

## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 2/2009

DATE: 31<sup>st</sup> 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 Buildings  
Suva**

JUDICIARY DEPARTMENT

33/2009	<b>CHIEF ADMINISTRATIVE OFFICER [CORPORATE SERVICES]</b>
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Responsible to the Chief Registrar, High Court of Fiji for the formulation and implementation of the Strategic and Corporate Plans of the Judicial Department in line with the strategies of the Government, to ensure the alignment of the vision, mission, goals and strategies and key result areas of the department. The Director supports the Permanent Secretary for Justice through the Chief Registrar High Court in the initiation development and implementation of policies and programs for all Courts major review programs such as Assets Management/Properties, Refurbishment and building of New Court Complex, Information, Reporting and Transcriptions Services, Sheriff Operations and Warrant Execution Processes and Training and Development. Responsible for all the General Administration, Finance and Human Resources Management and Development Systems to maintain and improve the Courts delivery to the community in Fiji. To evaluate and implement structural changes and organizational development programs and consider the best possible size and shape of the department to be able to meet its vision and mission. To provide leadership initiatives through motivation of staff in order to carry out their responsibilities to achieve output and outcomes. To assist in creating a working environment and maintaining safety and productivity concurrently. Responsible for the Department corporatization program in order to create an effective communication network within the Department and its link with other overseas Courts

Jurisdiction. To ensure effective reporting through the Annual Report and facilitate the implementation of the Public Service Staff Appraisal Systems.

**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

OFFICE OF THE ATTORNEY GENERAL & SOLICITOR GENERAL

34/2009	<b>CHIEF ADMINISTRATIVE OFFICER [CORPORATE SERVICES]</b>
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Responsible to the Solicitor General for the provision of all the required resources and the provision of the administrative and finance capabilities to give efficiency to the objectives required by the various Acts being implemented and that operation costs are minimized. The Director Corporate Services manages and coordinates quality administrative and corporate secretariat services to the Board of Legal Education, the Costs Review Committee, the

Legal Aid Commission and for the facilitation of of issuing of permits to licensed operation under the gaming machines regulations. Co-ordinate, supervise and train the staff in the Corporate Services Division and ensure compliance with the requirements of the Acts. The incumbent, in close liaison with the Principal Accounts Officer, is charged with the responsibilities of ensuring compliance on the part of Solicitors and Solicitors Bank to pay interest into a Contribution Fund for distribution to the Legal Aid Fund, Fidelity Fund, Stabilization Fund and to the Law Society. The function of the Director of Corporate Services requires frequent contact with Boards, Committees and Commission members, the Law Society as stipulated under the Act and the USP Law School.

**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

DEPARTMENT OF PUBLIC UTILITIES

<b>35/2009</b>	<b>CHIEF ADMINISTRATIVE OFFICER [CORPORATE SERVICES]</b>
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Responsible to the Permanent Secretary, through the Deputy Secretary for policy advice on the formation, implementation; administration of human resources and appropriate management of accounting in the Ministry. The successful appointee is responsible to effectively carry out the duties for development and training of Officers. Provide advice and management support both to the executive and to staff and government wage earners in regards to statutory powers guiding the conditions and regulations of work ethnics. Ensuring that the best Human Resources practices are adopted and maintained. Ensure that individual disciplinary cases are dealt diligently with regards to Commissions Disciplinary Procedures. Ensure that all relevant standards and departmental Operations are met through approved budget. Ensures that all relevant policies are understood and effectively administered to meet organizational goals and objectives. Facilitate Departmental Sectional Heads Meeting [Technical] and Staff Board Meetings.

**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

DEPARTMENT OF IMMIGRATION

<b>36/2009</b>	<b>ADMINISTRATIVE OFFICER</b>
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Responsible for all administration and staffing matters in the Immigration Department. Organize and co-ordinate training programme for the staff including preparation of TNA/TNS, take Minutes of meetings, act as Office Superintendent and maintain confidential files. The incumbent will also be responsible for the maintenance of vehicles, he/she will act as the Departments insurance liaison officer. He/She will act as Secretary of the Department's Staff Board and will be responsible for preparing submissions to PSC on staffing matters.

**Qualification:** Qualifications required for appointment as Executive Officer with a pass in service exam E and at least 2-3 years service as an Executive Officer or equivalent or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Administrative Officer level.

OR

A good University degree in Management/Public Administration/Business Studies or equivalent

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

MINISTRY OF LANDS AND MINERAL RESOURCES

<b>37/2009</b>	<b>ADMINISTRATIVE OFFICER [LEGAL] LAUTOKA</b>
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Prepare Special Leases, issue of notices for breaching of conditions of leases. Process documents such as Dedication, Caveat, Surrender, Withdrawal of Caveat, Certificate of Transfer, etc. Supervise subordinate staff.

**Qualification:** Qualifications required for appointment as Executive Officer with a pass in service exam E and at least 2-3 years service as an Executive Officer or equivalent or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Administrative Officer level. OR A good University degree in Management/Public Administration/Business Studies or equivalent.

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

<b>38/2009</b>	<b>EXECUTIVE OFFICER [REGISTRY]</b>
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Overall supervision of the Registry Section including, opening of all incoming mails, in charge of messengers, cleaning and opening of offices. Assist the Personnel Officer in the maintenance of PSC Act, Regulations, General Orders, Vehicles and Stationery.

**Qualification:** Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 2-3 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

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

DEPARTMENT OF INDIGENOUS AFFAIRS

39/2009	<b>ADMINISTRATIVE OFFICER [CORPORATE SERVICES]</b>
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Assist in facilitating the implementation of the corporate outputs by co-ordinating the best human resource management practices and procedures to achieve set objectives through personnel functions and general service programmes. Reporting to the Deputy Secretary Operations through the Manager Corporate Services, the position manages personnel functions and general services which includes the oversight and management of government wage earners. Oversees the efficiency services of Registry Unit and ensures all files are well maintained. This includes the general services such as transport fleet, OHS compliance and secretariat, board of survey and logistics. Ensure compliance with statutory functions being adhered to and regular dialogue with subordinates. The nature of the work at this level requires the ability to perform many of the tasks within an activity and assistance in the administration of well defined activities in the achievement of set objectives. Personnel functions requiring extension of appointments or acting appointments which includes the appointment of project officers and wage earners and processing of leave applications. Also the position is to effectively coordinate meetings and promulgate decisions through the Senior Admin and Manager Corporate Services.

**Qualification:** Qualifications required for appointment as Executive Officer with a pass in service exam E and at least 2-3 years service as an Executive Officer or equivalent or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Administrative Officer level. OR A good University degree in Management/Public Administration/Business Studies or equivalent.

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

40/2009	<b>EXECUTIVE OFFICER [USP] FIJIAN EDUCATION UNIT</b>
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To facilitate the Fijian Education Committee's decisions and to ensure that matters pertaining to USP local scholarships are implemented efficiently and effectively. This position reports directly to the AO (USP) on matters concerning USP sponsored students and to ensure that all sponsored students are familiar with the scholarship package through participating in the organized orientation programme and also to Counselor on USP students' performance at the end of every semester. Liaises closely with CO (USP) regarding timely payment of fees and allowances due to sponsored students. Assist in the processing of applications and servicing of enquiries for all USP sponsored students. To obtain information of USP sponsored student's academic results by liaising closely with the USP Academic services and providing the information to AO (USP) for analysis. Assist the provision of effective efficient administration support to the AO [Local] through the adherence to directive in the implementation of tasks as may be assigned from time to time To assist in the processing of allowances and fees due with regular consultation with the Accounts section of the Ministry, 3 USP Campuses, Commercial Banks and travel agencies so that these fees/allowances are paid on time.

**Qualification:** Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 2-3 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

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

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**The following posts should be addressed to:**

**The Permanent Secretary  
Ministry of Finance & National Planning  
P O Box 2212  
Government Buildings  
Suva**

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REPUBLIC OF FIJI MILITARY FORCES

<b>41/2009</b>	<b>PRINCIPAL ACCOUNTS OFFICER</b>
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The Principal Accounts Officer reports to the Director Finance, Logistics and Acquisition. The appointee is responsible for managing and controlling financial resources of the RFMF, providing advise to the Commander/Management on financial and accounting matters. Prepares recommendations and related correspondence on financial and accounting matters and providing leadership and direction to subordinates in the performance of their duties. He/She shall be accountable for preparation and timely submission of Budget Estimates, application of Virement of Funds, RIE, application for additional provision and financial reports to the Ministry of Finance and National Planning. The appointee shall be charged with overseeing the safe custody; control and maintenance of cash and ensuring timely disbursement of funds to RFMF overseas based units and allocation of funds to cost center managers. Shall respond to inquiries and queries with information and sound advise of servicemen and women to the Auditor General, Ministry of Finance, Government Departments and external organizations. He/She shall be responsible and accountable for compliance with financial rules and regulations in the exercise of the functions of the position.

**Qualification:** Appointee must have a degree or post graduate degree in accounting, or Finance and a member of Fiji Institute of Accountants or an equivalent/recognized professional body. He/She should have also served at least 2 years as Senior Accounts Officer or relevant experience in any other organization, or without the 2 years requirement,

has demonstrated intellectual capacity drive, determination and flair in existing grade or position. OR An officer of high caliber. Qualification required for appointment as Senior Accounts Officer for at least 2 years and must have demonstrated intellectual capacity, drive, determination and flair in existing grade/position. Consistently good reports and ability to manage staff and resources.

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

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**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 Buildings  
Suva**

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DEPARTMENT OF PROVINCIAL  
DEVELOPMENT & MULTI-ETHNIC AFFAIRS

<b>42/2009</b>	<b>SENIOR TECHNICAL OFFICER [RURAL HOUSING UNIT]</b>
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Responsible to the Deputy Secretary as the Head of Rural Housing Unit for the Ministry. Overseeing all the Rural Housing Unit operations conducted nation-wide. Provide technical advice to the Management on all matters pertaining to housing in the rural areas. Prepare Rural Housing work programme and co-ordinate and monitor Rural Housing projects in accordance with this programme. Ensure proper planning, procurement and delivery of project materials. Ensure all construction of houses/buildings under the Rural Housing Scheme, including preparation of housing plans are in accordance with the National Building Code. Supervise all Rural Housing Staff. Provide quarterly and Annual Reports of Rural Housing Unit to Management. Liaise with shipping companies for transportation of project materials and Carpenters to project sites as and when necessary.

**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

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

**The Permanent Secretary  
Ministry of Defence, National Security & Immigration  
P O Box 2349  
Government Buildings  
Suva**

DEPARTMENT OF IMMIGRATION

43/2009	<b>PRINCIPAL IMMIGRATION OFFICER [INVESTMENT]</b>
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Responsible to the Chief Immigration Officer [Investment] to monitor the operation of the Investment unit and provide policy advise for implementation of cabinet guidelines to the Director of Immigration, endorses as investment/constructions permit applications for the Directors approval, initiate and run regular training and awareness on Permits Policies and to vet all compliance reports for investment and construction permits before submission to the Chief Immigration Officer [Investment].

**Qualification:** An officer of high calibre. Qualifications required for appointment as Senior Immigration Officer and at least 2-3 years service in that grade or equivalent or relevant degree or postgraduate qualifications 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

44/2009	<b>PRINCIPAL IMMIGRATION OFFICER [WESTERN]</b>
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Responsible to the Director of Immigration for the Overall responsibility of Immigration staff at Nadi Airport and investigation and inspections. Attend to public regarding Immigration matters. Control revenue collection and issue of receipts. Attend meetings that require Immigration services. Oversee computer entries of all arrival/departure records and maintain watch list entries. Supervise detention/removal of undesirable immigrants and other duties that may be assigned by the Director or the Permanent Secretary.

**Qualification:** An officer of high calibre. Qualifications required for appointment as Senior Immigration Officer and at least 2-3 years service in that grade or equivalent or relevant degree or postgraduate qualifications 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

45/2009	<b>IMMIGRATION OFFICER [CITIZENSHIP]</b>
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Responsible to the Principal Immigration Officer [Administration] for processing applications for citizenship and attending to other related matters which include renunciation of other nationality to retain Fiji citizenship. Maintain registers for persons who have become citizens by naturalization and registration, renounced citizenship of another country to become citizen of Fiji, renounced Fiji citizenship or been deprived of Fiji Citizenship.

**Qualification:** Qualifications required for appointment as Assistant Immigration Officer and at least 2-3 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organisation.

Assessed potential and ability to progress at least one grade beyond Immigration Officer level OR

University Degree in Business/Management Studies or equivalent.

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

46/2009 47/2009 48/2009 49/2009	<b>IMMIGRATION INSPECTOR [4 POSTS]</b>
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Responsible to the clearance of all international aircrafts and vessels, vet passport and visa applications, assist in investigations/inspections and compile reports, maintain registers, Data entry of arrival/departure records, attend to inquiries relating to Immigration matters and any other duty assigned by Senior Officers.

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

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

50/2009	<b>COMPUTER OPERATOR</b>
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Responsible to the Immigration Officer [Permit] for the modification and entries of data in the Immigration system for passport details, permits visas and flight records before processing. Updates of extension of visitors' permits, change of status and assist in the confirmation of datas that required by the public.

**Qualification:** A Diploma in Computer Studies.

**Salary:** IT07 \$9, 659 - \$16, 243

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

**The Permanent Secretary  
Ministry of Education, National Heritage,  
Culture & Arts and Youth & Sports  
Private Mail Bag  
Government Buildings  
Suva**

	<b>ASSISTANT PRINCIPAL [ED3A] 4 POSTS</b>
51/2009	<b>HOLY FAMILY SECONDARY SCHOOL</b>
52/2009 53/2009	<b>VUNISEA SECONDARY SCHOOL ST THOMAS SECONDARY SCHOOL</b>
54/2009	<b>SARASWATI COLLEGE</b>

To assist the Vice Principal and the Principal in the general administrations of a ED1A Secondary School, give professional guidance to teachers and teach. Supervises the efficient and effective management of duties, discipline, upkeep of the school and general day to day administrative matters. Monitors staff performance and assist in their professional development in order that the goals of the school are accomplished and the needs of teachers met. Ensures equal participation of students in the learning process by eliminating discrimination and harassment

**Qualification:** Qualification as for HOD 1 post and at least 4 years service with a superior assessment in the ED5 or 3 years in ED4 grades or equivalent based upon standard rating scale. Completed 3 years rural service or a superior assessment in the past 3 years. Proven superior administrative ability and professional leadership skills. Where relevant, hostel management experience preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

**Salary:** ED3A \$27, 931 - \$32, 750

<b>55/2009</b>	<b>ASSISTANT PRINCIPAL [ED5E] 1 POST SHIRI GURU NANAK KHALSA SECONDARY SCHOOL</b>
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To assist the Vice Principal and the Principal in the general administrations of a ED2B Secondary School, give professional guidance to teachers and teach. Supervises the efficient and effective management of duties, discipline, upkeep of the school and general day to day administrative matters. Monitors staff performance and assist in their professional development in order that the goals of the school are accomplished and the needs of teachers met. Ensures equal participation of students in the learning process by eliminating discrimination and harassment.

**Qualification:** Qualification as for HOD 1 post and at least 1 year in ED5 grade or equivalent based upon standard rating scale. Proven administrative ability and professional leadership skills. Applicants should have completed 3 years of successful rural service or attained a superior assessment in the past 3 years. Where relevant, hostel management will be an advantage. Potential to advance to higher posts.

**Salary:** ED5E \$24, 681 - \$28, 940

<b>56/2009 57/2009 58/2009 59/2009 60/2009 61/2009 62/2009</b>	<b>ASSISTANT PRINCIPAL [ED4B] 7 POSTS JOHN WESLEY COLLEGE KOROVUTO COLLEGE LOMAWAI SECONDARY SCHOOL NUKULOVA COLLEGE TABIA SANATAN COLLEGE ST BEDES COLLEGE NAMOSI SECONDARY SCHOOL</b>
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To assist the Vice Principal and the Principal in the general administrations of a ED2D Secondary School, give professional guidance to teachers and teach. Supervises the efficient and effective management of duties, discipline,

upkeep of the school and general day to day administrative matters. Monitors staff performance and assist in their professional development in order that the goals of the school are accomplished and the needs of teachers met. Ensures equal participation of students in the learning process by eliminating discrimination and harassment.

**Qualification:** Qualifications as for HOD 1 post and at least 2 years service with a superior assessment in the ED5 based upon standard rating scale. Completed 3 years rural service or a superior assessment in past 3 years. Proven administrative ability and professional leadership skills. Where relevant, hostel management experience preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher grade.

**Salary:** ED4B \$26, 074 - \$30, 572

<b>63/2009 64/2009 65/2009 66/2009 67/2009 68/2009 69/2009 70/2009 71/2009 72/2009 73/2009</b>	<b>ASSISTANT PRINCIPAL [ED3B] 11 POSTS BHAWANI DAYAL ARYA COLLEGE RISHIKUL SANATAN COLLEGE TAVUA COLLEGE LABASA SANGAM (SKM) COLLEGE NADI MUSLIM COLLEGE PT VISHNU DEO MEMORIAL HIGH SCHOOL KAMIL MUSLIM COLLEGE SIGATOKA METHODIST HIGH SCHOOL CATHEDRAL SECONDARY SCHOOL ALL SAINTS SECONDARY SCHOOL LELEAN MEMORIAL SCHOOL</b>
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To assist the Vice Principal and the Principal in the general administrations of a ED1D Secondary School, give professional guidance to teachers and teach. Supervises the efficient and

effective management of duties, discipline, upkeep of the school and general day to day administrative matters. Monitors staff performance and assist in their professional development in order that the goals of the school are accomplished and the needs of teachers met. Ensures equal participation of students in the learning process by eliminating discrimination and harassment.

**Qualification:** Qualification as for HOD 1 post and at least 5 years competent service with a superior assessment in the ED5 or 4 years in ED4 or 1 years in 3A grades or equivalent based upon standard rating scale. Completed 3 years rural service or attained a superior assessment in past 3 years. Proven superior administrative ability and professional leadership skills. Where relevant, hostel management experience preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

**Salary:** ED3B \$28, 907 - \$33, 897

	<b>ASSISTANT HEAD TEACHER [ED5A] 7 POSTS</b>
74/2009	NABOUCU DISTRICT SCHOOL
75/2009	NAKURUKURUVAKATINI PRIMARY SCHOOL
76/2009	NASINU MUSLIM PRIMARY SCHOOL
77/2009	NATONI CATHOLIC SCHOOL
78/2009	NAUSORI PRIMARY SCHOOL
79/2009	RATU ALIPATE PRIMARY SCHOOL
80/2009	VUCI METHODIST SCHOOL

To assist the Head Teacher in administration of a 'medium' primary school, offer professional guidance to staff; teach, liaise with the school committee, parents and the Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the school and supervise the teaching of the Vernacular language.

**Qualification:** Qualification as for teacher ED8 and at least 2 years service with superior assessment in the ED6 grade or 10 years in ED8 grade. Completed 3 years rural service or a superior assessment in the past 3 years. Proven administrative ability and management skills. For a Special Education post a relevant tertiary qualification from a recognised Institution. Potential to advance to a higher post.

**Salary:** ED5A \$21, 780 - \$25, 783

	<b>ASSISTANT HEAD TEACHER [ED5A] 12 POSTS</b>
81/2009	CADRANASIGA DISTRICT SCHOOL
82/2009	DOGOTUKI DISTRICT SCHOOL
83/2009	DUAVATA DISTRICT SCHOOL
84/2009	HOLY FAMILY PRIMARY SCHOOL
85/2009	KUBULAU DISTRICT SCHOOL
86/2009	MARAMARUA DISTRICT SCHOOL
87/2009	NABEKAVU PRIMARY SCHOOL
88/2009	RATU EMERI CATHOLIC SCHOOL
89/2009	ST AUGUSTINE PUBLIC SCHOOL
90/2009	SEAQAQA PRIMARY SCHOOL
91/2009	SOLEVU CATHOLIC SCHOOL
92/2009	UDU DISTRICT SCHOOL

To assist the Head Teacher in administration of a 'medium' primary school, offer professional guidance to staff, teach, liaise with the school committee, parents and the Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the school and supervise the teaching of the Vernacular language.

**Qualification:** Qualification as for teacher ED8 and at least 2 years service with superior assessment in the ED6 grade or 10 years in ED8 grade. Completed 3 years rural service or a superior assessment in the past 3 years. Proven administrative ability and management skills. For a Special Education post a relevant tertiary qualification from a recognised Institution. Potential to advance to a higher post.

**Salary:** ED5A \$21, 780 - \$25, 783

	<b>ASSISTANT HEAD TEACHER [ED6A] 18 POSTS</b>
93/2009	SUVA PRIMARY SCHOOL
94/2009	BAU DISTRICT SCHOOL
95/2009	CAUTATA DISTRICT SCHOOL
96/2009	DAWASAMU DISTRICT SCHOOL
97/2009	LOMAIVUNA SETTLEMENT SCHOOL
98/2009	RT. FILIMONI LOCO MEMORIAL SCHOOL
99/2009	VUGALEI DISTRICT SCHOOL
100/2009	WAIDALICE DISTRICT SCHOOL
101/2009	COQELOA SANGAM PRIMARY SCHOOL
102/2009	DAKU BHARTIYA SCHOOL
103/2009	DAMA DISTRICT SCHOOL
104/2009	KOROTARI ARYA SCHOOL
105/2009	MUANIDEVO INDIAN SCHOOL
106/2009	NADURI DISTRICT SCHOOL
107/2009	VALELAWA INDIAN SCHOOL
108/2009	WAIQELE BHARTIYA SCHOOL
109/2009	BOUMA DISTRICT SCHOOL
110/2009	SOMOSOMO DISTRICT SCHOOL

To assist the Head Teacher in administration of primary school. Offer professional guidance to staff, teach, liaise with the school committee, parents and Ministry of Education staff. The appointee should be able to contribute towards the social and cultural life of the school and supervise the teaching of vernacular language.

**Qualification:** Qualification as for a teacher ED8 and at least 1 year as Executive Teacher or 6 years service in ED8 grade. Completed 3 years rural service or a superior assessment in the past 3 years. Proven administrative ability and management skills. For a Special Education post, a relevant tertiary qualification from a recognised institution. Potential to advance to a higher post.

**Salary:** ED6A \$19,448 - \$23,025

111/2009	<b>VICE PRINCIPAL [ED2D] LAUTOKA TEACHERS COLLEGE</b>
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Responsible to the Principal for the planning and co-ordination of professional and administrative

activities to facilitate the delivery of quality teacher training programmes. This includes maintaining a management system for student selection and enrolment, maintaining their academic records, organising for the timely teaching of students by the staff through the allocation of responsibilities and the provision of resources, overseeing the proper conduct of assessment procedures and processing academic results for the award of certificates and diplomas.

**Qualification:** A recognised degree with teacher training. A postgraduate qualification will be an added advantage. At least 3 years competent service with superior assessment as Head of School or 6 years as Senior Lecturer or 4 years in ED3A-C or 3 years in ED2A-C grades; or equivalent experience in tertiary education posts or Ministry of Education posts with proven superior administrative ability and professional leadership skills. Applicants with 3 years rural experience preferred. Applicants with previous relevant hostel management experience will have an added advantage.

Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognised leaders in Education would be an added advantage.

Potential to advance to higher posts.

**Salary:** ED2D \$34,223 - \$39,459

112/2009	<b>SENIOR EDUCATION OFFICER [ED2A] SECONDARY EDUCATION - HQ</b>
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Responsible to the Principal Education Officer [Secondary] in the planning of educational programs undertaken by District Education offices. Provide professional and quality advice to the Principal Education Officer and Director Secondary [Education] on educational issues and policies affecting Divisional and district level on staffing, teachers report and grading of schools. Offer professional guidance to school management on educational issues and facilitate subsidy on school furniture's and transport.

Confer with other agencies and the public on educational matters and schools programmes. To carry out routine administrative duties including attending meetings, responding to correspondences and writing reports. To carry out special projects related to curriculum work.

**Qualification:** Recognised degree with relevant subject majors and teacher training. A postgraduate qualification will be an added advantage. At least 8 years competent teaching experience with 6 years in ED6A-D grade or 5 years in ED5A-E grade or 3 years in ED4A-C grade or 2 years in ED3A-D grade with superior assessment based upon standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports. Applicants with at least 3 years of rural service will be preferred. Ability to communicate effectively on education issues with the wider community and recognised leaders in Education. Potential to advance to higher posts.

**Salary:** ED2A \$31, 475 - \$36, 289

<b>113/2009</b>	<b>SENIOR EDUCATION OFFICER [ED2A] NORTHERN</b>
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To promote the implementation of teaching /learning resource, conduct in service courses/workshops and visit schools. To carry out routine administrative duties including attending meetings, responding to correspondences and writing reports and to provide professional guidance. To carry out special projects related to curriculum work.

**Qualification:** Recognised degree with relevant subject majors and teacher training. A postgraduate qualification will be an added advantage. At least 8 years competent teaching experience with 6 years in ED6A-D grade or 5 years in ED5A-E grade or 3 years in ED4A-C grade or 2 years in ED3A-D grade with superior assessment based upon standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports.

Applicants with at least 3 years of rural service will be preferred. Ability to communicate effectively on education issues with the wider community and recognised leaders in Education. Potential to advance to higher posts.

**Salary:** ED2A \$31, 475 - \$36, 289

<b>114/2009</b>	<b>EDUCATION OFFICER [ED4B] SECONDARY EDUCATION - HQ</b>
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The appointee is responsible to the Senior Education Officer. The appointee should be able to provide professional guidance and administrative support to the district office. He/She should be responsible in facilitating transfer and promotion of teachers, coordinate and organize workshops/seminars for teachers and handles and resolves grievances/conflicts in school within the Industrial Relations Framework.

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

**Salary:** ED4B \$26, 074 - \$30, 572

<b>115/2009</b>	<b>AGRICULTURAL ASSISTANT [FARM MANAGER] VUNISEA SECONDARY SCHOOL</b>
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Ensure that school farms are maintained and productive. To liaise with the School Principal in regards to farm development. Provide assistance to subordinate staff in matters relating to effective performance of duties. Ensure proper public relations are maintained. Liaise

with Bursar in regards to availabilities of farm tools/materials and all stores are properly accounted in the books.

**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

116/2009	<b>STORES OFFICER HQ</b>
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The appointee will be responsible to prepare request to Accounts Officer Supplies for the purchase of stock needed in the Ministry. Receive and update all goods received from the supplier. Monitor the location and movement of public stores under his control. Packaging and distribution of stores to offices, schools and vocational institutions within the Ministry of Education. Communication and feedback to and from offices and schools in regard to their stores materials delivered and accounted for. Posting, upkeep of proper records and stocktaking, housekeeping and safe custody of stores.

**Qualification:** Qualifications for appointment as Storeman with a pass in Trade Test 1 and at least 2-3 years service in that grade or equivalent. Consistently good reports and an assessed ability to contribute in a management role.

**Salary:** SK04 \$15, 619 - \$19, 341

117/2009	<b>SENIOR DOMESTIC ASSISTANT [LEVUKA PUBLIC SCHOOL]</b>
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The appointee will be responsible to the Principal for overall supervision of Domestic Assistant for school hostel and the medical welfare of the students, order and record necessary drugs and equipment, treat sick injured students and arrange for

treatment of more severe cases, prepare and administer weekly menus ensuring a balance diet, supervise kitchen staff and maintain hygiene conditions in the hostel and kitchen.

**Qualification:** Qualifications for appointment as TG06 and at least 2-3 years experience in that grade equivalent. A reasonable understanding of the English language is essential. Some maturity is required together with the ability to supervise staff and plan day-to-day work programmes for junior officers. Although NZSC/FSLC of Completion qualifications are desirable FJC is acceptable.

**Salary:** TG05: \$7, 571 - \$13, 280

118/2009	<b>COMPUTER OPERATOR [PERSONNEL SECTION] HQ</b>
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Responsible to the Executive Officer Establishment [Personnel Section] to maintain computerized records of all permanent and temporary staff, in order to provide readily available information and to monitor the staff establishment of the Ministry .The Officer is required to update P2P on a daily basis including salary components in all activities, provide an up-to-date vacancy return and produce quarterly and bi-yearly P2P reports for the Primary Teaching Staff. Ensure that PMIS file record for Primary Teaching Staff are amended / updated on a daily Basis. Assist Executive Officer Establishment in making immediate arrangement of repairing of any breakdowns and installing new computers.

**Qualification:** A Diploma in Computer Studies.

**Salary:** IT07 \$9, 659 - \$16, 243

119/2009	STOREMAN [3 POSTS]
120/2009	NATABUA HIGH SCHOOL
121/2009	QUEEN VICTORIA SCHOOL
	RATU KADAVULEVU SCHOOL

Responsible to the Office-in-Charge of stores for checking, recording and storing of goods. The officer would be required to undertake regular stock taking, ensure that public stores under his control are physically safe and secured, ensure that issue of stores are properly authorized and recorded, provide security and facilitate procurement of all stores.

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

**Salary:** SK05 \$7,560 - \$13,739

122/2009	DOMESTIC ASSISTANT [4 POSTS]
123/2009	RATU KADAVULEVU SCHOOL
124/2009	LABASA COLLEGE
	FIJI COLLEGE OF ADVANCED COLLEGE
125/2009	ADI CAKOBANU SCHOOL

The appointee will be responsible to the Principal for overall supervision of the school hostel and the medical welfare of the students, order and record necessary drugs and equipment, treat sick injured students and arrange for treatment of more severe cases, prepare and administer weekly menus ensuring a balance diet, supervise kitchen staff and maintain hygiene conditions in the hostel and kitchen.

**Qualification:** Fiji Junior Certificate together with some training and experience in the provision of domestic or general service in a large institution, domestic establishment, or office environment. Officers should have a very clear sense of responsibility.

**Salary:** TG06 \$7,608 - \$9,402

126/2009	HEAD OF SCHOOL [ED3C] 2 POSTS
	EDUCATION [FIJI COLLEGE OF ADVANCED EDUCATION
127/2009	MATHEMATICS [LAUTOKA TEACHERS COLLEGE]

The appointee will be responsible to the Principal for the overall Operation of the School of Education including such matters as the coordination of the development of all curricula in the school; the professional development of staff; the appraisal of students' performance, counseling students and liaising with other Heads of School in the College to ensure that courses are effectively coordinated.

**Qualification:** A good degree with relevant subject majors and teacher training. A postgraduate qualification will be an added advantage. At least 3 years service in ED3A-B; or 4 years in ED4; or 5 years in ED5; or 6 years in ED6A or D; or 6 years as Senior Lecturer; with superior assessment; or equivalent experience in tertiary education posts or Ministry of Education posts with proven superior administrative ability and professional leadership skills. Primary teaching experience is desirable for LTC posts and secondary Teaching experience is desirable for FCAE posts. Applicants with 3 years of rural service will be preferred. Contribution to Fiji Education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognised leaders in Education would be an added advantage  
Potential to advance to higher posts.

**Salary:** ED3C \$30,707 - \$35,403

128/2009	SENIOR LECTURER [ED4C] 2 POSTS
129/2009	LANGUAGE
	SOCIAL SCIENCE
	LAUTOKA TEACHERS COLLEGE

The appointee will be responsible to the Head of School for teaching certain components of the

course, providing academic and professional leadership for a team of lecturers, administering courses in relevant subjects and other related duties.

**Qualification:** A recognised degree with relevant subject majors and teacher training. A post-graduate qualification will be an added advantage. At least 3 years service as Lecturer in ED5E; or 3 years in ED4A-B; or 5 years in ED5A-D; or at least 6 years service with superior assessment in ED6A or D. Primary teaching experience is desirable for LTC posts and secondary teaching experience is desirable for FCAE posts. Applicants with at least 3 years of rural service will be preferred. Proven professional leadership ability and consistently good reports. Potential to advance to higher posts.

**Salary:** ED4C \$27,480 - \$31,533

<b>130/2009</b>	<b>LECTURER [ED5E] [EARLY CHILDHOOD EDUCATION] LAUTOKA TEACHERS COLLEGE</b>
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Develop, teach, evaluate and teach the courses in the Advanced Early Childhood Programme. Assist with placement and supervision of trainees on teaching practicum. Develop and manage play group centre at LTC. Carry out research in Early Childhood Education.

**Qualification:** A recognised degree with relevant subject majors and teacher training. At least 2 years service in ED5A-D; or 3 years in ED6A or D; or 10 years competent teaching experience with superior assessment in ED8. Primary Teaching experience is desirable for LTC posts and secondary-teaching experiences is desirable for FCAE posts. Applicants with at least 3 years of rural service will be preferred. Proven professional leadership ability and consistently good reports. Potential to advance to higher post. Potential to advance to higher posts.

**Salary:** ED5E \$24,681 - \$28,940

<b>131/2009</b>	<b>LECTURER [ED5E] [COMPUTER EDUCATION] FIJI COLLEGE OF ADVANCED EDUCATION</b>
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The appointee will be responsible to the Head of the school [Mathematics & Computer Studies] to cater for the computer needs of the College, teaching and other related duties like maintaining computer setups on all Fiji College of Advanced Education computers. In addition to the development of a well planned maintenance program for the computer systems, the appointee will also be involved in the teaching of computer literacy.

**Qualification:** A recognised degree with relevant subject majors and teacher training. At least 2 years service in ED5A-D; or 3 years in ED6A or D; or 10 years competent teaching experience with superior assessment in ED8. Primary Teaching experience is desirable for LTC posts and secondary-teaching experiences is desirable for FCAE posts. Applicants with at least 3 years of rural service will be preferred. Proven professional leadership ability and consistently good reports. Potential to advance to higher posts. Potential to advance to higher posts.

**Salary:** ED5E \$24,681 - \$28,940

<b>132/2009</b>	<b>LECTURER [ED5E] 7 POSTS FIJI COLLEGE OF ADVANCED EDUCATION ART &amp; CRAFT</b>
<b>133/2009</b>	<b>LANGUAGE/LITERATURE</b>
<b>134/2009</b>	<b>HINDI/ENGLISH</b>
<b>135/2009</b>	<b>HINDI/COUNSELLING</b>
<b>136/2009</b>	<b>PHYSICAL EDUCATION/MUSIC</b>
<b>137/2009</b>	<b>MUSIC/HINDI</b>
<b>138/2009</b>	<b>MUSIC/FIJIAN</b>

To assist the Head of School and Senior Lecturer in lecturing students in relevant subjects. Assess students and supervise students on teaching

practice, planning, writing, reviewing and implementing the teaching/learning programmes of the school. Teach, assess and evaluate courses for programmes of studies offered in the relevant subject areas related to pre-service teacher training as assigned by the Head of School. Supervise teaching practice, semester exams, supporting cultural and extra curricula activities as assigned by the Head of School and the Principal, counsel students on academic and professional matters and provide guidance and counseling to students who face problems. Organise and facilitate seminars, group discussions. Workshops and field trips for pre-service students as part of their professional development. Develop moral, cultural, spiritual and religious values and understandings of pre service students through cultural and religious activities.

**Qualification:** A recognised degree with relevant subject majors and teacher training. At least 2 years service in ED5A-D; or 3 years in ED6A or D; or 10 years competent teaching experience with superior assessment in ED8. Primary Teaching experience is desirable for LTC posts and secondary-teaching experiences is desirable for FCAE posts. Applicants with at least 3 years of rural service will be preferred. Proven professional leadership ability and consistently good reports. Potential to advance to higher posts.  
Potential to advance to higher posts.

**Salary:** ED5E \$24, 681 - \$28, 940

	<b>LECTURER [ED5E] 6 POSTS LAUTOKA TEACHERS COLLEGE LANGUAGE/LITERATURE FIJIAN PHYSICAL EDUCATION/HEALTH URDU EDUCATION – AVA ENTERPRISE EDUCATION</b>
<b>139/2009</b>	
<b>140/2009</b>	
<b>141/2009</b>	
<b>142/2009</b>	
<b>143/2009</b>	
<b>144/2009</b>	

To assist the Head of School and Senior Lecturer in lecturing students in relevant subjects. Assess students and supervise students on teaching

practice, planning, writing, reviewing and implementing the teaching/learning programmes of the school. Teach, assess and evaluate courses for programmes of studies offered in the relevant subject areas related to pre-service teacher training as assigned by the Head of School. Supervise teaching practice, semester exams, supporting cultural and extra curricula activities as assigned by the Head of School and the Principal, counsel students on academic and professional matters and provide guidance and counseling to students who face problems. Organise and facilitate seminars, group discussions. Workshops and field trips for pre-service students as part of their professional development. Develop moral, cultural, spiritual and religious values and understandings of pre service students through cultural and religious activities.

**Qualification:** A recognised degree with relevant subject majors and teacher training. At least 2 years service in ED5A-D; or 3 years in ED6A or D; or 10 years competent teaching experience with superior assessment in ED8. Primary Teaching experience is desirable for LTC posts and secondary-teaching experiences is desirable for FCAE posts. Applicants with at least 3 years of rural service will be preferred. Proven professional leadership ability and consistently good reports. Potential to advance to higher posts. Potential to advance to higher posts.

**Salary:** ED5E \$24, 681 - \$28, 940

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

**The Permanent Secretary  
Ministry of Local Government, Urban  
Development, Housing & Environment  
P O Box 2131  
Government Buildings  
Suva**

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DEPARTMENT OF TOWN & COUNTRY  
PLANNING

<b>145/2009</b>	<b>SENIOR TOWN PLANNER</b>
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Responsible to the Director of Town and Country Planning in carrying out Planning research and analysis for the preparation and review of Town Planning schemes and policies and facilitation their implementation through prompt assessment of development applications to create a better environment and promote development and investment in a sustainable manner. The Senior Town Planner is expected to possess effective management, communication and organization skills in order to supervise and train technical staff; meet set deadlines and contribute to the efficient operation of the Department and operate with high level of independence and confidence in dealing with Development enquiries from developers and stakeholders.

**Qualification:** Qualifications for appointment as Town Planner and at least 2-3 years experience in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation.

**Salary:** LB02 \$27, 585 - \$37, 064

<b>146/2009</b>	<b>TOWN PLANNER [DEVELOPMENT CONTROL]</b>
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The appointee reports to the Head of Development Control Section and deputize for the Senior Town Planner on deliberation of application for developments in constituted town planning areas without an approved planning schemes. The appointee is also required to consider conditional developments seeking relaxation from the provisions of an approved scheme and developments from areas, which are suspended from the operative scheme, are also referred to the Director's determination and attend to appeals.

**Qualification:** Registered Town Planner (if applicable) or equivalent qualification and recommended for appointment to this grade; OR A relevant degree in an appropriate discipline and/or relevant skills and experience in this particular field in any other organisation and progressing towards qualifying for registration (if applicable).

**Salary:** LB03 \$20, 335 - \$27, 690

<b>147/2009</b>	<b>TOWN PLANNER</b>
<b>148/2009</b>	<b>[FORWARD PLANNING SECTION]</b>
<b>149/2009</b>	<b>3 POSTS</b>

The appointee reports to the Senior Town Planner and Principal Town Planner in the Forward Planning Section. The appointee will be required to prepare planning schemes, local area plans and carry out planning research and necessary liaison with Local Authorities and referral agencies; supervise the work of subordinate staff.

**Qualification:** Registered Town Planner (if applicable) or equivalent qualification and recommended for appointment to this grade; OR A relevant degree in an appropriate discipline and/or relevant skills and experience in this particular field in any other organisation and progressing towards qualifying for registration (if applicable).

**Salary:** LB03 \$20, 335 - \$27, 690

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**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 Buildings  
Suva**

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DEPARTMENT OF LANDS

150/2009	PRINCIPAL SURVEYOR
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Responsible to the Assistant Director Surveys for the efficient administration of the Survey Plan Examination Unit. To supervise staff and the survey plan examination and related work they carry out, monitor progress and follow up to satisfactory and timely completion. To carry out field checks on incorrect and doubtful surveys, prior to approval of surveys plans. To investigate and resolve surveyed boundary disputes. To organize training programme for staff and workshops for surveyors to improve efficiency and standards. To provide advise on matters, relating to survey plan examination, prepare administrative reports, maintain proper record of work performance and be responsible for all assets, stores and OHS needs. To carry out such other duties assigned from time to time.

**Qualification:** Qualifications required for appointment as Senior Surveyor 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:** LB01 \$36, 237 - \$46, 895

**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 WORKS

151/2009	PRINCIPAL ENGINEER [STRUCTURES], HQ
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Responsible to the Chief Engineer Structures for the administration, control and general

organization of the departments structural engineering section, provide structural advise and design for construction projects to other government bodies.

**Qualification:** Corporate membership of a recognised Institute or equivalent qualification. An officer of high calibre. Qualifications required for appointment at EP04 level 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 or relevant degree or post graduate qualification. Consistently good reports with at least one superior performance assessment at the EP04 level. An ability to manage staff and resources, demonstrated intellectual capacity, drive, determination and flair in existing grade. Particular specialist experience may be required for some posts.

**Salary:** EP03 \$43, 109 - \$55, 267

152/2009	SENIOR ENGINEER [STRUCTURES], HQ
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Responsible to the Principal Engineer [Civil] Structures for the design of all types of structures in steel, concrete and timber in the structural design office.

**Qualification:** Corporate membership of a recognised Institute or recognised equivalent qualifications and at least 3 years post graduate experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree. Consistently good reports with at least one superior performance assessment at EP05 and assessed potential and ability to contribute at Senior level. Particular specialist experience may be required for some posts.

**Salary:** EP04 \$30, 836 - \$41, 068

DEPARTMENT OF TRANSPORT

<b>153/2009 154/2009</b>	<b>SENIOR ECONOMIC PLANNING OFFICER [TRANSPORT] TRANSPORT PLANNING UNIT 2 POSTS</b>
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Responsible to the Director, Transport Planning Unit through the Principal Transport Planner/Economist for professional strategic advice in the form of briefing papers. Conduct primary and secondary research on transport related issues. Analyzing and Interpretation of data for consideration of its relevancy and applicability before recommendations are made to the DTPU. Although largely office based visits to sites and attendance to meetings seminars and conferences are often required. Liaise, negotiate and consult with stakeholders e.g National Roads, Land Transport Authority, NRSC, Municipal Councils, Consumer Council, Developers, Transport Providers, etc; Disseminate and communicate information to stakeholders and liaise with them on issues that are of National Interest. Produce briefing papers and matters that are related to issues in the transportation industry particularly in the national integrated land transport systems. Review and coordinate community and customer expectations in terms of safety, affordability, regularity and accessibility; Ensure that Land Transport Legislation and policies are adhered to as stipulated in the Corporate Plan. The Senior Economic Planning Officer [Transport] will assist the Director in the formulation and implementation of strategic Transport Sector Plan and the Annual Corporate Plan.

**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

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**CORRIGENDA**  
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- Published in the Fiji Public Service Official Circular No.23/2008 of 15<sup>th</sup> December, 2008 the post of Principal Administrative Officer [WTO] under Vacancy No. 533/2008, Ministry of Foreign Affairs, International Co-operation & Civil Aviation to include the following:

*Preference will be given to candidates with substantial work experience in the areas of WTO, ODA, sustainable development, international trade negotiations and foreign affairs.*

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**WITHDRAWAL OF VACANCIES**  
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FPSOC NO	VACANCY NO	POST
<b>MINISTRY OF WORKS, TRANSPORT &amp; PUBLIC UTILITIES</b>		
17/2007	574/2007	Engineer (Electrical) Central Eastern – No suitably qualified applicant
17/2007	575/2007	Senior Technical Officer (Architect) HQ – No suitably qualified applicant
21/2008	388/2008	Director Government Shipping Services – Withdrawn and to be readvertised later.

<b>MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING &amp; ENVIRONMENT</b>		
20/2008	383/2008	Engineer [Civil Construction] – No suitably qualified applicant
4/2008	34/2008	Town Planner – Appointee rejected offer
6/2008	56/2008	Town Planner – Appointee rejected offer

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**PROVISIONAL APPOINTMENTS / PROMOTIONS**

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**PROVISIONAL PROMOTIONS**

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

PALO, R Senior Medical Officer to be Principal Medical Officer [Medicine] Lautoka Hospital. Vacancy No. 127/2008. EDP 62544

RAIWALUI, L Staff Nurse to be Sister [Accident & Emergency Unit] CWM Hospital. Vacancy No. 706/2007. EDP 31671

NIUDAMU, S Staff Nurse to be Sister [Operating Theater/PARU] CWM Hospital. Vacancy No. 707/2007. EDP 32130

QARANIVALU, L Staff Nurse to be Sister [Labour Ward] CWM Hospital. Vacancy No. 704/2007. EDP 31816

VAKALOLOMA, M Staff Nurse to be Sister [Infection Control Unit] CWM Hospital. Vacancy No. 702/2007. EDP 31900

LOTAWA, L Staff Nurse to be Sister [New Surgical Ward] CWM Hospital. Vacancy No. 703/2007. EDP 32279

KARAVAKI, A Staff Nurse to be Sister [Post Natal Ward] CWM Hospital. Vacancy No. 705/2007. EDP 31556

WITHEROW, S Staff Nurse to be Sister [Neonatal Intensive Care Unit] CWM Hospital. Vacancy No. 708/2007. EDP 31984

**PUBLIC SERVICE COMMISSION**

QILAIISO, M.H Administrative Officer to be Senior Administrative Officer [Office Accomodation] Public Service Commission. Vacancy No. 41/2008. EDP 53428

**MINISTRY OF FOREIGN AFFAIRS,  
INTERNATIONAL COOPERATION & CIVIL AVIATION**

BALEIKASAVU, R.K Administrative Officer to be Senior Administrative Officer [Political & Treaties] Ministry of Foreign Affairs, International Cooperation & Civil Aviation. Vacancy No. 155/2008. EDP 58524

SOVANIVALU, S.S Administrative Officer to be Senior Administrative Officer [Civil Aviation] Ministry of Foreign Affairs, International Cooperation & Civil Aviation. Vacancy No. 156/2008. EDP 48265

**MINISTRY OF PRIMARY INDUSTRIES**

NAMBIAR, C.S    Administrative Officer to be  
Senior Administrative Officer,  
Office of the Director of Public  
Prosecutions.    Vacancy No.  
154/2008.                            EDP 49841

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**OTHER VACANCIES**  
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**PACIFIC ISLANDS FORUM FISHERIES  
AGENCY**

Post	MANAGER INFORMATION TECHNOLOGY
Website	- Email: recruitment@ffa.int
Due Date	13 <sup>th</sup> February, 2009

Post	DATABASE ADMINISTRATOR
Website	- Email: recruitment@ffa.int
Due Date	13 <sup>th</sup> February, 2009

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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:                            15/02/2009  
Before noon:                                31/01/2009  
Circular dated:                            28/02/2009  
Before noon:                                15/02/2009

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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.

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