WTO]
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Responsible to the Director for Trade & Economics in advancing Fiji's integration into the world trade through a full understanding of WTO and monitoring changes particularly related to market access and preferential trade status and development of new trade agreements and compliance with the existing ones. To implement requirements including rapid appraisals of WTO activities, timely reporting and implementing of Ministry's policy and achievement of Ministry economic and external goals described in the Corporate Plan. Monitor WTO changes and progress and provide analysis, reports and recommendations to senior levels of government especially in relation to economics and trade issues and appropriate responses, including the recognition and inclusion of Fiji in any vulnerability index. Analyse compliance with requirements of the WTO by stakeholders in Fiji and advise them of compliance requirements. Research and analyse the international trade environments and maintain monitoring of trends and development and provide information to the Minister and Permanent Secretary and to Mission overseas. Promote trade diversification in such

analyses. Draft cabinet submission, ministerial speeches and communications for the Prime Minister and Minister. Provide advise and recommendations on Fiji's position on external trade issues to the Management for input into the role of the Chairmanship of the Trade Development Committee. Maintain contacts and consultation with the private sector, line departments and other stakeholders to ensure transmission of information to encourage understanding of the WTO issues and ensure compliance with requirements for trade diversification. Raise public awareness of the impact of WTO on the Fiji economy. Undertake communication with Missions overseas, providing updates of information of relevance and servicing their requests as necessary.

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 Postgraduate qualification and/or relevant skills and experience in this particular field in any other organization. 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 \$35,466 - \$44,787

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**

534/2008	MATRON [IN-SERVICE] LABASA HOSPITAL
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Responsible to the General Manager Hospital [Labasa Hospital] through the Manager Nursing Services [Labasa 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 coordinate 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 \$22, 214 - \$27, 866

535/2008	SENIOR SISTER [A & E UNIT] LABASA HOSPITAL
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Responsible to the General Manager Hospital Services Labasa Hospital through the Manager Nursing Service, Labasa 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 forecasts daily needs. To ensure a good understanding of standard procedures and

protocols are observed in the unit at all times. To ensure availability of extra special trays and equipment. The incumbent has to report on staff performance capabilities and compile 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 accurate information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment in accordance with OHS policy.

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

Salary: NU04 \$19, 069 - \$21, 905

536/2008	SENIOR SISTER [PAYING WARD] LABASA HOSPITAL
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Responsible to the General Manager Hospital Services Labasa Hospital through the Manager Nursing Service, Labasa Hospital for the coordination of all activities of the Paying Ward and organizes the administration of the unit. To oversee the efficient and effective implementation of the health policies by unit nurses. To ensure efficient delivery of quality medical, surgical and Gynae intervention of nursing activities to the clients admitted. To ensure adequate training for the staff development with the latest skills/competencies to promote safe practices. To maintain proper monitoring and reporting system. To effectively manage with available resources by proper control and maintenance of equipments in line with goals and objectives of the department. To oversee the implementations and evaluation of nursing standard to promote quality-nursing care. Ensure the maintenance of a clean and safe working environment in accordance with OHS policy.

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

Salary: NU04 \$19,069 - \$21,905

537/2008	SENIOR SISTER [RELIEVER SUPERVISOR] LABASA HOSPITAL
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Responsible to the General Manager Hospital through the Manager, Nursing Services Labasa Hospital for the functional and the operational management of the Nursing Staff and Physical Resources of the hospital during shift. To supervise and monitor the systematic delivery of effective and quality nursing activities in a manner consistent with Health Policies and Nursing Procedures by the Nursing Staffs, Ward Assistants and Government Wage Earners within all Wards when rostered. Plan and arrange for ambulance calls, allocate and deploy nursing resources where there is a need. Report on emergency Operating Theatre (OT) cases [PM, Night] and if they are nursed in Recovery Room for afternoon and night. Ensures proper physical handing over of Dangerous Drugs (DD) to incoming supervisor and general reporting in flying Squad Cases, FEA failures and Oxygen supply.

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

Salary: NU04 \$19,069 - \$21,905

538/2008	SENIOR SISTER - NIGHT SUPERVISOR [2 POSTS] - AFTERNOON (PM) SUPERVISOR [2 POSTS] LABASA HOSPITAL
539/2008	
540/2008	
541/2008	

Responsible to the General Manager Hospital through the Manager, Nursing Services Labasa Hospital for the functional and the operational management of Human and Physical Resources of the hospital. Overall administration of hospital services within and after hours according to the roster. To supervise and monitor the systematic

delivery of effective and quality nursing activities in a manner consistent with Health Policies and Nursing Procedures by the Nursing Staffs, Ward Assistants and Government Wage Earners within all Wards during normal and after working hours and weekends. Plan and arrange for ambulance calls, allocate and deploy nursing resources where there is a need. Report on emergency Operating Theatre (OT) cases [PM, Night] or if they are nursed in Recovery Room for afternoon and night. Ensures proper physical handing over Dangerous Drugs (DD) to incoming supervisor and general reporting in flying Squad Cases, FEA failures and Oxygen supply.

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

Salary: NU04 \$19,069 - \$21,905

542/2008	SISTER [MEN SURGICAL WARD] LABASA HOSPITAL
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Responsible to the Matron through the Senior Sister Surgical Ward, Labasa Hospital for planning, organization, management and supervision of nursing duties in the Women Surgical 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 \$16,436 - \$19,189

543/2008	SISTER [INFECTION CONTROL] LABASA HOSPITAL
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Responsible to the Matron through the Senior Sister Infection Control, Labasa Hospital for planning, organization, management and supervision of nursing duties in the Infection Control 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, 436 - \$19, 189

544/2008	SISTER [GOPD] LABASA HOSPITAL
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Responsible to the Matron through the Senior Sister General Outpatient Department, Labasa Hospital for planning, organization, management and supervision of nursing duties in the General Outpatient Department 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, 436 - \$19, 189

545/2008	SISTER [CHILDREN'S WARD] LABASA HOSPITAL
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Responsible to the Matron through the Senior Sister Children's Ward, Labasa Hospital for planning, organization, management and supervision of 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, 436 - \$19, 189

546/2008	SISTER [POSTNATAL WARD] LABASA HOSPITAL
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Responsible to the Matron through the Senior Sister Postnatal Ward, Labasa Hospital for planning, organization, management and supervision of nursing duties in the Postnatal 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, 436 - \$19, 189

547/2008	SISTER [LABOUR WARD] LABASA HOSPITAL
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Responsible to the Matron through the Senior Sister Labour Ward, Labasa Hospital for planning, organization, management and supervision of 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, 436 - \$19, 189

548/2008	MATRON [MATERNITY] LAUTOKA HOSPITAL
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Responsible to the General Manager Hospital [Lautoka Hospital] through the Manager Nursing Services [Lautoka Hospital] for the overall administration and supervision of all nursing staff

within the Maternity Unit to directly control, plan, co – ordinate comprehensive nursing activities within the hospital, in charge of all personal industrial relations and other administrative issues relating to nursing personnel within the institution.

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 \$22, 214 - \$27, 866

549/2008	SENIOR SISTER [ACCIDENT & EMERGENCY DEPARTMENT] LAUTOKA HOSPITAL
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Responsible to the Manager Nursing Services Lautoka Hospital through the Matron Lautoka Hospital for the coordination of all activities and administration of the Accident & Emergency Department. To ensure effective delivery of quality nursing cares 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, check on linen supplies and order drugs supplies. The incumbent is required to control and forecast daily needs. Ensure that the maintenance of antiseptic technique is adhered too, that is to ensure a good understanding of standard procedures and protocols are observed in the unit at all times. The incumbent is required to report on staff performances, capabilities and compile monthly reports for ward activities on statistical data of Accident & Emergency 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 in accordance with OHS policy.

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

Salary: NU04 \$19,069 - \$21,905

550/2008	SENIOR SISTER [CHILDREN'S WARD] LAUTOKA HOSPITAL
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Responsible to the Manager Nursing Service Lautoka Hospital through the Matron Lautoka Hospital for the coordination of all activities and administration of the Children's Ward. To ensure the effective delivery of 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, check on linen supplies and order drugs supplies. The incumbent is required to control and forecast daily needs. Ensure that the maintenance of antiseptic technique is adhered too, that is to ensure a good understanding of standard procedures and protocols are observed in the unit at all times. The incumbent is required to report on staff performances, capabilities and compile monthly reports for ward activities on statistical data of Children's 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 in accordance with OHS policy.

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

Salary: NU04 \$19,069 - \$21,905

551/2008	SENIOR SISTER [OPERATING THEATRE] LAUTOKA HOSPITAL
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Responsible to the Manager Nursing Service Lautoka Hospital through the Matron Lautoka Hospital for the coordination of all activities and also organizes the administration of the Operating Theatre. To ensure the effective delivery of quality nursing cares and provides 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. Ensure the maintenance of antiseptic technique and also to ensure a good understanding of standard procedures 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 Operating Theatre 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 in accordance with OHS policy.

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

Salary: NU04 \$19,069 - \$21,905

552/2008	SENIOR SISTER [ORTHOPAEDIC] LAUTOKA HOSPITAL
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Responsible to the Manager Nursing Services through the Matron Lautoka Hospital for the management of nursing duties in the hospital wards. The incumbent is required to directly supervise the whole operation of the unit and should be an effective role model in leadership and team spirit in nursing. Ensure that all activities conducted are according to standardize ward protocols and policies. Preparation of pre

and post operative and emergency cases and see that all procedures are carried out accordingly and to interview and conduct health education. Conduct responsibilities according to plan directly involved in activities related and indirectly to patients care and attend to other duties assigned by the Manager Nursing from time to time.

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

Salary: NU04 \$19,069 - \$21,905

553/2008	SENIOR SISTER [TB WARD] LAUTOKA HOSPITAL
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Responsible to the Manager Nursing Service Lautoka Hospital through the Matron Lautoka Hospital for the coordination of all activities and also organizes the administration of the TB Ward. To ensure the effective delivery of quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, act on staff grievances, order stores supplies, check on linen supplies and order drugs supplies. The incumbent is required to control and forecast daily needs. Ensure that the maintenance of antiseptic technique is adhered too. Ensure a good understanding of standard procedures and protocols are observed in the unit at all times. The incumbent is required to report on staff performance capabilities and compile monthly reports for ward activities on statistical data of TB 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 in accordance with OHS policy.

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

Salary: NU04 \$19,069 - \$21,905

554/2008	SISTER [LABOUR WARD] LAUTOKA HOSPITAL
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Responsible to the Matron Lautoka Hospital through the Senior Sister Labour Ward, Lautoka Hospital for the planning, organization, management and supervision of clinical nursing duties in the Labour Ward and attend to any other duties assigned by the Senior Sister 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 \$16,436 - \$19,189

555/2008	SISTER [ANC] LAUTOKA HOSPITAL
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Responsible to the Matron Lautoka Hospital through the Senior Sister Ante Natal Clinic (ANC), Lautoka Hospital for the planning, organization, management and supervision of nursing duties in the Ante Natal Clinic and attend to any 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, 436 - \$19, 189

556/2008	SISTER [CORONARY CARE UNIT] LAUTOKA HOSPITAL
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Responsible to the Matron Lautoka Hospital through the Senior Sister Coronary Care Unit, Lautoka Hospital for the planning, organization, management and supervision of nursing duties in the Coronary Care Unit and attend to any other duties assigned by the Senior Sister 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, 436 - \$19, 189

557/2008	SISTER [NICU] LAUTOKA HOSPITAL
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Responsible to the Matron Lautoka Hospital through the Senior Sister Neonatal Intensive Care Unit, Lautoka Hospital for the planning, organization, management and supervision of clinical nursing duties in the Neonatal Intensive Care Unit and attend to any other duties assigned by the Senior Sister 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, 436 - \$19, 189

558/2008	SISTER [FEMALE SURGICAL WARD] LAUTOKA HOSPITAL
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Responsible to the Matron Lautoka Hospital through the Senior Sister Surgical Ward, Lautoka Hospital for the planning, organization, management and supervision of clinical nursing duties in the Surgical Ward and attend to any other duties assigned by the Senior Sister 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, 436 - \$19, 189

559/2008	SISTER [MEDICAL UNIT] LAUTOKA HOSPITAL
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Responsible to the Matron Lautoka Hospital through the Senior Sister Medical Unit, Lautoka Hospital for the planning, organization, management and supervision of clinical nursing duties in the Medical Unit and attend to any other duties assigned by the Senior Sister 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 \$16,436 - \$19,189

560/2008	ASSISTANT INFORMATION OFFICER [MEDIA LIAISON OFFICER] HQ
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Responsible to the Permanent Secretary, Ministry of Health, Women & Social Welfare through the General Manager Executive Support Unit for the daily running of the unit. The incumbent is responsible for all the aspect of public relations that promote better understanding and transparency between the public and the Ministry and the release of information as press releases on queries and complaints against the Minister of Health, Women & Social Welfare, the Permanent Secretary or any other time directed by the Permanent Secretary. Coordinate, disseminate and facilitate MOH, W & SW's material and publication to the public, organize seminars,

workshops on issues related to media/public relations and information. The incumbent is required to prepare press releases and assist in the compilation of newsletters and other publications. Provide a communication liaison between the MOH, W & SW and ministries office. Where appropriate advocate HIV/AIDS as a development issue.

Qualification: Qualifications required for appointment as Information Assistant and around 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to contribute in a management role. A high standard of written English and sound knowledge of Fijian and Hindustani is essential in some positions. In others, experience of photography or sound recording and transfer is desirable.

Salary: SS04 \$15,689 - \$20,018

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

**The Commissioner of Prisons
Prisons & Corrections Department
P O Box 114
Suva**

561/2008	SUPERINTENDENT PRISONS HQ	OF
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Responsible to the Commissioner of Prisons through the Assistant Commissioner of Prisons for the overall supervision and discharge of legal duties and the implementation of all the Commissioner's directives on prison institutions within the assigned division.

Qualification: A degree in Psychology/Penology/Criminology/Sociology or at the discretion of the Discipline Services Commission, either a degree or diploma in a discipline, which is of value to the Prison Service. Appointees shall have extensive and proven experience of prison management at a Senior

Management level and possess high calibre skills to warrant their appointment.

Salary: PN01 \$33,382 - \$40,800

562/2008	ASSISTANT SUPERINTENDENT OF PRISONS HQ
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Responsible to the Commissioner of Prisons through the Divisional Supervisor for the supervision and control of all matters in connection with his assigned prison institution. He/She will ensure that the conduct and treatment of all prison officers and prisons under his control comply with necessary Acts, Regulations and Standing Order. Reports to Divisional Supervisor any circumstances that will affect safety, security, health of prisoners and the efficiency of officers under his/her control.

Qualification: Qualifications for appointment as Principal Prison Officer and around 2-3 years experience in that grade. Assessed ability to control, motivate and supervise staff and prisoners with an understanding of resource management principles.

Salary: PN02 \$26,563 - \$32,465

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

**The Permanent Secretary
Ministry of Lands & Mineral Resources
P O Box 2222
Government Building
Suva**

DEPARTMENT OF MINERAL RESOURCES

563/2008	PRINCIPAL SCIENTIFIC OFFICER [GEOLOGICAL SURVEY]
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Responsible to the Manager for the operation of the Division. Planning with professional staff in

the Division to achieve the Mapping and Marine Section's key outputs. Implement strategic plans for mapping of the land and sea floor geology of the Fiji Region. Evaluate geo-scientific outputs of the Division Programs and communicate and liaise with stakeholders. Assess minerals and hydrocarbons, resources potential of Fiji and facilitate promotion of the resources. Devise and implement management plans for coastal physical environment and infrastructure development. Ensure efficient and effective implementation of work programs to achieve objectives. Provide appropriate training and guidance to scientific and technical staff.

Qualification: Qualifications required for appointment as Senior Scientific Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation with meritorious performance or a good degree or relevant postgraduate qualification. Ability to manage staff and resources and give professional guidance.

Salary: SC01 \$36,236 - \$46,784

564/2008	SCIENTIFIC OFFICER [RESOURCE GEOLOGY]
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Reports to the Assistant Director of Mines in facilitating mineral exploration and development in Fiji; Collect, analyze exploration data based on the stipulation of the Mining Act from exploration companies and to review these for licensing and/or issue of permits; provide technical and strategic reports on the state of mineral exploration in Fiji so as to support policy initiatives for the development of mineral sector, liaise with stakeholders regarding mineral exploration and development activities, and especially in dealing with community issues in this regard; log drill core information; produce and update geological maps that enhance Fiji's geological/mineral prospectivity of Fiji and other assistance and/or information vital to the development of Fiji's minerals industry and any other duties as assigned by the Assistant Director Mines.

Qualification: A recognised and good Degree in an appropriate discipline and/or relevant skills and experience in this particular field in any other organisation with the potential to become a specialist in their selected field.

Salary: SC03 \$18,646 - \$31,240

565/2008	SCIENTIFIC OFFICER [CHEMIST]
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Responsible to Senior Scientific Officer (Chemist). Assist the Section Head in the implementation and supervision of the work of laboratory section. Supervise and guide technical staff in their work. Carry out analysis of rocks, mineral ores and water samples. Assist the Senior Scientific Officer in developing analytical methods and carry out other relevant scientific work. Provide necessary training to technical staff.

Qualification: A recognised and good Degree in an appropriate discipline and/or relevant skills and experience in this particular field in any other organisation with the potential to become a specialist in their selected field.

Salary: SC03 \$18,646 - \$31,240

566/2008	SENIOR TECHNICAL OFFICER [MINES]
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Responsible to the Assistant Director of Mines to establish, maintain contacts with the local community in areas of interest or affected by mining, quarrying or exploration activities at all phases of resource development. Represent the department and the government in matters relating to the Acts that provide legal licence to operate in the communities; provide advice to community groups, local level government bodies and key stakeholders through attendance at official gatherings (Council Meetings); compile, classify and catalogue and control access to incoming and existing reports as closed or open files; facilitate field visits by staff through advice on proper protocols and issues of concern; and

any other duties as assigned by the Assistant Director of Mines.

Qualification: Technician Diploma or equivalent qualification in relevant specialisation with at least 2-3 years service at ES03 level and/or relevant skills and experience in this particular field in any other organisation.

Salary: ES02 \$26,505 - \$33,777

567/2008	TECHNICAL OFFICER HIGHER GRADE [DRILLING]
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Responsible to the Drilling Superintendent, for the efficient operation of the Drilling Section. The officer will be required to supervise staff in the Section in carrying out drilling projects and maintenance of machinery, compile and update records on drilling vehicles and equipment and be able to attend to urgent drilling requirements in the field. The incumbent will be expected to provide training in the operation and maintenance of drilling equipment to ensure that applied procedures are in accordance with the requirement of the Occupational Health and Safety Act. Carry out any other duties as required by the Director.

Qualification: Technician Diploma or equivalent qualification in relevant specialisation. At least 2-3 years service in ES05 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 and manage capital resources.

Salary: ES03 \$20,335 - \$26,629

568/2008	TECHNICAL OFFICER I [GEOLOGICAL SURVEY]
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Responsible to the Principal Scientific Officer Geological Survey Division for facilitating and executing various technical support services for the Division. Assist Scientific Officers in the

execution of core activities of the Geological Survey Division. The Officer directs and supervises field mobilization and demobilization; ensures adequate logistic support for all field operations; facilitate the timely compilation and publication of geo-science information. Undertake the maintenance of the geological museum, supervise activities of and train staff as required. Responsible for maintaining a Division equipment ledger and ensuring that survey equipment are well maintained and in satisfactory working condition at all times. Carry out geo-scientific surveys and write technical reports as required; any other duties as assigned by Manager Geological Survey.

Qualification: Qualifications required for appointment as Technical Officer Class II 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. Demonstrated ability to supervise and control staff and resources.

Salary: ST03 \$20,336 - \$26,806

569/2008	TECHNICAL OFFICER II [GEOLOGICAL SERVICES]
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To assist the hydro geologist in hydro geological and geophysical work on the main and outer islands. Supervision of Drilling works, Piezometer augering and carrying out of geophysical surveys. Monitoring of borehole water level and water quality sampling. Data entry, collation and preparation of reports; looking after all hydrogeological and geophysical equipment and performing other duties that may be assigned by the Manager Geological Services.

Qualification: Qualifications required for appointment as Technical Assistant 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. Ordinary Technicians Diploma or equivalent relevant qualification in his field eg. Meteorological Observer Junior Examination Q[2].

Salary : ST04 \$15,689 - \$20,018

570/2008 571/2008	TECHNICAL OFFICER II [GEOLOGICAL SURVEY] - 2 POSTS
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Responsible to the Principal Scientific Officer Geological Survey for the provision of technical support in an activity such as geological mapping, mineral investigation surveys and maintenance and upgrading of geo-scientific database kept in the Division. The incumbent will also be required to collate and prepare maps and reports from time to time; any other duties as assigned by the Manager Geological Survey.

Qualification: Qualifications required for appointment as Technical Assistant 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. Ordinary Technicians Diploma or equivalent relevant qualification in his field eg. Meteorological Observer Junior Examination Q[2].

Salary : ST04 \$15,689 - \$20,018

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WITHDRAWAL OF VACANCIES

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FPSOC NO	VACANCY NO	POST
MINISTRY OF DEFENCE, NATIONAL SECURITY, DISASTER MANAGEMENT & IMMIGRATION		
20/2008	359/2008	Deputy Secretary – withdrawn to be re-advertised.
MINISTRY OF HEALTH, WOMEN & SOCIAL WELFARE		
12/2008	126/2008	Principal Medical Officer [Medicine], CWM

		Hospital – withdrawn since post has been substantively filled.
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**PROVISIONAL APPOINTMENTS /
PROMOTIONS**

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PROVISIONAL PROMOTION

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

VOSANIBOLA, A Senior Pharmacy Technician to
be Health Supervising Pharmacy
Technician [CWM Hospital],
Vacancy No. 670/2007.
EDP 61272

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

Circular dated: 31/12/2008
Before noon: 15/12/2008
Circular dated: 15/01/2009
Before noon: 31/12/2008

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**For further enquiries of advertised vacancies
please contact the respective Post
Processing Managers of Ministries and
Department.**

However should you require additional
information do not hesitate to email
atamanikaiyaroi@govnet.gov.fj or telephone
Alumita Tamanikaiyaroi on 3314588 ext 238 of
the Public Service Commission.

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