

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 1/2009

DATE: 15th JANUARY, 2009

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 HEALTH, WOMEN & SOCIAL WELFARE

1/2009	CHIEF PHARMACIST [GOVERNMENT PHARMACY]
--------	---

Responsible to the Permanent Secretary through the Director Pharmacy & Biomedical Supplies for the day-to-day running of the Government Pharmacy. Duties include providing professional advice to the Permanent Secretary in the formulation and for the amendment of the national drug policies. To ensure effective management in purchase, procurement, storage and distribution of drugs, medical supplies and consumables. To ensure that the quality of pharmaceutical services in all health institutions are maintained in accordance with existing policy, standard procedures and regulations. Any other duties assigned from time to time by the Permanent Secretary for Health.

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

PUBLIC SERVICE COMMISSION

2/2009	PRINCIPAL LEGAL OFFICER [RE-ADVERTISED]
--------	--

Responsible to the Permanent Secretary for the Public Service for the provision of legal advisory opinions and general legal work to the Public Service Commission and other Service Commission secretariats. Representation of the Public Service Commission and Government of all levels of Court System, tribunal and disciplinary proceedings and appeals process. Attend to negotiation on behalf of the Commission with commercial and International level. Assist in policy formulation of the Commission and other duties as assigned.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Legal Officer 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 ability to manage blocks of high-level work effectively. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade, and ability to manage and motivate staff.

Salary: LG03 \$44, 203 - \$56, 762

DEPARTMENT OF INDIGENOUS AFFAIRS

3/2009	PRINCIPAL ADMINISTRATIVE OFFICER [MANAGER CORPORATE SERVICES]
--------	--

As Head of Corporate Services this position reports to the Permanent Secretary for

Indigenous Affairs through the Deputy Secretary for Operations to provide a consolidated approach to the management of human resources and develop strategies to shape the delivery of the ministry's corporate service functions. Administer and implement organizational development practices; human resource strategies and policies such as staffing issues, leave arrangements, financial management, systems control and statutory compliance, facilitation of knowledge building and knowledge sharing that promotes a collaborative, client oriented approach and maintenance of high staff morale. In this role the successful appointee must operate within the framework of rules and regulations laid down by the Public Service Commission and to be fully conversant with all matters pertaining to human resources management, finance, and general administration. This will involve having a good working knowledge of the Public Service Act 1999 and the subsidiary regulations; Finance Management Act 2004 and Finance Instructions 2005, and 1996 Health & Safety at Work Act. Formulate a policy audit and analysis mechanism/framework to ensure that briefs, notes, policy papers, minutes of meetings are thoroughly researched and well drafted to support the delivery of ministerial assignments. Be a member of the Ministry's staff Board and on occasions attend to meetings and other commitments on behalf of the Deputy Secretary or the Permanent Secretary. The position also facilitates the provision of all planning documents, monthly and annual reports and co-ordinates the annual budget estimates.

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

Salary: SS01 \$35,466 - \$44,787

4/2009	SENIOR ADMINISTRATIVE OFFICER [LOCAL SCHOLARSHIP] FIJIAN EDUCATION UNIT
--------	--

This position reports directly to the Manager, Fijian Education Unit on matters pertaining to all local scholarship awards. Facilitate the efficient administration of local scholarships by ensuring the adherence to set administrative guidelines and by demonstrating exemplary leadership to staff. Ensure that the work of the Local Scholarships section is conducted in accordance with set guidelines and the efficient operations of the unit. This position works closely with the AO USP, AO FIT, and FSM/Others/Administration, who provide relevant information in regards to the monitoring of local students. It also interrelates closely with the AO FSM/Others/Administration for the provision and proper control of all the administrative and financial requirements of the local scholarship unit. This arrangement is to ensure that quality and timely financial information and advice are given to management of resources and regularly addressed. The post-holder interacts extensively with the members of the public, local institutions, Heads of Sections and Staff within the Ministry. Regular consultations take place on Fijian Education Fund. This also includes interfacing with Manager, Corporate Services and Senior Accounts Officer. In relation to external and inter-departmental communication, the position deals extensively with the Public Service Commission and Education department on matters involving training. The position submits an annual report on all allocation of local scholarship awards and finance activities. It also provides monthly reports.

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

Salary: SS02 \$26,063 - \$33,154

5/2009	SENIOR ADMINISTRATIVE OFFICER [COUNSELLOR] FIJIAN EDUCATION UNIT
---------------	---

This position reports directly to the Manager, Fijian Education Unit on matters pertaining to all counseling matters. Monitor performance of local scholarship holders by carrying out weekly/fortnightly visits and providing them appropriate counselling and advice in order to assist the students to improve their academic performance. The successful appointee will provide the link between the M & M Subcommittee and the Fijian Education Committee (FEC) by carrying out the role of Secretary to the M & M Subcommittee and submitting report to FEC through MFEU. Carry out counselling services on line and on site visits to overseas students when the need arises. To visit and provide counseling services to sponsored students studying in overseas institutions when required and also local students on a weekly/fortnightly basis to ensure students stay focused on studies and achieve good academic results. Ensures the proper administration of funds allocated for counseling services to avoid abuse and over expenditure by applying smart control measures and the adherence to Finance Act and relevant regulations and set administrative guidelines. Provides proper and effective supervision and regular consultation with subordinate to ensure that subordinate is effective and efficient in the production of output within the timelines set.

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

Salary: SS02 \$26,063 - \$33,154

MINISTRY OF FINANCE & NATIONAL PLANNING

6/2009 TELEPHONE OPERATOR

The duties of the post include answering telephone calls, making and keeping record of calls, verifying telephone bills, reporting faults on data lines and faxes, receiving and recording incoming faxes and performing all other duties related to switchboard operation and front desk.

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

Salary: SS05 \$8,092 - \$15,001

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

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

7/2009 SENIOR LEGAL OFFICER [DRAFTING]

Responsible to the Solicitor General for the General Legal work pertaining to the government. The Officer must have proven ability in all Legal processes and representation at all level of the Court System and ability to provide advisory opinions, draft legislation and attend to other duties as assigned.

Qualification: Qualifications required for appointment as Legal Officer 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 progress beyond Senior Legal Officer, and be able to manage and motivate staff.

Salary: LG04 \$31,267 - \$41,784

8/2009 9/2009	LEGAL OFFICER [2 POSTS] HQ LABASA
--------------------------------	--

Responsible to the Solicitor General in providing legal advice to Government Ministries and Departments. Preparation of Government Legal documents, (drafting). Conduct all civil legal litigations and related matters pertaining to Government. Attend meetings and advice on legal implementations of all legal agreements involving government.

Qualification: Professionally qualified under the provisions of the Legal Practitioner's Act.

Salary: LG05 \$24,013 - \$29,923

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

The Permanent Secretary
Ministry of Justice, Electoral Reform, Public Enterprises & Anti-Corruption
P O Box 2278
Government Building
Suva

DEPARTMENT OF PUBLIC ENTERPRISES

10/2009	SENIOR ECONOMIC PLANNING OFFICER
----------------	---

This position is responsible for Research and gathering information for entities declared as Reorganisation Enterprises and prepares preliminary reports. Also participate as Secretariat of Tasks Forces or Charter Preparation Committees. Prepare other meeting reports and briefs and assist in preparation of papers as and when required. Research and preparation of draft Cabinet Papers and Speaking Notes for the Minister for Public Enterprises. Represent the Ministry at

Workshops, Board meetings and other meetings as directed by the PEPO from time to time.

The three (3) Economic Planning Officers assist the Senior Economic Planning Officer in effectively coordinating the implementation of reorganization and restructuring programmes that they are directly responsible for one of the Economic Planning Officer positions deals mainly with the Restructuring of the Public Trustee Office, Department of immigration, National Trading Corporation Limited, Food Processors Limited (FPL) and the Daily Post.

The officer is also expected to carry out other duties from time to time in regard to other projects under the direction of the Principal Economic Planning Officer.

He/She must have good background and understanding of the Public Enterprise Reform Programme and Government Policy in regard to the implementation of reorganization and restructuring of various entities. Must be able to clearly communicate the policies of Government both verbally and orally in regard to the Public Enterprise Reform Programme and must have good analytical skills to understand and address issues objectively.

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

Salary: SS02 \$26,063 - \$33,154

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

The Permanent Secretary
Ministry of Indigenous Affairs, Provincial Development & Multi-Ethnic Affairs
P O Box 2100
Government Building
Suva

DEPARTMENT OF INDIGENOUS AFFAIRS

11/2009	SENIOR RESEARCH OFFICER [VILLAGE IMPROVEMENT SCHEME] DEVELOPMENT UNIT
---------	--

This position exists to assist in ensuring the timely provision of policy document and policy advice to the Principal Research Officer on the functions of Village Improvement Scheme [VIS]. The successful appointee reports to the Deputy Secretary for Development through the Manager Research. Effectively co-ordinate, monitor and implementation of the VIS scheme. Supervise staff, resources and work activities to ensure timely submission of policy, research reports. Some of the functions include to process of requests/proposals for assistance under the VIS 3 components: Community Halls/Evacuation Centres, Beautification Programmes, and Sanitation Programs. Monitor and evaluate the Implementation of funding assistance for projects and submission of quarterly reports to Cabinet. The position facilitates as secretariat for the VIS Inter-Ministry Officials Committee (VISIMOC) and expected to facilitate the review of the VIS approved by Cabinet. Ensure effective communication with all stakeholders and consult regularly with line ministries and departments on similar issues. You are expected to have previous experience with affirmative actions, rural development and research work to be able to ensure the effective implementation and monitoring of VIS projects. Attend meetings or workshops and representative of Ministry as required.

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

12/2009	SENIOR TECHNICAL OFFICER [NATIVE LANDS & FISHERIES COMMISSION] NLFC PROJECT UNIT
---------	---

Responsible to the Chairman, Native Lands and Fisheries Commission for the delineation of Native Land and Fishing Rights boundaries; carry out research and advice on Land and Fishing Right ownership; investigation of claims for Native Reserves and demarcation of village boundaries and reserves; co-ordinate and monitor the Survey of Unsurveyed Native Land and Native Fishing Rights Boundaries; supervision of draughting staff; preparation of Register of Native Lands and Fishing Rights plans; and initiate work and training programmes and procedures.

Qualification: Qualifications required for appointment as Technical Officer Class I 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 control and manage staff and resources.

Salary: ST02 \$26, 063 - \$33, 154

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

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

13/2009 14/2009 15/2009	AUDIT MANAGER [3 POSTS]
-------------------------------	------------------------------------

Responsible to the Director of Audit for planning. Directing and supervising a portfolio of audits. The appointee would be required to exercise powers delegated by the Auditor General for office administration and staff discipline and to

initiate and implement staff development programs. Appointees should be able to implement effectively new audit methodologies. The Audit Manager will assist the Director in the formulation and implementation of strategic Audit Plan and the Annual Work Programme for financial audit or special performance audit group.

Qualification: The appointee must have a degree or post-graduate degree in accounting or finance, and a member of the Fiji Institute of Accountants or an equivalent/recognised professional body. He or she should also have at least five years experience as a senior auditor in the management and audit of large governmental or private organisations; OR An officer of high calibre. Qualifications required for appointment as Senior Auditor and at least 2-3 years service in that grade or equivalent. Consistently good reports and ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade.

Salary: AC01 \$40, 201 - \$51, 302

16/2009 17/2009 18/2009	SENIOR AUDITOR [3 POSTS]
-------------------------------	------------------------------------

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

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

Salary: AC02 \$29, 935 - \$37, 982

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

The Director of Public Prosecutions
Office of the Director of Public Prosecutions
P O Box 2355
Government Building
Suva

19/2009	ASSISTANT DIRECTOR OF PUBLIC PROSECUTION [SUVA]
---------	---

The appointee shall be responsible to the Director of Public Prosecutions and assist him in the efficient management of the Department and enforcement of the Criminal Laws of Fiji. The appointee will prosecute trials of sensitive nature and of public interest, and appeals in the High Court, Court of Appeal and the Supreme Court of Fiji. The appointee shall act as Manager of the Serious Offences Unit, responsible for the effective and efficient organization and conduct of all cases. He/She may be required to assist the DPP in developing and implementing strategic policies, providing timely advice on legal and policy matters, and presenting training lectures to legal officers, police officers and members of other law enforcement agencies.

Qualification: Professionally qualified under the provisions of the Legal Practitioner Act with at least 10 years experience in the conduct of criminal prosecutions and appeals at all levels. Some administrative experience and proven management ability is necessary. Serving officers must have served at least 23 years as Principal Legal Officer in this particular field

Salary: LG02 \$52, 839 - \$65, 929

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**

DEPARTMENT OF WOMEN

20/2009	PRINCIPAL RESEARCH OFFICER [RESEARCH, COMMUNICATION & TRAINING]
---------	--

Responsible to the Director of Women for the management of the Research, Communication and Training Unit and ensures it achieves its planned outputs of research, ministerial support services, gender advisory services and public affairs. Ensure quality information is available for the development policy advice. Undertake in-depth research and routine research on issues concerning women and gender. Communicate through the media, Ministry website and publications of the Ministry for Women's policies, plans, programmes and services. Manage the gender training function and provide facilitation services for consultation with NGOs. Provide support services to the Minister through drafting of speeches, briefs, Cabinet Papers and speaking notes. Compile papers for national, regional and international meetings/conferences and represent the Ministry at such events when required to. Develop plans and strategies for the effective operation of the Unit's overall performance through staff counseling and evaluation. Co-ordinate production of all Ministry publications including annual corporate strategic plans and annual report.

Qualification: Qualifications required for appointment as Senior Research Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization with meritorious performance or a good degree or relevant post graduate qualification. Ability to

manage staff and resources and give professional guidance.

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

21/2009	SENIOR WOMEN INTEREST OFFICER
---------	--------------------------------------

Responsible to the Director of Women through the Principal Assistant Secretary [Research Communication & Training] on the engagement of key Stakeholders including government agencies, non-government organizations and the academia to support the advancement of gender equality and women in development programmes. Assess and review emerging issues as well as the National Women's Plan of Action implementation programs and activities; submit recommendations on issues needing immediate intervention strategies and contribute to conducting gender advocacy activities and training programmes. Maintain and analyze data and information considered appropriate for the compliance of articles of CEDAW and aligned to the Beijing Platform of Action, Pacific Plan of Action and other International Agreements.

Qualification: Qualifications required for appointment as Women's Interest Officer and at least 2 – 3 years service in that grade or equivalent or relevant degree and / or relevant skills and experiences in this particular field in any other organizations. Assessed potential and ability to progress beyond Senior Women's Interest Officer. An understanding of gender issues is desirable.

Salary: SS02 \$26, 063 - \$33, 154

22/2009	WOMEN'S INTEREST OFFICER [WESTERN]
---------	---

To ensure that service delivery for Women are facilitated through Supervision, Monitoring and Evaluation of staff performance. Accountable for the fulfillment of work targets set by subordinates. Operate with a high level of independence in ensuring quality implementation

of skills and strategic needs; training development projects on Women's issues and concerns in the Division. A mature and sound knowledge of the work and skills required include good communication and advocacy skills, decision making and problem solving, organization and research.

Qualification: Qualifications required for appointment as Senior Women's Interest 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 organization.

Salary: SS03 \$20,335 - \$25,990

23/2009 242009	SENIOR WOMEN'S INTEREST ASSISTANT [2 POSTS] CENTRAL EASTERN HQ
-------------------	---

Responsible to the Women's Interest Office on the collection, analysis and updating of data and information with respect of gender equality programme and activities, Prepare and over work programmed work programme for each women Interest Assistant assisting in the conducting of training programmes provide support to increase networking with key partners in development at the community level. Maintain a central database and information system at the Divisional office to reflect progress of implementation of key gender equality and women's empowerment programmes and activities.

Qualification: Qualifications required for appointment as Women's Interest 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 organization.

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

25/2009 26/2009 27/2009 28/2009 29/2009	WOMEN'S INTEREST ASSISTANT [5 POSTS] VUNIDAWA ROTUMA NADI SIGATOKA TAVUA
---	---

Responsible to the Women's Interest officer on the provision of advisory and technological services to women in the community on matters related to household development, family enhancement, and small business development. Prepare and organize training for women in the area on all of the above; provide basic research/information on women in area to determine relevant program; identify women's need at district level and decide, implement and evaluate relevant programs to meet those needs provide specialized input into the design. Liaise with Women's groups and other agencies involved with Women in Development in the area to ensure coordinated action.

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

Salary: SS05 \$8,092 - \$15,001

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

**The Permanent Secretary
Ministry of Works, Transport & Public Utilities
Private Mail Bag
Samabula**

DEPARTMENT OF METEOROLOGY

30/2009	SENIOR SYSTEMS ANALYST/PROGRAMMER
---------	--

Responsible to the Manager [Computing and Information Systems] for maintenance and support of FMS existing computer systems and communications networks software. Also design

and implement new systems, or enhance existing systems, as necessary. He/She must have the ability to operate Linux, AIX, Citrix, Java, X Windows, Motif, Fortran, Oracle RDMS and Windows 2000 Terminal Services would be an advantage.

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

Salary: IT04 \$31, 238 - \$40, 646

31/2009	SENIOR SCIENTIFIC OFFICER [FORECAST SERVICES]
---------	--

Analyze, interpret and evaluate meteorological data [includes land, sea and air observations, satellite imagery (infrared, visible, water vapour channels), radar (weather surveillance, radar wind and radiosonde data), scatterometer Quikscat, SSM/I, TRMM), atmospheric sounding (amsu-b data and retrievals), numerical weather prediction output data (computer models) and analyze weather charts at various levels of the atmosphere, prepare and issue quality and timely forecasts and warnings routinely for Fiji and 11 countries in the Southwest Pacific region, share the responsibilities of the Tropical Cyclone Warning Centre (TCWC) with the Principal Scientific Officer Forecasting (includes compiling and issuing tropical cyclone forecasts, warnings and advisories for the public, marine and aviation sectors, for Fiji and the Southwest Pacific region, providing specially coded and tailored technical products to the neighboring TCWCs, NMSs and global NWP centre, including special advisories for Samoa and Vanuatu, performing twice daily checklists on potential/significant disturbances, issuing twice daily tropical disturbances summaries, performing DVORAK analysis on incipient/mature/decaying cyclones to determine tropical cyclone intensity, managing the electronic TC Folder for tropical cyclone information reception and archival, monitoring tropical cyclone developments/activities in the RSMC Nadi – TCC area of responsibility, prepare

and issue Lead Forecaster forecast policy and guidance notes using: Mean sea level and upper air charts, Satellite imagery and specialized satellite products observational data including radar Numerical Weather Prediction (NWP) output data. Prepare monthly Weather Patterns Summary, produce monthly verifications of forecasts and compile relevant statistics.

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

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

32/2009	SCIENTIFIC OFFICER [CLIMATOLOGY]
---------	---

The post is located within the Climate Services Division of the Fiji Meteorological Services based at Namaka in Nadi. The Division is responsible for the provision of professional information and advice related to the climate, climate variability and change in Fiji and neighboring region in the South Pacific.

The incumbent will be responsible to the Principal Scientific Officer (Climatology), through the Senior Scientific Officer (Climatology) for the provision of professional information and advice on Fiji's climate, climate variability and change. Assist in the monitoring and compiling of relevant information on Fiji's climate; Perform specific climate analysis work under the supervision of SSO (C), compile and attend to simple user enquires; Compile relevant information to facilitate in preparation of routine and special Climate bulletins and reports; Compile Climatological Summaries, Information Sheets and other publications; Compile and carry out basic climatological research as directed.

To meet the demands of fast evolving science in climate, the applicant must be highly energetic, efficient and dynamic as he/she will be required to develop an advanced level of understanding for the science of Climatology and Fiji's Climate.

Applicants with statistical analysis, analytical and computing skills are desirable and good background of GIS applications to Climate will be an added advantage. The incumbent will also be required to maintain complete familiarization with aspects of the Division's data processing procedures, both manual and computerized operations.

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

.....

WITHDRAWAL OF VACANCIES

.....

FPSOC NO	VACANCY NO	POST
MINISTRY OF WORKS, TRANSPORT & PUBLIC UTILITIES		
06/2008	61/2008	Senior Engineer (Roads) Central Eastern – No suitably qualified applicant
06/2008	62/2008	Senior Engineer (Roads) Lautoka – No suitably qualified applicant
06/2008	63/2008	Senior Engineer (Roads) Labasa – No suitably qualified applicant
06/2008	64/2008	Engineer (Roads) Central Eastern, Walu Bay – No suitably qualified

		applicant
06/2008	65/2008	Engineer (Roads) Western, Lautoka – No suitably qualified applicant
06/2008	66/2008	Engineer (Roads) Northern, Labasa – No suitably qualified applicant
07/2006	327/2006	Technical Officer (Laboratory) Samabula – Absence of the provisional promotee.

.....

PROVISIONAL APPOINTMENTS / PROMOTIONS

.....

PROVISIONAL PROMOTIONS

MINISTRY OF DEFENCE, NATIONAL SECURITY & IMMIGRATION

QUMINAKELO, A Senior Administrative Officer to be Principal Administrative Officer [DISMAC 2]. Vacancy No. 43/2008. EDP 46476

DOBUI, P Senior Administrative Officer to be Principal Administrative Officer [DISMAC 1]. Vacancy No. 42/2008. EDP 48862

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

USENIA, L Senior Administrative Officer to be Principal Administrative Officer [Registrar of Titles]. Vacancy No. 70/2008. EDP 60105

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

TAGICAKIVERATA, A Head Teacher [ED6D] to be
Head Teacher [ED5E] Nasau
Fijian School. Vacancy No.
293/2007. EDP 42692

VUINUBU, A Assistant Teacher [ED8A] to be
Head Teacher [ED6D] Wainika
District School. Vacancy No.
715/2006. EDP 55633

SALABOGI, J Assistant Teacher [ED8A] to be
Head Teacher [ED6D] Natokalau
District School. Vacancy No.
335/2007. EDP 55300

.....

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

Circular dated: 31/01/2009
Before noon: 15/01/2009
Circular dated: 15/02/2009
Before noon: 31/01/2009

.....

.....
**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.

.....