

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 3/2009

DATE: 15th FEBRUARY, 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 WOMEN & SOCIAL WELFARE

DEPARTMENT OF WOMEN

155/2009	DIRECTOR OF WOMEN
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The Director of Women is responsible for providing policy advice to the Permanent Secretary for Women, Social Welfare and Poverty Monitoring and to effectively direct and monitor the implementation of government policy on gender and development. Demonstrated experience and competence to formulate implement and monitor Annual Corporate Plans and Business Plans. Strategically focussed in mobilising resources within Government and key stakeholders to implement priority areas of concern to women in particular gender mainstreaming. Implement, manage and coordinate human resources development and budgetary allocations for the Department of Women

Initiate and review the Revised National Women Plan of Action (1999 - 2008). Align strategic priority areas of Action in National Women Plan of Action to Pacific Plan of Action and other International Conventions Focussed initiatives in the implementation of CEDAW and the Country's Report on CEDAW. Ensure the establishment and maintenance of an integrated data & management information systems. Support the Permanent Secretary in providing leadership of the Ministry in particular in aligning reform initiatives to the Peoples Charter for Change, Peace & Progress and PS21. Act as the Change Manager for the Financial Management Reforms with respect to the production and compliance to Financial Instructions and Financial Manual,

implementation of FMIS and timely submission of financial management reports.

Qualification: Previous experience with policy matters and assessed ability to give advice to the Permanent Secretary at political level is required and an experience of negotiation/discussion with senior staff of Government and non-Government Agencies. Officers should have shown evidence of well-rounded forceful personalities with and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent 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 their career.

Salary: US03 \$48,291 - \$60,523

MINISTRY OF INDUSTRY, TOURISM, TRADE & COMMUNICATION

DEPARTMENT OF TOURISM

156/2009	DIRECTOR OF TOURISM
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The position reports directly to the Permanent Secretary for Tourism. The incumbent will be responsible for the translation of the policies formulated within the Ministry into implementable activities. The position will be responsible to monitor the activities and ensure the targets of the Corporate Plan are achieved in line with the resources available. The Director will be required to work in liaison with the various segments of the Tourism Industry in determining industry priorities and communicate the development plans and policies to the industry and the government. He/She will be required to direct and monitor the work of the subordinates,

manage the administration of the hotels Aid act, discuss project proposals with developers and investors, monitor the implementation of the Tourism Forum and Tourism Council Resolutions, Tourism Inter-Agency and TOHESS resolutions. Assist the Permanent Secretary in planning and execution of the Tourism Development Plan, manage the implementation of the Eco-Tourism Program and formulate policy papers.

Qualification: Previous experience with policy matters and assessed ability to give advice to the Permanent Secretary at political level is required and an experience of negotiation/discussion with senior staff of Government and non-Government Agencies. Officers should have shown evidence of well-rounded forceful personalities with and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent 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 their career.

Salary: US03 \$48,291 - \$60,523

MINISTRY OF EDUCATION, NATIONAL HERITAGE, CULTURE & ARTS

157/2009	CHIEF EDUCATION OFFICER [SECONDARY] HQ
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Responsible to the Deputy Secretary, [Primary/Secondary/AMU] for continuous improvement of schools through the overall performance of students in their academic learning environment, through the appointment, development, monitoring and evaluation of teachers' performance and management of committees and divisional and district education offices. Provide, facilitate and promote

excellence in teaching and learning, administration and management of Secondary Education including the secondary teacher training institutions in the country, in accordance with the Ministry's policies and guidelines.

Qualification: Previous experience with policy matters and assessed ability to give advice to the Permanent Secretary at political level is required and an experience of negotiation/discussion with senior staff of Government and non-Government Agencies. Officers should have shown evidence of well-rounded forceful personalities with and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent 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 their career.

Salary: US03 \$48,291 - \$60,523

158/2009	CHIEF EDUCATION OFFICER [PRIMARY] HQ
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Responsible to the Deputy Secretary (Primary/Secondary/Asset Management Unit) for planning, administration, coordinating and implementing of policies relating to primary education, including pre-service teacher education, pre-school education, and special education; representing the Ministry on relevant bodies, liaising with ministries/departments, school committees, teachers organizations including Public Service Commission; preparing aid submissions, budget estimates and ensuring timely disbursement of grants and assistance to schools; ensuring delivery of quality primary education and monitoring performance of officers and teachers through Divisional and District Education officers.

Qualification: Previous experience with policy matters and assessed ability to give advice to the Permanent Secretary at political level is required and an experience of negotiation/discussion with senior staff of Government and non-Government Agencies. Officers should have shown evidence of well-rounded forceful personalities with and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent 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 their career.

Salary: US03 \$48,291 - \$60,523

159/2009	SENIOR ADMINISTRATIVE OFFICER [IN SERVICE TRAINING] HQ
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Responsible to the Principal Education Officer Human Resource Management and Director Admin/Finance for the provision of personnel and administrative supports in effectively facilitating the In-Service Training needs for all staffs of the Ministry in accordance with Government Procedures and Guidelines.

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

160/2009	ADMINISTRATIVE OFFICER [POST PROCESSING UNIT] HQ
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Responsible to the Principal Administrative Officer, Post Processing Unit in processing of secondary vacancies. Facilitates in filling of all advertised vacancies by processing applications, preparation schedules of applicants, attends Staff Board Meetings, prepares Commission Delegate Submissions, confirms Promotions, prepares Appeal Board Submissions and maintains records.

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

161/2009	ADMINISTRATIVE OFFICER [PRIMARY] PERSONNEL SECTION, HQ
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Responsible to the Principal Administrative Officer through the Senior Administrative Officer in the processing of primary teacher's appointment, acting appointments of Headteachers and Assistant Headteachers and advertising of primary teaching vacancies. Prepare probationary and temporary appointment for Primary teachers. Assist in the compilation of relevant statistics on primary staffing matters and implement upgrading/release of salary. Liaise with the Director Primary and Divisional Education Officers on relevant staffing matters and rural allowance matters. Upgrading of relevant registers and attend to counter service. Any other queries by the districts on primary teachers.

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

	EXECUTIVE OFFICER [2 POSTS]
162/2009	- LABASA COLLEGE
163/2009	- NATABUA HIGH SCHOOL

The appointee will be responsible to the Principal for the general Office administration and supervision of subordinates staff, receive and despatch mail and maintain mail register, receipting and banking revenue and trust fund monies collected and prepare monthly and quarterly returns. Maintain, operate and reconcile trust fund and Imprest account, maintain and reconcile commitment/expenditure ledger, updating stock register, attend to students, Teachers and public and any other duties assigned by the Principal.

Qualification: Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 23 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

164/2009	EXECUTIVE OFFICER [FIJI COLLEGE OF ADVANCED EDUCATION]
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The appointee will be responsible to the Principal for the general Office administration and supervision of subordinates staff, receipting and banking revenue and trust fund monies for FCAE and Form 7 College. Reconciliation of operating trust fund account, maintaining and updating records and distributing wages for Wage Earners, raising Purchase Orders in Headquarters and preparing payment vouchers for payments, ensure office inventory is kept and maintained and assist in Board of Survey annually, preparation of monthly and quarterly returns and any other duties assigned by the Administrative Officer.

Qualification: Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 23 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

165/2009	EXECUTIVE OFFICER [PRIMARY] HQ
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The appointee will be responsible to Director Primary Education [Headquarters] and provide timely advice on financial status and preparation of transfer and traveling allowance for primary teachers. Maintain and reconcile commitment/Expenditure ledger, prepare lodgments and banking of grants, processing school grants, assist Director Primary in preparing of annual budget. Provide timely submission of financial and other reports to Headquarters. Ensure office inventory is kept and maintained and arrange Board of Survey when the need arises. Ensure that payments

[transfer and stationery purchases] are done within the budgeted allocation and updating vehicle records in accordance to the requirements of the Transport Rules and Regulations. Prepare time sheet for Wage Earners staff and attend to telephone calls and counter.

Qualification: Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 23 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

166/2009	EXECUTIVE OFFICER [LABASA EDUCATION OFFICE]
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Reporting directly to Divisional Education Officer [Northern] and provide timely advice on financial status the Divisional Education Officer [Northern]. Maintain and reconcile commitment/Expenditure ledger, provide timely submission of financial and other reports to Headquarters. Ensure office inventory is kept and maintained and arrange Board of Survey when the need arises. Ensure that payments are done within the budgeted allocated and updating vehicle records in accordance to the requirements of the Transport Rules and Regulations. Prepare time sheet for Wage Earners staff and attend to telephone calls and counter.

Qualification: Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 23 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

167/2009	EXECUTIVE OFFICER [EASTERN EDUCATION OFFICE]
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Reporting directly to Divisional Education Officer [Eastern] and provide timely advice on financial status to the Divisional Education Officer [Eastern]. Maintain and reconcile commitment/Expenditure ledger, provide timely submission of financial and other reports to Headquarters. Ensure office inventory is kept and maintained and arrange Board of Survey when the need arises. Ensure that payments are done within the budgeted allocated and updating vehicle records in accordance to the requirements of the Transport Rules and Regulations. Prepare time sheet for Wage Earners staff and attend to telephone calls and counter.

Qualification: Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 23 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

168/2009	SECRETARY [DIRECTOR ADMINISTRATION & FINANCE]
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Reporting directly to Director Administration/Finance. Providing Typing services for Director Admin/Finance Section, providing administrative support services by filing and dispatching of files, correspondence, photocopying and faxing of document and attend to counter service.

Qualification: Diploma in Secretarial Studies and assessed as having considerable potential OR 60wpm typing on manual typewriter or 70wpm typing on electronic/electric typewriter

and at least 3 years service as a typist or Stenographer typist or equivalent. Consistently good reports and considered to have discretion and ability to work effectively under pressure. 100wpm shorthand and word processing knowledge is essential. OR 60wpm typing on manual typewriter or 70wpm typing on electronic/electric typewriter and at least 3 years service as a typist or Stenographer typist or equivalent. Consistently good reports and considered to have discretion and ability to work effectively under pressure. Word processing knowledge and Computer Management skills are essential. Shorthand skill is advantageous.

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

169/2009	SECRETARY [DIRECTOR CURRICULUM ADVISORY SERVICES]
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Reporting directly to Director Curriculum Advisory Services. Providing typing services for Director Curriculum Advisory Services, providing administrative support services by filing and dispatching of files, correspondence, photocopying and faxing of document and attend to counter service

Qualification: Diploma in Secretarial Studies and assessed as having considerable potential OR 60wpm typing on manual typewriter or 70wpm typing on electronic/electric typewriter and at least 3 years service as a typist or Stenographer typist or equivalent. Consistently good reports and considered to have discretion and ability to work effectively under pressure. 100wpm shorthand and word processing knowledge is essential. OR 60wpm typing on manual typewriter or 70wpm typing on electronic/electric typewriter and at least 3 years service as a typist or Stenographer typist or equivalent. Consistently good reports and considered to have discretion and ability to work effectively under pressure. Word processing knowledge and Computer Management skills are essential. Shorthand skill is advantageous.

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

MINISTRY OF WORKS, TRANSPORT & PUBLIC UTILITIES

DEPARTMENT OF TRANSPORT

170/2009	ADMINISTRATIVE OFFICER [FIMSA]
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The position reports to the Director Maritime Safety through the Assistant Director. The post serves as the Personnel Officer and is the supervisor of the Personnel Section. The incumbent ensures the effective implementation of management decision. Provides administrative advice to the Director and Assistant Director on matters relating to the established and government wages employees. The incumbent is responsible for the general supervision of clerical officers, provides advise and support to management as and when required to assist them in making sound decisions and any other duties allocated from time to time by DMS/ADMS. To deal with appointments, promotions, acting appointment, advertising, recruitment of personnel [certain times], retirement, transfer and relieving staff and to ensure that staff establishment is controlled. To ensure that schedule monthly head of sections meeting agenda and minutes are prepared and distributed to members on time. To effectively coordinate and control the use of headquarters transport and attend to other departmental transport requirements. Provide long term training programmes for FIMSA staff. Facilitate the delivery of training programmes to staff by implementing any assigned responsibilities and also assist in the preparation of the Budget Estimate [annually].

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

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

**The Permanent Secretary
Ministry of Finance
P O Box 2212
Government Building
Suva**

MINISTRY OF FOREIGN AFFAIRS,
INTERNATIONAL CO-OPERATION & CIVIL
AVIATION

171/2009	PRINCIPAL ACCOUNTS OFFICER
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Directly in-charge in the preparation, formulation and implementation of the Ministry annual Budget. Ensure effective management of Public funds allocated to the Ministry. Provision of timely and sound financial advice to the Permanent Secretary, Deputy Secretary and other staff and stakeholders; In-charge of the implementation and upgrading of the Financial Management Information System [FMIS]. This is in respect of different Accounting complex modules; Manage the accounting system, include data input, analysis of expenditures and Commitments made by Head Quarters and the Overseas Missions; Check and approve all payments of Accounts; Compilation of Monthly and Quarterly reports for Minister and Permanent Secretary; Scrutinize and control budgetary allocations to ensure availability of Funds for the Ministry throughout the year; Preparation of Budget Loading; Preparation of requisition to incur expenditure [RIE] approval, Virements and request for Additional Provision; Conduct in house training for Accounting Personnel; Overall supervision of the Accounting Personnel; Provide responses to Auditor General's Queries and Ministry of Finance Internal Audit; Provision of sound financial advice to the Permanent Secretary for Foreign Affairs and External Trade; Checking of monthly acquittals submitted by the 13 Overseas

Missions in accordance with Financial Regulations and Public Service [Diplomatic and Consular Services] Regulations.

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 organisation, 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

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 Building
Suva**

172/2009	SENIOR EDUCATION OFFICER [FIJIAN]
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Responsible to the Director Curriculum Advisory Services through the Principal Education Officer [Curriculum] for the teaching and learning of Fijian in Primary and Secondary Schools. The appointee will be required to research, plan, design, develop and evaluate relevant curriculum materials for students and teachers' handbooks, pupils workbooks and other learning and teaching materials, plan, conduct and facilitate teachers in-service courses and workshops and provide professional guidance to teachers

through visits to schools. The duties will involve traveling.

Qualification: Recognised degree with relevant subject majors and teacher training. A postgraduate qualification will be an added advantage. At least 8 years competent teaching experience with 6 years in ED6A-D grade or 5 years in 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

173/2009	SENIOR EDUCATION OFFICER [VOCATIONAL AUTOMOTIVE & ENGINEERING] TECHNICAL VOCATIONAL EDUCATION & TRAINING [TVET]
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Responsible to the Director Technical Vocational Education & Training through the Principal Education officer [TVET] for the teaching and learning of automotive engineering in vocational schools. The appointee will be required to research, plan, design, develop and evaluate automotive engineering competency based curriculum materials for teachers and students, handbooks, pupils' workbooks and other learning and teaching materials. Plan, conduct and facilitate teachers' in-service courses and workshops and provide professional guidance to automotive teachers through visits to schools. The duties will involve traveling.

Qualification: Recognised degree with relevant subject majors and teacher training. A postgraduate qualification will be an added advantage. At least 8 years competent teaching experience with 6 years in ED6A-D grade or 5 years in 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

174/2009	SENIOR EDUCATION OFFICER [OFFICE TECHNOLOGY] TECHNICAL VOCATIONAL EDUCATION & TRAINING [TVET]
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Responsible to the Director Technical Vocational Education & Training through the Principal Education officer [TVET] for the teaching and learning of office technology in secondary schools. The appointee will be required to research, plan, design, develop and evaluate relevant curriculum materials for students and teachers' handbooks, pupils' workbooks and other learning and teaching materials. Plan, conduct and facilitate teachers' in-service courses and workshops and provide professional guidance to automotive teachers through visits to schools. The duties will involve traveling.

Qualification: Recognised degree with relevant subject majors and teacher training. A postgraduate qualification will be an added advantage. At least 8 years competent teaching experience with 6 years in ED6A-D grade or 5 years in 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

175/2009	EDUCATION OFFICER [REGISTRATION] EXAMINATION OFFICE
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Responsible to the Principal Education Officer [Examinations] in facilitating the proper and timely conduct of examinations by monitoring the registration of candidates, amendments to registrations, distribution of examination materials including question papers, reports and stationery to supervisors, the return of scripts to the Examination Office, the scripts allocations to markers and their checking for errors before marks are entered into the IT database.

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

176/2009	EDUCATION OFFICER [STANDARDIZED TESTING] EXAMINATION OFFICE
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Responsible to the Senior Education Officer [Quality Assurance] for the development, conduct, marking and reporting of standardized tests. Constantly revise existing tests and coordinate the implementation of necessary improvements and desirable changes. Organize the printing, packing and dispatch of test papers to schools. Communicate test results with stakeholders and make recommendations accordingly. Develop and implement training programs for teachers and markers. The officer is also responsible for coordinating the

development of FIE and FEYE examination papers currently so.

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

177/2009	EDUCATION OFFICER [SUPERVISION & DESPATCH] EXAMINATION OFFICE
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Responsible to the Principal Education Officer (Examinations) for the proper coordination of examination, supervision arrangements, packing and dispatch of examination papers and security arrangements for 5 national examinations. Communicate with examination, supervisors, district examination offices, police stations and transport providers to ensure that all supervision and dispatch arrangements are in place at the right times. Conduct briefing sessions for supervisors and attend to emergencies during examination periods. Provide advice when needed in matters relating to examination preparation.

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

178/2009	SYSTEMS ANALYST [EXAMINATION OFFICE]
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Responsible to the Senior Education Officer [Information & Research] for the efficient and effective management of the computer network and information system. Maintain all in-house systems including the exams processing software **ATLAS**, item analysis program **TITAN**, reporting program **SPARTA** and **VBASIC**. Develop applications to meet examination/assessment requirements including automating all manual tasks and making modifications to suit changing assessment needs. Maintain liaison and cooperation with other units within the Examinations Office to ensure that all information and research matters are carefully addressed and on a timely basis. Well versed with networks and in particular Windows 2000 workstations and server, databases, the ATLAS program. Have proficiency in the use of Visual BASIC and ADO. Ability to plan, supervise and meet strict deadlines. Must be able to exercise honesty and integrity in dealing with confidential information.

Qualification: A meritorious performer with at least 2-3 years experience as a Asst Programmer and/or relevant skills and experience in this particular field in any other organisation and demonstrates the analytical ability to partake in development and design work.

Salary: IT05 \$23, 791 - \$31, 730

179/2009 180/2009	COMPUTER OPERATOR [EXAMINATION OFFICE] 2 POSTS
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Responsible to the Assistant Programmer for the timely and accurate entry of examination data into the computer. Use item analysis software to

prepare templates and enter data to generate reports for schools and examiners. Must possess integrity in maintaining the confidentiality and security of examination data.

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 Health, Women & Social Welfare
P O Box 2223
Government Building
Suva**

DEPARTMENT OF SOCIAL WELFARE

181/2009	SENIOR WELFARE OFFICER [LABASA]
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Responsible to the Director of Social Welfare through the two Assistant Directors. For the efficient management and operation of the Divisional office so that Welfare services are provided to those who need them in a timely and effective manner.

To allocate tasks and cases to staff to ensure a balance of workload while ensuring only staff competent to handle a case allocated. Monitor and manage the divisional budget allocation and departmental resources and assets. Make recommendations regarding family assistance applications and care and protection allowance.

Qualification: A Degree in Social Science or a recognised equivalent qualification with at least 2-3 years experience as a Welfare Officer I or relevant skills and experience in this particular field in any other organization OR A Diploma in Social Services or related discipline with 5 years experience as a Welfare Officer Class I and assessed ability to manage staff, consistently good reports and leadership ability.

Salary: HW02 \$28, 907 - \$35, 591

182/2009	SENIOR WELFARE OFFICER [SOUTH/EAST]
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Responsible to the Director of Social Welfare through the two Assistant Directors For the efficient management and operation of the Divisional office so that welfare services are provided to those who need them in a timely and effective manner. To allocate tasks and cases to staff to ensure a balance of workload while ensuring only staff competent to handle a case allocated. Monitor and manage the divisional budget allocation and departmental resources and assets. Make recommendations regarding family assistance applications and care and protection allowance.

Qualification: A Degree in Social Science or a recognised equivalent qualification with at least 2-3 years experience as a Welfare Officer I or relevant skills and experience in this particular field in any other organization OR A Diploma in Social Services or related discipline with 5 years experience as a Welfare Officer Class I and assessed ability to manage staff, consistently good reports and leadership ability.

Salary: HW02 \$28, 907 - \$35, 591

183/2009	SENIOR WELFARE OFFICER [SOUTH/WEST]
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Responsible to the Director of Social Welfare through the two Assistant Directors For the efficient management and operation of the Divisional office so that welfare services are provided to those who need them in a timely and effective manner. To allocate tasks and cases to staff to ensure a balance of workload while ensuring only staff competent to handle a case allocated. Monitor and manage the divisional budget allocation and departmental resources and assets. Make recommendations regarding family assistance applications and care and protection allowance.

Qualification: A Degree in Social Science or a recognised equivalent qualification with at least 2-3 years experience as a Welfare Officer I or relevant skills and experience in this particular field in any other organization OR A Diploma in Social Services or related discipline with 5 years experience as a Welfare Officer Class I and assessed ability to manage staff, consistently good reports and leadership ability.

Salary: HW02 \$28, 907 - \$35, 591

184/2009	WELFARE OFFICER I [VUNIDAWA]
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Responsible to the Senior Welfare Officer (Central) for the efficient management and operations of the Vunidawa area. To provide frontline contact with members of the public so they can access welfare services. Compile and ensure alignment of Vunidawa District Business Plan with the Divisional Plan. Delivers child Welfare services and community based justice services in compliance with the relevant Acts and Regulations in partnership with stakeholders. Act in Senior Welfare Officer when required.

Qualification: A Diploma in Social Services or a recognised equivalent qualification and at least 2-3 years experience as a Welfare Officer Class II or relevant skills and experience in this particular field in any other organisation with consistently good reports and leadership ability. OR A University Degree in Social Science or related discipline with assessed potential to progress at least one grade beyond Welfare Officer Class I; OR A Certificate in Social Work accreditation with at least 5 years work experience as a Welfare Officer Class II or relevant experience in this particular field in any other related organisation.

Salary: HW04 \$21, 352 - \$28, 252

185/2009	WELFARE OFFICER I [SUVA]
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Responsible to the Senior Welfare Officer (South/Eastern) for the efficient management and operations of the Suva Office . To provide frontline contact with members of the public so they can access welfare services. Compile and ensure alignment of Suva District Business Plan with the Divisional Plan . Delivers child welfare services and community based justice services in compliance with the relevant Acts and Regulations in partnership with stakeholders. Act in Senior Welfare Officer when required.

Qualification: A Diploma in Social Services or a recognised equivalent qualification and at least 2-3 years experience as a Welfare Officer Class II or relevant skills and experience in this particular field in any other organisation with consistently good reports and leadership ability. OR A University Degree in Social Science or related discipline with assessed potential to progress at least one grade beyond Welfare Officer Class I; OR A Certificate in Social Work accreditation with at least 5 years work experience as a Welfare Officer Class II or relevant experience in this particular field in any other related organisation.

Salary: HW04 \$21, 352 - \$28, 252

186/2009	WELFARE OFFICER I [BA]
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Responsible to the Senior Welfare Officer (North/West) for the efficient management and operations of the Ba Office . To provide frontline contact with members of the public so they can access welfare services. Compile and ensure alignment of Ba District Business Plan with the Divisional Plan . Delivers child welfare services and community based justice services in compliance with the relevant Acts and Regulations in partnership with stakeholders. Act in Senior Welfare Officer when required.

Qualification: A Diploma in Social Services or a recognised equivalent qualification and at least 2-3 years experience as a Welfare Officer Class II or relevant skills and experience in this particular field in any other organisation with consistently good reports and leadership ability. OR A University Degree in Social Science or related discipline with assessed potential to progress at least one grade beyond Welfare Officer Class I; OR A Certificate in Social Work accreditation with at least 5 years work experience as a Welfare Officer Class II or relevant experience in this particular field in any other related organisation.

Salary: HW04 \$21, 352 - \$28, 252

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 TRANSPORT

187/2009	PRINCIPAL MARINE OFFICER [PORT MASTER]
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The position reports to the Director Maritime Safety through the Assistant Director and serves as the Port Master, having overall in-charge of the regulatory activities within the ports of entry in Fiji. The position is based in Suva Port. It provides the link on behalf of the Director between the port and the ships entering or leaving ports, controls vessels movements within the ports and liaise closely with Fiji Ports Corporation Ltd. for berthing allocation and co-ordinate other shipping services such as pilots, tugs, lines boat and linesmen, etc. The officer is responsible for the safety of navigation within the ports and adjacent waters and ensuring compliance of ships within Fiji's port with international maritime conventions through the Port State Control inspection, the IMDG Code and ISPS Code.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Marine Officer and at least 23 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade.

Salary: TG01 \$35, 465 - \$44, 786

188/2009	PRINCIPAL MARINE OFFICER [SHIPS PERSONNEL]
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The position reports to the Director Maritime Safety through the Assistant Director and serves as the Principal Examiner for Masters and Engineers for vessel, having overall in-charge of the Ship's Personnel Division. The position is based in FIMSA Head Office. It prepares and conducts examinations for Masters, Mates/Engineers and seafarers. Approves sea service for certificate of competency examinations. Ensures that all maritime training and assessments are in accordance with international maritime standards. Carry out audit and investigations of all courses offered by Maritime Training Providers. Conducts investigations of marine casualties. Coordinates our National Maritime Awareness Program and Implements the international maritime conventions.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Marine Officer and at least 23 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade.

Salary: TG01 \$35, 465 - \$44, 786

189/2009	SENIOR MARINE OFFICER [SURVEYOR/EXAMINER]
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Responsible to the Director of Maritime Safety through the Principal Marine Officer [Ships Personnel] for preparing and conducting oral examination for engineers after the complete prerequisites course from Maritime Training providers such as FIT, TPAF, etc. Assess and approve candidates applying for marine engineering course and conduct audit for recognized Maritime training institutions. Also responsible for the examination of Fiji registers vessel's and ensure that they meet the statutory requirements of the Marine Regulations. Carry out investigation of any accident or incidents involving ships or ships crew for local and foreign vessel's within Fiji waters and prepares valuation reports for any vessels. Conduct Port State Control Inspections for all foreign vessels visiting out local port of entry and to operate APCIS database through Internet.

Qualification: Grade 2 Engineers Certificate with relevant sea-going experience. Consistently good reports and demonstrated ability to control and manage staff and valuable resources; OR First Class Engineers Certificate with relevant sea-going experience. Consistently good reports and demonstrated ability to control and manage staff and valuable resources.

Salary: TG02 \$26, 063 - \$34, 174

190/2009	SENIOR MARINE OFFICER [SURVEYOR/SHIPWRIGHT]
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Responsible to the Director Maritime Safety through the Principal Marine Officer [Ships Inspection] for the survey of vessels including conduct plan approvals, stability and tonnage calculations, Flag state control inspection [as and when required], participate in conference \meetings, conduct in-house training and attend to any other duty assigned by the Principal Marine Officer or the Director Maritime Safety time to time.

Qualification: Grade 2 Engineers Certificate with relevant sea-going experience. Consistently good reports and demonstrated ability to control and manage staff and valuable resources; OR

First Class Engineers Certificate with relevant sea-going experience. Consistently good reports and demonstrated ability to control and manage staff and valuable resources.

Salary: TG02 \$26,063 - \$34,174

191/2009	MARINE OFFICER I [POLLUTION] LAUTOKA
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The position reports to the Director Maritime Safety through the Principal Marine Officer [Western]. The position serves as the Pollution Officer. It reports to the Port Master Western and is based in Lautoka. It ensures that the Marine Act and subsidiary regulations relating to ports are implemented in particular to compliance with MARPOL Convention. This includes pollution drills, maintenance of oil – spill equipments and assist in international maritime organization obligations. It is responsible for the safety of navigation within the ports and adjacent waters and ensuring compliance of ship's within Fiji's port with international maritime conventions through the Port State Control inspection regime. Assist the Port Master and Deputy Post Master in carrying out obligations under the Marine Act and subsidiary regulations. Ensures that the Marine Act which relates to the international obligations, the ports and subsidiary port regulations are effectively implemented. Ensures that all communications between ships and tower are logged and requests from ships are carried out. Conducts Port State Control inspection and ensures compliance of ports and ships to ISPS Code. Gives directions in relations to dangerous goods.

Qualification: Grade 3 Engineers Certificate with relevant sea-going experience. Consistently good reports and ability to manage staff; OR Second Class Engineers Certificate with relevant sea-going experience. Consistently good reports and ability to manage staff.

Salary: TG03 \$20,335 - \$26,806..

192/2009 193/2009	MARINE OFFICER I [SHIPS SURVEYOR] 2 POSTS
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The position reports to the Director Maritime Safety through the PMO [SI]. It ensures that all Fiji registered vessels comply with the requirements as specified within the Marine Regulation through periodical inspection for safety equipment, machineries, underwater gears and hull. Inspects all Fiji registered vessels, including fishing vessels and to ensure that they meet the statutory requirements of the Marine Act and Regulations in relation to machinery, underwater gears and fire fighting appliances. Preparing reports of ship inspections outlining any deficiencies in terms of statutory requirements. Ensures if necessary corrective action has been undertaken before the ship or vessel leaves port. Inspects foreign vessel's to ensure that they meet statutory requirements of the Port State Control, inspection's procedures under the Tokyo MOU. May attend Provincial Council Meetings as FIMSA's representatives as and when required. Assists in conducting and compiling reports on Maritime Investigation matters.

Qualification: Grade 3 Engineers Certificate with relevant sea-going experience. Consistently good reports and ability to manage staff; OR Second Class Engineers Certificate with relevant sea-going experience. Consistently good reports and ability to manage staff.

Salary: TG03 \$20,335 - \$26,806

194/2009	MARINE OFFICER II [TOWER ATTENDANT] LAUTOKA
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The position reports to the Director, Maritime Safety through the Deputy Port Master Lautoka in assisting through the carrying out obligations under the Marine Act and subsidiary regulation. VHF to ships communications and also disseminates safety and traffic to ships. Ensures that all communications between ships and

towers are logged and requests from ships are carried out. It is responsible for the safety of navigation within the ports and adjacent waters and ensuring compliance of ships within Fiji's port with international maritime conventions through the Port State Control inspection regime. Give directions in relations to dangerous goods.

Qualification: Grade 5 Masters Certificate or equivalent with relevant sea-going experience. Consistently good reports and assessed ability to provide supervision of staff; OR Mate Fiji or Second Mate Pacific Islands Certificate, with relevant sea-going experience. Consistently good reports and assessed ability to provide supervision of staff; OR Master 50 Ton Certificate with relevant sea-going experience. Consistently good reports and assessed ability to supervise staff.

Salary: TG04 \$15, 114 - \$18, 466

WITHDRAWAL OF VACANCIES

FPSOC NO	VACANCY NO	POST
MINISTRY OF FINANCE		
15/2008	167/2008	Manager [Debt & Cash – Flow Management] – Withdrawn and to be re-advertised later.
MINISTRY OF INDIGENOUS AFFAIRS, PROVINCIAL DEVELOPMENT & MULTI-ETHNIC AFFAIRS		
2/2009	40/2009	Executive Officer [Scholarship] – post identified under 10%.

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PROVISIONAL APPOINTMENTS / PROMOTIONS

PROMOTIONS

MINISTRY OF PRIMARY INDUSTRIES

NAUVULA, P Senior Research Officer to be Principal Research Officer [Horticulture]. Vacancy No. 502/2007. EDP 58025

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

PRASAD, K Education Officer [ED4B] to be Senior Education Officer [Ra] [ED2A] Ra Education Office, Vacancy No. 180/2008. EDP 9302

VADEI, S Education Officer [ED4B] to be Senior Education Officer [Eastern] ED2A, Eastern Education Office. Vacancy No. 177/2008. EDP 8660

HASSAN, M.K Principal [ED4C] to be Principal [ED3C] Sabeto Secondary School. Vacancy No. 404/2007. EDP 42701

PAL, M Principal [ED1A] to be Principal [ED1C] Nasinu Muslim College. Vacancy No. 200/2008.

DUTT, S Vice Principal [ED3B] to be Vice Principal [ED2A] Bhawani Dayal College. Vacancy No. 412/2007. EDP 55690

GONEWAI, V	Vice Principal [ED4B] to be Principal [ED3C] Kavanagasau Secondary School. Vacancy No. 410/2007. EDP 42162	KOMAIWAILOALOA, N	Head of Department [Home Economics] ED5C to be Assistant Principal [ED3A] Jasper Williams High School. Vacancy No. 381/2007. EDP 42095
KUMAR, D	Vice Principal [ED3A] to be Vice Principal [ED3B] Savusavu Secondary School. Vacancy No. 416/2007. EDP 44790	LAL, K	Head of Department [Commercial Studies] ED5D to be Principal [ED4C] Nawai Secondary School. Vacancy No. 434/2007. EDP 43485
PRASAD, A.K	Assistant Principal [ED5D] to be Assistant Principal [ED3A] Bulileka Sanatan College. Vacancy No. 377/2007. EDP 54396	CAVAKILAGI, P	Head Teacher [ED3C] to be Senior Education Officer [Suva] ED2A, Suva Education Office. Vacancy No. 178/2008. EDP 9714
MISHRA, R.A	Assistant Principal [ED5E] to be Assistant Principal [ED3A] Vashist Muni College. Vacancy No. 383/2007. EDP 55697	ROKOTOVITIVI, J	Head Teacher [ED3C] to be Head Teacher [ED2C] St Mary's Primary School. Vacancy No. 276/2007. EDP 7810
CHANDRA, P	Head of Department [Language] ED5D to be Vice Principal [ED4B] Lautoka Andhra Sangam College. Vacancy No. 441/2007. EDP 55191	BALEIBUCA, S	Teacher [ED8A] to be Head Teacher [ED6D] Namuka District School. Vacancy No. 339/2007. EDP 54465
VERMA, P.N	Head of Department [Commercial Studies] ED5D to be Principal [ED4C] Maharishi Sanatan College. Vacancy No. 436/2007. EDP 44225	VALESU, S	Teacher [ED8A] to be Head Teacher [ED6D] Druue Village School. Vacancy No. 336/2007. EDP 54129
GRAY, T.N	Head of Department [Social Science] ED5D to be Senior Education Officer [History] ED2A, Curriculum Advisory Services. Vacancy No. 183/2008. EDP 7463	NABETE, I.T	Teacher [ED8A] to be Head Teacher [ED6D] Vacalea Primary School. Vacancy No. 337/2207. EDP 54123
WILSON, T.C	Head of Department [Language] ED5D to be Assistant Principal [ED5D] Kadavu Provincial Secondary School. Vacancy No. 420/2007. EDP 65190	TAWAKE, J	Assistant Teacher [ED8A] to be Head Teacher [ED6D] Mavana District School. Vacancy No. 338/2007. EDP 54119
DUTT, S.L	Head of Department [Language] ED5D to be Assistant Principal [ED5E] Nilsen High School. Vacancy No. 390/2007. EDP 54574		
		<u>MINISTRY OF WORKS, TRANSPORT & PUBLIC UTILITIES</u>	
		LUVENIYALI, J	Engineer [Roads] to be Senior Engineer [Roads] HQ. Vacancy No. 60/2008. EDP 53548

BHAN, S Supervisor [Plant Pool] to be
Supervisor Higher Grade [Plant
Pool] Walu Bay. Vacancy No.
577/2007. EDP 60407

YAVITA, S Supervisor [Joinery] to be
Supervisor Higher Grade
[Joinery] Walu Bay. Vacancy No.
576/2007 EDP 49968

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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: 28/02/2009
Before noon: 15/02/2009
Circular dated: 15/03/2009
Before noon: 28/02/2009

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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 or telephone
Alumita Tamanikaiyaroi on 3314588 ext 238 of
the Public Service Commission.

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