

## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 24/2008

DATE: 31<sup>st</sup> 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  
Ministry of Primary Industries, Fisheries & Forest  
P O Box 2218  
Government Building  
Suva

DEPARTMENT OF FISHERIES

572/2008	<b>PRINCIPAL FISHERIES OFFICER [MANAGEMENT SERVICES]</b>
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The incumbent is responsible to the Director of Fisheries on performance planning and achievements of government goals of a sustainable and credible fishing industry. He/She is responsible for implementing Strategic Development Plan and Human Resource Development for Fisheries Management Division. She/He is responsible for full compliance to National Fisheries Legislation, i.e, to ensure full Fisheries mandatory and statutory compliance are adhered with all fisheries development activities of the sector. He is responsible in reviewing draft Fisheries management act, adherence to Foreign regulation requirements and implementing management regulations. Drafting of policy and Cabinet Papers for submission to Cabinet and conduct consultative meetings with relevant stakeholders. Be able to assist in preparation of the Divisions Annual Reports; Annual Corporate Plan and Annual Business Plan with formulation of the Divisions Annual Budget.

**Qualification:** Qualifications required for appointment as Senior Fisheries Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation with meritorious performance or relevant degree or postgraduate qualification.

**Salary:** PR01 \$35,466 - \$44,787

573/2008	<b>SENIOR FISHERIES OFFICER [WESTERN DIVISION]</b>
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Assist Principal Fisheries Officer [PFO] Capture in the provision of services for the Fisheries Development activities in the Fisheries Department in the Western Division Office. Supervise that planning, budgeting, management and supervision of all Coastal Fisheries Development operational and Capital Activities in the West. Report on all achievements and problems pertaining to fisheries development and management . Supervision of Law enforcement work and liaises with traditional Fishing Rights Owners with regards to management and conservation of fisheries resources. Organize Extension work with rural fishing groups and individual fisherman and recommend rural fishing projects for local and Foreign Aid Funding. Supervise the management of fish marketing and ice sales. Organize Attendance of Provincial and Divisional Development Committee Meetings by Extension staff. Perform any other duties as may be required by PFO Capture.

**Qualification:** Qualifications required for appointment as Fisheries Officers and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation with meritorious performance.

**Salary:** PR02 \$26,063 - \$34,175

574/2008	<b>SENIOR FISHERIES OFFICER [CENTRAL DIVISION]</b>
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Assist Principal Fisheries Officer [PFO] Capture in the provision of services for the Fisheries Development activities in the Fisheries Department in the Central Division Office. Supervise that planning, budgeting, management and supervision of all Coastal Fisheries Development operational and Capital Activities in the central. Report on all achievements and problems pertaining to fisheries development and management. Supervision of Law enforcement work and liaises with traditional Fishing Rights

Owners with regards to management and conservation of fisheries resources. Organize Extension work with rural fishing groups and individual fisherman and recommend rural fishing projects for local and Foreign Aid Funding. Supervise the management of fish marketing and ice sales. Organize Attendance of Provincial and Divisional Development Committee Meetings by Extension staff. Perform any other duties as may be required by PFO Capture.

**Qualification:** Qualifications required for appointment as Fisheries Officers and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation with meritorious performance.

**Salary:** PR02 \$26,063 - \$34,175

<b>575/2008</b>	<b>SENIOR FISHERIES OFFICER [NORTHERN DIVISION]</b>
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Assist Principal Fisheries Officer [PFO] Capture in the provision of services for the Fisheries Development activities in the Fisheries Department in the Northern Division Office. Supervise the planning, budgeting, management and supervision of all Coastal Fisheries Development operational and Capital Activities in the North. Report on all achievements and problems pertaining to fisheries development and management. Supervision of Law enforcement work and liaises with traditional Fishing Rights Owners with regards to management and conservation of fisheries resources. Organize Extension work with rural fishing groups and individual fisherman and recommend rural fishing projects for local and Foreign Aid Funding. Supervise the management of fish marketing and ice sales. Organize Attendance of Provincial and Divisional Development Committee Meetings by Extension staff. Perform any other duties as may be required by PFO Capture.

**Qualification:** Qualifications required for appointment as Fisheries Officers and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular

field in any other organisation with meritorious performance.

**Salary:** PR02 \$26,063 - \$34,175

<b>576/2008</b>	<b>SENIOR FISHERIES OFFICER [EASTERN DIVISION]</b>
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Assist Principal Fisheries Officer [PFO] Capture in the provision of services for the Fisheries Development activities in the Fisheries Department in the Eastern Division Office. Supervise the planning, budgeting, management and supervision of all Coastal Fisheries Development operational and Capital Activities in the Central. Report on all achievements and problems pertaining to fisheries development and management. Supervision of Law enforcement work and liaises with traditional Fishing Right Owners with regards to management and conservation of fisheries resources. Organize Extension work with rural fishing groups and individual fisherman and recommend rural fishing projects for local and Foreign Aid Funding. Supervise the management of fish marketing and ice sales. Organize Attendance of Provincial and Divisional Development Committee Meetings by Extension staff. Perform any other duties as may be required by PFO Capture.

**Qualification:** Qualifications required for appointment as Fisheries Officers and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation with meritorious performance.

**Salary:** PR02 \$26,063 - \$34,175

<b>577/2008</b>	<b>SENIOR RESEARCH OFFICER [AQUACULTURE]</b>
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The incumbent is responsible to the Principal Fisheries Officer [PFO] Aquaculture in carrying out the day to day operations of the Extension Aquaculture Section. He/She will assist the PFO in planning of all Aquaculture activities for further development in the country. Assist in the

management and smooth running of the Section. She/He will be specifically responsible in the supervision and monitoring of all staff activities in the Section and ensure that the team is effective in its delivery. Assist PFO in the formulation and compilation of the Extension Aquaculture Section Annual Corporate Plan, Annual Business Plan, Annual Reports and Annual Budgeting. Perform any other duties as may be required by PFO.

**Qualification:** Qualifications required for appointment as Research Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization. Particular specialist experience will be required for most posts, and the ability to manage and train staff.

**Salary:** SC02 \$27, 597 - \$38, 315

578/2008	SENIOR RESEARCH OFFICER
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The incumbent is responsible to the Principal Research Officer [PRO] in carrying out the day to day operations of the Research Section. Organize meetings with stakeholders/resource owners on draft formulation of Management policy/guideline for qoliqoli and industries. Organize and facilitate the establishment of the Marine Protected Areas. Supervise the development and research of Pearl oysters and oversee the operation of Product Development unit and Makogai Research Station. Organize Preliminary consultation on feasibility of hatchery development in all commodity species currently reared under the Fisheries project. Assist PRO in the formulation of the Research Section Annual Corporate Plan, Annual Business Plan, Annual Reports and Annual Budgeting. Perform any other duties as may be required by PRO.

**Qualification:** Qualifications required for appointment as Research Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization. Particular specialist experience will be required for most posts, and the ability to manage and train staff.

**Salary:** SC02 \$27, 597 - \$38, 315

579/2008	FISHERIES OFFICER [CAPTURE] LAUTOKA/LAMI
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The incumbent is responsible to the Principal Fisheries Officer Capture for establish and full operation of Rural Fisheries Service Centre. Provision of Marketing Services through the Subsidy Assistance Program and manage any other Capital projects under the Capture Section. Identify and Organize awareness training on post harvest, gear & fish technology, fisheries business and general fisheries development. Coordinate Extension work with rural fishing groups and individual fisherman and recommend rural fishing projects for local and Foreign Aid funding. Attending Provincial and Divisional Development Committee Meetings when needed. Assist in the compilation of the Sections Annual Report, Annual Corporate Plan, Annual Bussiness Plan and formulation of the Annual Budget.

**Qualification:** Qualifications required for appointment as Assistant Fisheries Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with demonstrated ability to supervise and control staff and ability to perform effectively in rural situations OR A good degree in Fisheries, Marine Biology or suitable alternative in Biological Sciences and successful performance as a Graduate and recommended for transfer to this grade.

**Salary:** PR03 \$20, 335 - \$26, 810

580/2008	FISHERIES [TRAINING]	ASSISTANT
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He/She is responsible to the Fisheries Officer [FO] Training in carrying out the day to day activities of the Training Section. Assisting in identification and conducting of In-House Training Programme for all Fisheries activities and facilitate Overseas Training/Workshops or courses for Fisheries Department staff. She/He is to assist the FO Training in organizing the Fish Warden Training and also responsible for the submission of reports to the Deputy Director of Fisheries. The staff will be responsible for the compilation of the Departments monthly newsletters and brochures with the updating of Fisheries Department website. Assist FO Training in the compilation of the Training Section Annual Report, Annual Business Plan and Annual Corporate Plan and be able to assist in preparation of the Annual Budget. Perform any other duty as may be required by FO Training.

**Qualification:** A pass in Fiji School Leaving Certificate, Form 7 or equivalent. OR  
A minimum of 6 years relevant experience in an appropriate area and demonstrated ability.

**Salary:** PR05 \$8,092 - \$15,001

581/2008	FISHERIES ASSISTANT [MARINE INVENTORY]	RESOURCE
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Responsible to the Fisheries Officer [FO] Research in managing and supervising resource assessment projects to collect, analyses and report on industrial fisheries statistics, commercial catch statistics, fish marketing statistics and tuna/baitfish catch statistics. Carry out resource inventory surveys and assist team leader in collation of data, management report writing and printing of management plans. Liaise with Extension officers on statistical and economical work, which includes data handling. Carry out any other duties as may be specified by FO Research.

**Qualification:** A pass in Fiji School Leaving Certificate, Form 7 or equivalent. OR  
A minimum of 6 years relevant experience in an appropriate area and demonstrated ability.

**Salary:** PR05 \$8,092 - \$15,001

582/2008	FISHERIES ASSISTANT [GEOGRAPHICAL INFORMATION SYSTEM]
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Responsible to the Fisheries Officer [FO] Research for carrying out surveys of existing Qoliqoli mapping and Marine Spatial Planning. Carry out Marine Habitat mapping. Identify suitable sites for Marine Protected Areas, Fisheries Resource data archiving and data analysis. Identify suitable sites for reseeded marine species. Mapping fish spawning aggregations. Mapping fisheries licenses, ice plants and fish aggregating devices. Mapping coastal development and shoreline changes. Assist in preparing monthly, quarterly and annual reports. Perform any other duties as may be specified by FO Research.

**Qualification:** A pass in Fiji School Leaving Certificate, Form 7 or equivalent. OR  
A minimum of 6 years relevant experience in an appropriate area and demonstrated ability.

**Salary:** PR05 \$8,092 - \$15,001

583/2008	FISHERIES ASSISTANT [EXTENSION AQUACULTURE - NADURULOULOU]
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The incumbent is responsible to Fisheries Officer Aquaculture for development of Aquaculture commodities within the Fisheries Department. Assist in rearing of commodity species in Hatcheries and be able to maintain consistent supply of seedlings for development purposes. Be able to assist farmers in the designing and costing of ponds for development. Assist in formulation of feeds for Aquaculture stocks. Identify the target outlets for Aquaculture commodities through general market research.

Assist in compilation of quarterly reports, Annual Corporate Plan and Commodity Plans for Aquaculture. Perform any other duties as may be required by FO Aquaculture.

**Qualification:** A pass in Fiji School Leaving Certificate, Form 7 or equivalent. OR  
A minimum of 6 years relevant experience in an appropriate area and demonstrated ability.

**Salary:** PR05 \$8,092 - \$15,001

584/2008	<b>FISHERIES ASSISTANT [FLEET &amp; TECHNICAL SERVICES]</b>
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Assist Fisheries Officer [FO] Fleet & Technical Services in the servicing and maintenance of ice plants and Rural Fishing services centers equipment and machineries. Ensure that proper guidelines and regulations are followed in the setting up of new ice machines. Ensure that OHS standards are complied with for the full operation of ice machines. Perform any other duties as may be specified by FO Fleet.

**Qualification:** A pass in Fiji School Leaving Certificate, Form 7 or equivalent. OR  
A minimum of 6 years relevant experience in an appropriate area and demonstrated ability.

**Salary:** PR05 \$8,092 - \$15,001

585/2008	<b>SENIOR TECHNICAL ASSISTANT [ELECTRICAL]</b>
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Assist the Fisheries Technical Officer [FTO] Technical Services in the maintenance and servicing of electrical equipments and properties. Carry out new electrical wiring for Fisheries Department quarters, ice plants and equipments following proper procedures and regulation. Attend to Divisions complaints on electrical faults and breakdowns. Ensure that the Departments electrical properties are serviced on a quarterly basis. Attend to any other duties as may be specified by FTO Technical Services.

**Qualification:** A pass in Fiji School Leaving Certificate, Form 7 or equivalent; OR  
Relevant experience with a minimum of 5 years in an appropriate area and demonstrated ability.

**Salary:** ST05 \$8,092 - \$15,001

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**WITHDRAWAL OF VACANCIES**

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FPSOC NO	VACANCY NO	POST
<b>MINISTRY OF FINANCE &amp; NATIONAL PLANNING</b>		
19/2008	350/2008	Deputy Secretary [National Planning] withdrawn. -
<b>OFFICE OF THE ATTORNEY GENERAL &amp; SOLICITOR GENERAL</b>		
19/2008	115/2008	Legal Officer - Withdrawn. Provisional Appointee declined the offer.

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**PROVISIONAL APPOINTMENTS / PROMOTIONS**

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**PROVISIONAL PROMOTIONS**

**MINISTRY OF PRIMARY INDUSTRIES, FISHERIES & FOREST**

RAIWALUI, A Fisheries Officer [Licensing] to be Senior Fisheries Officer, Vacancy No. 106/2007.

EDP 45123

MUDALIAR, L Principal Agricultural Officer to be Director – Land and Water Resource Management. Vacancy No. 102/2007. EDP 18973

TUITUBOU, I Agricultural Assistant to be Agricultural Technical Officer. Vacancy No. 479/2007. EDP 48956

KUMAR, S Agricultural Officer to be Senior Agricultural Officer [Farm Manager – FCA]. Vacancy No. 791/2007. EDP 58413

ACHARI, R Veterinary Officer to be Senior Veterinary Officer. Vacancy No. 345/2007. EDP 60196

NATH, A Senior Agricultural Officer to be Principal Agricultural Officer [Agricultural Development]. Vacancy No. 469/2007. EDP 40782

DRAUNA, M Agricultural Officer to be Senior Agricultural Officer [Animal Health & Production] Northern. Vacancy No. 554/2007. EDP 47178

KUMAR, R Clerical Officer to be Executive Officer [Western], Office of the Director of Public Prosecutions. Vacancy No. 826/2007. EDP 60668

**MINISTRY OF JUSTICE, ELECTORAL REFORM, PUBLIC ENTERPRISES & ANTI-CORRUPTION**

PRASAD, S.R Economic Planning Officer to be Senior Economic Planning Officer. Vacancy No. 97/2007. EDP 64144

**MINISTRY OF FINANCE & NATIONAL PLANNING**

VAKACEGU, M Assistant Accounts Officer to be Accounts Officer, Department of Public Enterprises. Vacancy No. 144/2007. EDP 18782

**OFFICE OF THE AUDITOR GENERAL**

KUMAR, R Auditor to be Senior Auditor. Vacancy No. 377/2008. EDP 64518

DAVETAWALU, M Clerical Officer to be Executive Officer [Eastern] Office of the Director of Public Prosecutions. Vacancy No. 827/2007. EDP 58053

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

LEBAIVALU, E Teacher [ED8G] to be Lecturer [Social Science], ED5E, Lautoka Teachers College. Vacancy No. 352/2007. EDP 54107

**OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS**

TABETE, N.H Legal Officer to be Senior Legal Officer [Labasa]. Vacancy No. 138/2008. EDP 64570

PUAMAU, S.K Legal Officer to be Senior Legal Officer [Labasa]. Vacancy No. 137/2008. EDP 64571

LIDISE, V Legal Officer to be Senior Legal Officer [Lautoka]. Vacancy No. 136/2008. EDP 64216

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

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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.