

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 4/2009

DATE: 28th 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 FOREIGN AFFAIRS,
INTERNATIONAL COOPERATION & CIVIL
AVIATION

DEPARTMENT OF FOREIGN AFFAIRS &
INTERNATIONAL COOPERATION

195/2009	DEPUTY SECRETARY [POLITICAL & TREATIES]
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Ensure that development of well reasoned, thoroughly researched and sound policy advice on matters of political, international relationship or protocol relevance is provided to the Permanent Secretary, Minister and Cabinet on Government policy objectives in a timely accurate and objective manner. Manage the Political and Treaties Division, including effective communication with staff, performance management and development, timely reporting and implementation of Ministry policy and achievement of Ministry goals described in the Corporate Plan. Undertake policy discussions and negotiations, monitor changes and progress and provide analysis, reports and recommendations to senior levels in relation to: UN issues including Human Rights, Gender, Environment, Poverty Alleviation, Security and Peace Keeping, Commonwealth Issues, ACP and EU issues, particularly in relation to negotiations for Economic Partnership Agreement (EPA), WTO political implications and appropriate responses, UN subsidiaries: UNESCO, UNIDO, WHO etc, Participate in regional forum, negotiate for Fiji's position, monitor changes and progress and provide analysis, reports and recommendations to senior levels in relation to regional and international organizations. Participate in meetings and negotiations for appropriate new relationships

and development in existing relationships. Monitor trends and changes and provide reports and recommendations to senior levels. Coordination and involvement in meetings in relation to Conventions, Memorandums of Understanding and Treaties. Maintain a record of all Conventions, Memorandums of Understanding and Treaties to which Fiji is a signatory, and ensure the documents of these items stored securely.

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

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

MINISTRY OF INDUSTRY, TOURISM, TRADE &
COMMUNICATIONS

DEPARTMENT OF INDUSTRY

196/2009	DEPUTY SECRETARY
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Responsible to the Permanent Secretary for Industry, Tourism, Trade & Communication for providing policy advice, formulate and act on policy issues relating to investment, trade, commerce, industry consumer protection and fair

trading. He/She is to ensure that the responsibilities and obligations of the Ministry are effectively discharged in order to expand and strengthen Fiji's economic and trade links, and integration into multilateral trading system. Promote the interest of consumers and indigenous people in Commerce, Provide advice to the Permanent Secretary on any statutory obligations for which the Ministry is responsible. Maintain interaction and consultation with Government agencies and the Private Sector. The incumbent's role is to advise the Permanent Secretary for Industry, Tourism, Trade and Communication and Heads of Sections on administrative functions and arrange for provision of appropriate training for officers in the Ministry. He/She supervises staff, work activities and resources of the Department of Industry, Department of Trade and Commerce Division and ensure that qualified, competent and efficient staff are recruited and retained. The post holder represents the Ministry as member of the Major Tenders Board and Public Works Tenders Board. Serves as Chairman of Staff Board and represents the ministry at other Boards and Committees. Consultation with DS/PS of Government Agencies and the CEOs of Private Sector and Industry particularly on new investment proposals, as and when required.

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

appropriate higher-level qualifications has been completed during their career.

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

MINISTRY OF EDUCATION, NATIONAL HERITAGE, CULTURE & ARTS

197/2009	DEPUTY SECRETARY
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The position is responsible to the Permanent Secretary to provide leadership and management of operations at the Ministry of Education. He/she is responsible for coordinating educational programs and administration of Human and Financial resources, guide and direct Heads of Sections and Divisions, within the constraints of available resources in order to achieve outputs which are consistent with the Ministry's corporate goals. Ensure that the Ministry's strategic plans and programmes highlighted in its Corporate Plan are implemented through coordination and direction of resources, establishment of performance objectives and indicators, the monitoring of adherence to budget to maximize/optimize the use of resources and ensuring that action is taken to keep performance in line with approved budget. The post holder is to ensure that an efficient, competent and motivated workforce is attracted and retained in the Ministry through the implementation of training, performance management and development programmes, effective communication to staff, constructive industrial relations practices and policies. The Ministry's assets including grants are protected and properly accounted for through the formation and implementation of financial management policies, coordination of budgetary and financial systems, monitoring expenditure against approved budget allocations. The incumbent would be required to continually and effectively monitor the management information and financial systems procedures and policies which meet all internal and external needs, acts, regulations and which efficiency is optimized.

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

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

MINISTRY OF WORKS, TRANSPORT & PUBLIC UTILITIES

DEPARTMENT OF WORKS

198/2009	DEPUTY SECRETARY [PLANNING & DESIGN]
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It is anticipated that the successful applicant will have an exceptional oversight in the planning and designs of infrastructure that blends and complies with existing legislation. As Deputy Secretary for planning and design the incumbent's primary role is to manage all capital project works, ensuring that all targets are achieved through the annual corporate plan and medium term strategic plans. The successful appointee reports to the Permanent Secretary and co-ordinates policy strategies consistent with its overall objectives for capital projects and expenditure; ensure proper planning for improved delivery of all required capital projects and liaise with stakeholders on projects planned for implementation. Ability to provide technical

expert advice on well researched policies in relevant fields, evaluate and monitor capital projects to ensure activities are in compliance with standing regulations; provide sound management practices to a healthy working environment; attend stakeholder meetings to consult widely in the planning and design policies that impact acquisition of land etc. which also includes budget formulation and timely submission. Be the government representative to international and local forums which includes internal meetings; externally, the appointee meets with stakeholders on other issues relative to planning and design related.

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

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

MINISTRY OF FINANCE

199/2009	CHIEF ACCOUNTANT [TREASURY]
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The Chief Accountant [Treasury] is responsible to the Permanent Secretary for Finance through the Deputy Secretary [Financial & Asset Management] and has two major roles. Firstly, it

has a general managerial role of managing the division by overseeing the different operations and ensuring that all systems and processes are running efficiently and effectively. In addition, the appointee plays an indirect supervisory role on government accounting heads in the management of their ministry's accounting functions by providing guidance consistent with the Financial Management Act 2004 and the Finance Instructions, 2005. The post holder will be required to lead a team committed in the preparation of whole of government financial statements under the new Financial Management Information System [FMIS]. The successful appointee will also manage government cash management portfolio and the ministry's budgetary allocation approved by Parliament and provide appropriate advice to the Permanent Secretary as and when required on accounting issues affecting whole of government. The second major role involves the formulation and dissemination of financial and accounting policies and information and reports to end users for informed decision making; monitors the government financial and accounting process and provides leadership, motivation and assistance to subordinates by ensuring the provision of effective training and development in Treasury.

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 HEALTH

200/2009	CHIEF PHARMACIST [RE-ADVERTISED]
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Responsible to the Permanent Secretary through the Director Pharmacy & Biomedical Supplies for the day-to-day running of the Government Pharmacy. Duties include providing professional advice to the Permanent Secretary in the formulation and for the amendment of the national drug policies. To ensure effective management in purchase, procurement, storage and distribution of drugs, medical supplies and consumables. To ensure that the quality of pharmaceutical services in all health institutions are maintained in accordance with existing policy, standard procedures and regulations. Any other duties assigned from time to time by the Permanent Secretary for Health.

Qualification: Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required, is experience of negotiation/discussion with senior staff of Government and Non-Government Agencies. Officers should have shown well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decision. Proven ability to manage manpower and physical resources effectively is required in positions at this level, which have a bias towards Senior Management rather than policy and considerate work. The best graduate with specialist degrees entering the Service at SS04/03 or equivalent levels may achieve this level after not less than 13 years of service including at least 3 years at Principal level in their discipline. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during the career. The incumbent must hold a degree in Pharmacy that is registerable under the pharmacy and poisons

ordinance and have at least 5 years post registration experience.

Salary: US04 \$45,198 - \$54,776

MINISTRY OF PRIMARY INDUSTRIES

DEPARTMENT OF AGRICULTURE

201/2009	EXECUTIVE OFFICER [LAND WATER RESOURCE MANAGEMENT] HQ
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Responsible to the Director Land & Water Resource Management for coordinating and compiling of Absenteeism Return, Vehicle Return, Staff Quarters Return. Assess and review absenteeism record of staff, monitoring and scrutinizing of telephone calls, organizing of Board of Survey for Extension Centres, identifying training needs for staff and Government Wage Earners. Providing and delivering of Administrative Support Services to Headquarters & Cost Centres. Ensure preparation and compilation of Performance Appraisal Report of staff and acting appointments within the given timelines. Allocations and maintenance of vehicles, updating of registry filing system and ensure that correspondence are dispatched to recipients immediately, new and old records are well kept for future references. Serve as Secretary to the Land & Water Resource Management's Meeting. Provide administrative support and ensuring that personnel records are updated weekly, maintaining of cleanliness of offices and attending to the welfare of staff. Overall supervision of subordinate staff.

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

MINISTRY OF INDIGENOUS AFFAIRS,
PROVINCIAL DEVELOPMENT & MULTI-
ETHNIC AFFAIRS

DEPARTMENT OF PROVINCIAL
DEVELOPMENT

202/2009	ADMINISTRATIVE OFFICER [DISTRICT OFFICER] MACUATA
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Accountable to the Provincial Administrator (Macuata) to facilitated the effective and efficient implementation of the various rural development policies and programmes of the Ministry and of Government as a whole within the District assigned with the Province. Co-ordinate all rural development activities in close consultation with other government departments and agencies; plan, identify, document, implement and evaluate rural development programs and projects and provide evaluation reports; give advice to the Advisory, Tikina, Provincial Councils, District and Divisional Development Committees; mediate in disputes of public natures; attend to complaints from public; provide general administrative services in the district in relation to Public Order, License Gaming and Liquor Acts; allocate and supervise duties of staff; perform duties relating to protocol, elections, census and DISMAC duties, perform duties as a Third Class Magistrate; Chair and compile District Intelligence Committee report; arrange tours and meetings for Government Development Teams, visits for VIP's and other Government Officials.

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

203/2009	ADMINISTRATIVE OFFICER [DISTRICT OFFICER] TAVUA
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Accountable to the Provincial Administrator (Ba) to facilitate the effective and efficient implementation of the various rural development policies and programmes of the Ministry and of Government as a whole within the District assigned with the Province. Co-ordinate all rural development activities in close consultation with other government departments and agencies; plan, identify, document, implement and evaluate rural development programs and projects and provide evaluation reports; give advice to the Advisory, Tikina, Provincial Councils, District and Divisional Development Committees; mediate in disputes of public natures; attend to complaints from public; provide general administrative services in the district in relation to Public Order, License Gaming and Liquor Acts; allocate and supervise duties of staff; perform duties relating to protocol, elections, census and DISMAC duties, perform duties as a Third Class Magistrate; Chair and compile District Intelligence Committee report; arrange tours and meetings for Government Development Teams, visits for VIP's and other Government Officials.

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

	ADMINISTRATIVE OFFICER [DIVISIONAL SECRETARY] 3 POSTS
204/2009	CENTRAL
205/2009	NORTHERN
206/2009	WESTERN

Ensure that all the necessary administrative procedures and protocols are observed by the Commissionær's Office in the discharge of the administrative and ancillary responsibilities. The incumbent assists the Commissioner in the monitoring of all development programmes in the Division and in particular those programmes under the Ministry of Provincial Development. The DS as Secretary to the Liquor Tribunal communicates with Local Heads of Dept, members of various Board and committees that are charged with the overall decision making responsibility for some ancillary services. Deals with senior executives of the private businesses in the Division, to solicit support for development initiatives by the major business houses. Regular reports to the Commissioner on the GSU;s functional responsibilities at intervals prescribed by the Commissioner and compiling of the Divisional Annual Report for submission to Ministry Headquarters.

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

207/2009	SECRETARY [COMMISSIONER EASTERN DIVISION]
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Accountable for all the efficient secretarial operations and functions for the Commissioner

Eastern in ensuring that tasks as assigned by the Commissionær are implemented within the set timeframes and with the highest levels of output quality; To manage all the daily activities and requirements of the Commissioner's office and in particular to arrange appointments, arrange travel for the Commissioner, maintain confidential files, ensure all outward correspondence from the Commissioner's office is correctly distributed internally and assist with protocol arrangements for any visiting dignitaries. To maintain office tidiness and discretion with confidential correspondence; Maintain an appointment diary; Remind CED of important meetings such as MBM, Staff Board and other meetings that received from time to time and ensure that necessary documents and files are well prepared and ready before hand.

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

208/2009	SECRETARY [COMMISSIONER NORTHERN DIVISION]
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Accountable for all the efficient secretarial operations and functions for the Commissioner Northern in ensuring that tasks as assigned by the Commissioner are implemented within the set timeframes and with the highest levels of output

quality; To manage all the daily activities and requirements of the Commissioner's office and in particular to arrange appointments, arrange travel for the Commissioner, maintain confidential files, ensure all outward correspondence from the Commissioner's office is correctly distributed internally and assist with protocol arrangements for any visiting dignitaries. To maintain office tidiness and discretion with confidential correspondence; Maintain an appointment diary; Remind Commissioner Northern Division of important meetings such as MBM, Staff Board and other meetings that received from time to time and ensure that necessary documents and files are well prepared and ready before hand.

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

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**

209/2009	PRINCIPAL ECONOMIC PLANNING OFFICER [MACROECONOMIC FORECASTING AND ANALYSIS] BUDGET DIVISION
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Responsible to the Chief Economic Planning Officer (Economic Policy and Analysis Section) for providing advice on macroeconomic and fiscal policy issues, as well as structural and regulatory issues which impact on economic development. The duties of the post include analysis on financial and economic policy issues related to the domestic macroeconomic environment, revenue forecasting and fiscal settings, and other issues which affect economic growth; assisting in the formulation of the fiscal framework for the annual budget through the preparation of revenue forecasts and overall expenditure setting; assisting in the production of annual budget documentation, namely the Budget Supplement; coordinating and supervising the work of the Senior Economic Planning Officer (Macroeconomic Forecasting and Analysis); and other duties as delegated by the Chief Economic Planning Officer (Economic Policy and Analysis Section).

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Economic Planning Officer and at least 2-3 years service in that grade or equivalent or relevant degree or postgraduate qualification and/or relevant skills and experience in this particular field in any other 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

210/2009	PRINCIPAL ECONOMIC PLANNING OFFICER [ECONOMIC SERVICES AND INFRASTRUCTURE] BUDGET DIVISION
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This position is responsible to the Chief Economic Planning Officer (Budget Management Unit) for planning, coordination and preparation of annual budgets for the Economic Services and Infrastructure Sector. The duties of the post include the management and preparation of the annual budgets, provision of sound and effective advice with regard to government expenditure and policy; formulating and developing policy papers pertaining to the Economic and Infrastructure Sector and coordinating and supervising the work of subordinate staff in the Unit.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Economic Planning Officer and at least 2-3 years service in that grade or equivalent or relevant degree or postgraduate qualification and/or relevant skills and experience in this particular field in any other 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

211/2009	SENIOR ECONOMIC PLANNING OFFICER [MACROECONOMIC FORECASTING AND ANALYSIS] BUDGET DIVISION
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Responsible to the Principal Economic Planning Officer (Macroeconomic forecasting and Analysis) for the provision of sound economic and financial advice regarding macroeconomic issues to government. The duties include providing analysis of macroeconomic and fiscal policy issues, as well as structural and regulatory issues which impact on economic development;

providing economic analysis and advice related to the domestic and international macroeconomic environment and fiscal settings; assisting in the formulation of the fiscal framework and revenue forecast in the preparation of annual budgets; assist in producing annual budget documents; and supervising the work of the Economic Planning Officer (Macroeconomic forecasting and Analysis).

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

212/2009	SENIOR ECONOMIC PLANNING OFFICER [SOCIAL SERVICES] BUDGET DIVISION
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This position is responsible to the Principal Economic Planning Officer (Social Services) for the planning, coordination and preparation of annual budgets for assigned ministries/departments under the Social Services. The duties include the co-ordination of the overall government budget process and ensuring successful preparation of annual budgets; provision of sound and effective advice on issues affecting Social Services Sector for an informed decision-making; assist in the implementation of the Budget to ensure government expenditure policies are adhered to; assist in the formulation of the Budget Strategy and guidelines based on the outcomes of the Budget Review; co-ordinate the monitoring of expenditure and outputs of ministries/departments that fall under Social Services Sector; and supervise the work of the Economic Planning Officer (Social Services).

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

213/2009	SENIOR ECONOMIC PLANNING OFFICER [INTERNATIONAL TRADE] BUDGET DIVISION
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This position is responsible to the Principal Economic Planning Officer (Trade Policy and Tax Incentive) for the analysis and formulation of international trade policies focusing on priority areas directly affecting the government budget. The duties include assisting in the overall coordination of work and delivery of outputs for the Trade Policy Unit; collating and analyzing data, research materials and country reports; provision of sound and effective advice on trade policies and their implications on the government budget; assist in the formulation and analysis of government revenue policies and expenditure programmes; assist in the formulation and preparation of annual budget documents; represent the Ministry of Finance at various committees and meetings; and other duties assigned by senior management from time to time.

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

214/2009	ECONOMIC PLANNING OFFICER [FISCAL FORECASTING AND ANALYSIS] BUDGET DIVISION
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This position is responsible to the Senior Economic Planning Officer (Fiscal Forecasting and Analysis) for the analysis and formulation of revenue forecasts for Government. The duties of the post include collating and producing data relevant to Government revenue collections and cashflow; assisting in the formulation and analysis of revenue forecasts; analysis on policy issues affecting Government's fiscal settings; and assist in the preparation of annual budget documentation, namely the Budget Supplement.

Qualification: A Good Degree in Economics/Statistics or equivalent is essential and it is expected that all posts in this grade will be filled by officers showing potential to reach at least Principal level with relevant skills and experience in this particular field in any other organisation.

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

215/2009	ECONOMIC PLANNING OFFICER [INFRASTRUCTURE] BUDGET DIVISION
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This position is responsible to the Principal Economic Planning Officer (Infrastructure) for the planning, coordination and preparation of annual budgets of assigned ministries/departments under the Infrastructure Sector to ensure consistency with the overall sectoral objectives. Duties include monitoring of expenditure performance of assigned ministries/departments on a regular basis to ensure compliance with budget and initiate remedial action where appropriate, assessment and analysis of funding requests and prepare recommendations for approval and assist in the evaluation of sectoral program policies to review its effectiveness relative to government priorities. The appointee will also represent the Ministry of Finance at various committees and meetings.

Qualification: A Good Degree in Economics/Statistics or equivalent is essential and it is expected that all posts in this grade will be filled by officers showing potential to reach at least Principal level with relevant skills and experience in this particular field in any other organisation.

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

216/2009	ECONOMIC PLANNING OFFICER [INTERNATIONAL TRADE] BUDGET DIVISION
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This position is responsible to the Senior Economic Planning Officer (Trade Policy) for the analysis and formulation of international trade policies focusing on priority areas directly affecting the government budget. The duties of the post include collating and analysing data, research materials and country reports; assisting in the formulation and analysis of government revenue policies and expenditure programmes; representing the Ministry of Finance at various committees and meetings; and other duties assigned by senior management from time to time.

Qualification: A Good Degree in Economics/Statistics or equivalent is essential and it is expected that all posts in this grade will be filled by officers showing potential to reach at least Principal level with relevant skills and experience in this particular field in any other organisation.

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

217/2009	ACCOUNTS OFFICER [PENSIONS] TREASURY
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The appointee will be responsible to the Senior Accounts Officer [Cash & Payments] and will be overall in charge of the Pension Section. Responsibilities include the effective day to day operations of the section, preparation and monitoring of the sections budget, ensure timely

payments of pensions, re-engagement benefits and computation of awards in accordance with Pension legislation. The appointee will also be required to represent the Ministry at various organization meetings.

Qualification: A degree in Accounting, Finance or Business Studies and preferably a member of the Fiji Institute of Accountants or a recognized or an equivalent/ recognized professional body. OR He/She should have served at least 2 years as Assistant Accounts Office and have demonstrated intellectual capacity, drive, determination and flair in existing grade or position. Should be a team player and has acquired consistently good reports.

Salary: AC03 \$22, 799 - \$29, 730

218/2009	ASSISTANT ACCOUNTS OFFICER [PENSION COMPUTATION] TREASURY
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The appointee will be responsible to the Accounts Officer [Pension] for checking and verifying retirement benefits for civil servants and members of the disciplined forces. Process re-engagement bonuses, war pension's payments, and also act as secretary to the War Pensions Board. Also to liaise closely with other government departments in regards to revised retirement cases, award forms and the calculation of pension.

Qualification: A minimum of a degree in accounting or related discipline or equivalent from a recognized institution. OR A pass in service exam U. Appointee must have served at least one year in SS05 grade and have passed H1 & H2 service and have demonstrated intellectual capacity, drive, determination and flair in existing grade or position; or successfully completed Form 7 examination with a pass in accounting.

Salary: AC04 \$17, 687 - \$22, 724

219/2009	ASSISTANT ACCOUNTS OFFICER [LEDGERS] TREASURY
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The appointee will be responsible to the Senior Accounts Officer [Salaries, Leave & Passages] through the Accounts Officer [Salaries, Leave & Passages] and will be in charge of the ledgers section. Responsibilities include checking and verifying established officers' fortnightly payroll deduction reports and making the payment to various organizations/companies. The appointee will also have to arrange salary reversals when required and also prepare monthly reconciliations for trust fund, drawings account and inter departmental clearances.

Qualification: A minimum of a degree in accounting or related discipline or equivalent from a recognized institution. OR A pass in service exam U. Appointee must have served at least one year in SS05 grade and have passed H1 & H2 service and have demonstrated intellectual capacity, drive, determination and flair in existing grade or position; or successfully completed Form 7 examination with a pass in accounting.

Salary: AC04 \$17, 687 - \$22, 724

220/2009	ASSISTANT ACCOUNTS OFFICER [ADVANCES] TREASURY
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The appointee will be responsible to the Accounts Officer [Cash & Payments] for the processing and clearance of accountable advances and per diem allowances. He/She will also be required to prepare monthly reconciliations for all subsidiary accounts under the Lending Fund account and also the Revolving Fund Account. Also surprise checks on the cashier and verification of the bank lodgments, receipts and pay-ins.

Qualification: A minimum of a degree in accounting or related discipline or equivalent from a recognized institution. OR A pass in service exam U. Appointee must have served at least one year in SS05 grade and have passed H1 & H2 service and have demonstrated intellectual capacity, drive, determination and flair in existing grade or position; or successfully completed Form 7 examination with a pass in accounting.

Salary: AC04 \$17,687 - \$22,724

OFFICE OF THE AUDITOR GENERAL

221/2009	ACCOUNTS OFFICER
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This position is responsible to the Deputy Auditor General in respect of both accounting and general administrative matters of the Office of the Auditor General [OAG]. These include, general accounts, administration, personnel matters, vehicle and transportation, office accommodation and supervision of subordinates. The incumbent should be well equipped with basic knowledge of financial regulations and government administration. He/she must have the relevant knowledge and expertise and is able to provide advice to management and is able to implement decisions made by management and at the same time ensures that all regulated policy matters are compiled with.

Qualification: A degree in Accounting, Finance or Business Studies and preferably a member of the Fiji Institute of Accountants or a recognized or an equivalent/ recognized professional body. OR He/She should have served at least 2 years as Assistant Accounts Office and have demonstrated intellectual capacity, drive, determination and flair in existing grade or position. Should be a team player and has acquired consistently good reports.

Salary: AC03 \$22,799 - \$29,730

MINISTRY OF PRIMARY INDUSTRIES

DEPARTMENT OF AGRICULTURE

222/2009	SENIOR ACCOUNTS OFFICER [LAND & WATER RESOURCE MANAGEMENT]
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Responsible to Director Land & Water Resource Management through the Principal Accounts Officer for the overall management of the Division's accounting and financial affairs including budget preparation, prompt disbursement of funds, monitoring of expenditure and revenue and providing financial and accounting reports and advice. Conduct internal audits and answer to audit queries. Responsible for the preparation and timely submission of budgetary loading and cash flows, Virement of funds and Requisition to Incur Expenditures to the Ministry of Finance and National Planning. Oversee the safe custody of government assets, proper maintenance of government ledger records and timely preparation and submission of accounts reconciliation to the Ministry of Finance. Administer overall supervision of payments of salaries and wages authorize purchases and payments and signing of cheques. Provide staff training and supervision of subordinates to ensure internal controls, Rules and Regulations are adhered to in the course of performing the accounting and financial functions of the Division and Ministry. Coordinate in conjunction with Ministry of Finance on the Financial Management Information Systems (FMIS) and Financial Management Reform (FMR) training and implementation processes.

Qualification: A degree in Accounting, Finance/Business Studies and preferably a member of the Fiji Institute of Accountants or a recognized/ equivalent professional body. Must have experience in managing staff and resources and have served at least 2 years as an Accounts Officer; or relevant experience in any other organization; or without the 2 years requirement, has demonstrated intellectual capacity, drive, determination and fair in existing grade or

position. OR Qualifications required for appointment as an Accounts Officer and at least 2 years service in that grade or equivalent and must have demonstrated intellectual capacity, drive determination and fair in existing grade/position. Consistently good reports and assessed potential and ability to progress beyond Senior Accounts level.

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

MINISTRY OF INDIGENOUS AFFAIRS,
PROVINCIAL DEVELOPMENT & MULTI-
ETHNIC AFFAIRS

DEPARTMENT OF PROVINCIAL
DEVELOPMENT

<p>223/2009 224/2009</p>	<p>ASSISTANT ACCOUNTS OFFICER [2 POSTS] WESTERN NORTHERN</p>
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Accountable to the respective Divisional Accounts Officers (DAO). Divisional Assistant Accounts Officer's role is dual in nature. Firstly, the incumbent assists the DAO in supervising the 1 Clerical Officer in fulfilling their specific accountabilities. Secondly, the AAO exercises some specific accounting functions such as: passing of payment vouchers and signing cheques; cashing of wages and checking of revenue lodgments; maintaining a telephone register and the payment of bills; the reconciliation of the Cash Clearance, Imprest, and Drawings Accounts; punching of wages mater files; maintaining petty cash and replenishing and retiring these at the years end, and; maintaining the inventory and answering queries on payments and revenue. These are specific responsibilities assigned directly to ensure that all the responsibilities of the FU are managed in an efficient way and that the corporate financial targets and outputs are achieved.

The incumbent also deputizes for the Divisional Accounts Officer in the absence of that officer.

Qualification: A minimum of a degree in accounting or related discipline or equivalent from a recognized institution. OR A pass in service exam U. Appointee must have served at least one year in SS05 grade and have passed H1 & H2 service and have demonstrated intellectual capacity, drive, determination and flair in existing grade or position; or successfully completed Form 7 examination with a pass in accounting.

Salary: AC04 \$17, 687 - \$22, 724

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

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

<p>225/2009</p>	<p>SENIOR INFORMATION OFFICER</p>
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The Senior Information Officer reports to the Auditor General on the compilation of audit reports. He/she ensures that a good working relationship is maintained with the Parliament, audit clients, members of the public and the media. The officer provides administrative support services in the implementation of the plans, policy and procedures and contributing to the production of quality reports. The officer manages the Information Services and the Library. He/she is also required to promote and create awareness on the public sector performance and accountability and coordinate the compilation of the Auditor General's reports to Parliament. This includes data presentation and analysis and development of appropriate reporting formats after conducting surveys and researchers. The officer is required to prepare responses to queries raised by members of the public or the media. He/she is responsible for the training of staff on data presentation, analysis and reporting. The incumbent regularly deals with all the staff of OAG and occasionally with regional counterparts, the Ministry of Finance,

Public Service Commission, Ministry of Information, Parliament, members of the public and the media.

Qualification: Qualifications required for appointment as Information 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 Information Officer. Experience in journalism and broadcasting is desirable.

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

<p>226/2009 227/2009 228/2009 229/2009</p>	<p>AUDITOR [4 POSTS]</p>
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Responsible to the Senior Auditor or Audit Manager for the plan and conduct of audit of government departments, municipal and provincial councils. Appointees should be able to effectively implement new audit methodologies. Competencies should focus on team work, time management and appropriate interpretation of government regulations and policies.

Qualification: An Accounting degree and membership with the Fiji Institute of Accountants. The person appointed must have served in the private sector or the Department of Audit for a period of not less than 12 months and must demonstrate abilities to advance further than this level. OR He or she should be a team player, have acquired consistently good reports and assessed potential and ability to progress one grade beyond the Auditor position. Those who have served for two years or more may also be considered for the post. Graduates in accounting and auditing are better positioned for appointment to this level.

Salary: AC03 \$22, 799 - \$29, 730

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

The Permanent Secretary
Ministry of Primary Industries
Private Mail Bag
Raiwaqa

DEPARTMENT OF AGRICULTURE

<p>230/2009</p>	<p>PRINCIPAL VETERINARY OFFICER</p>
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Responsible to the Director Animal Health & Production for the practice of veterinary medicine and surgery, veterinary therapeutics and drugs administration, veterinary public health and preventative medicine, domestic and international animal quarantine and exotic disease prevention, regulatory and inspection services. Provide policy advice to the Minister, Assistant Minister and Management on veterinary matters, and implement veterinary policy through the Divisional Veterinary Officers, the Veterinary Profession and the non-veterinary staff of Animal Health & Production as appropriate. Prevent the entry of exotic diseases into Fiji by being responsible for Sanitary Phyto-Sanitary (SPS) Measures, Import Risk Assessments (IRA), develop statistically based, scientifically sound quarantine protocols that follow the Office of International Epizootics (OIE) Guidelines and facilitate trade in accordance with Fiji's World Trade Organisation (WTO) obligations. Responsible for local disease surveillance and monitoring through the field veterinary services of the Divisional Veterinary Officers and Animal health & Production staff specifically responsible for clinics throughout the country. Ensure field service monitoring and surveillance are linked to the investigations of the Veterinary Pathology Laboratory. Responsible for the practice of veterinary medicine and surgery by the Divisional Veterinary Officers for the Western, Central, Northern and Eastern Division respectively. Ensure that veterinary drug therapeutics and administration is properly managed throughout the country. Ensure field

regulatory and inspection services are operating efficiently and effectively via factory, abattoirs and meat carrying vehicles inspection, registration and monitoring. Ensure that Meat Inspection, animal pounds and dog and animal licensing services, vermin control, animal brands and registration, and dairy inspection and registration are carried out annually throughout the country. Coordinate and organise training of Animal Health & Production staff in basic animal science and simple veterinary procedures in order to provide support to the Divisional Veterinary Officers in their duties.

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

Salary: VR01 \$43,054 - \$54,085

231/2009	SENIOR RESEARCH OFFICER [CHEMISTRY FORENSIC]
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Responsible for the planning, budgeting, coordinating and implementation of agricultural chemistry research programme, analytical services and provide policy advise to PRO Chemistry/Government. Analyst on matter relating to Forensic Services. The incumbent will carry out chemical analysis of soils, plants, animal feed, water and other agricultural products samples, he/she provides food and forensic services to the Ministry of Health and Police, private clients and organisation and ensures quality assurances. The position manages technical administrative and training functions of the Forensic Unit and develops testing methods to ensure that Occupational Health and Safety functions are adhered.

Qualification: Qualifications required for appointment as a Research Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization. Particular specialist experience will be required

for posts, and the ability to manage and train staff.

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

232/2009	RESEARCH OFFICER [HORTICULTURE - FRUITS]
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Responsible to the Director Research through the Principal Research Officer (Horticulture) for the management and operation of the Seaqaqa Research Station. Facilitate fruit research activities through professional guidance to staff development through counseling etc. Monitor and evaluate the state of a; office buildings and quarters. The duty also involves planning of all research activities on fruits and root crops, budgeting, monitoring and compilation of reports on activities. Prepare bulletins on new findings; prepare scientific papers on Horticultural related matters. Organise and conduct training on fruits and provide on the job training for subordinates.

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

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

233/2009	AGRICULTURAL OFFICER [QUARANTINE] NADI
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Responsible to the Director Quarantine Standard & Compliance Services through the Senior Agricultural Officer (Quarantine – West) for coordination and monitoring of all Quarantine activities and Capital Projects in the Nadi District including the preparation of operational budget of Nadi Airport and other capital development facilities, infrastructure and equipment in order that appropriate level of protection is provided. In charge of the overall facilitation of the biosecurity functions at the Nadi Airport by providing appropriate level of protection against exotic pest and disease in compliance with the

Quarantine Acts. Ensure that all essential tools for essential services are in operation and available at all times. Management, supervision and control of officers on shift duties and cargo operations and ensuring that all fees and charges of identified quarantine activities are collected in accordance with Quarantine Fees Regulations 1984. Ensure that all facilities for risk management such as incinerator fumigation chamber, inspection rooms at the Cargo and Baggage hall are in good operational conditions and fully equipped. Attendance of all operational facilitation meetings on matters regarding Quarantine, Imports, Emergency Response plan, ICAO, Avsec and Border facilitation. Prepare and implement Emergency response plan as soon as possible for any interception of exotic pest that have economical and social importance to Fiji. Provide technical and moral support to Quarantine Staff in the Nadi District. Provide technical advice to stakeholders and the public on all import and export requirements in accordance with international requirements, standards and protocols such as WTO Agreements, SPS Agreements, CODEX Food Safety, OIE, IPPC, FAO and HACCP. Compile, analyse and submit order Operation Report of the Nadi International Airport to SAO (West) for submission to management. Responsible to SAO (West) for the coordination of technical and administrative matters at the border.

Qualification: Qualifications required for appointment as Assistant Agricultural Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with demonstrated ability to supervise and control staff and ability to perform effectively in rural situations; OR A good degree in an appropriate Agricultural discipline.

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

234/2009 235/2009	AGRICULTURAL TECHNICAL OFFICER – 2 POSTS [EXTENSION] LAKENA
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Responsible to the Director Extension through the Principal Agricultural Officer Central for the organisation and implementation of the Ministry's work programmes as assigned for each area. Supervise daily activities of subordinate locality field officers. Assist the Agricultural Officer in identifying specific areas for development, liaise with other agencies involved in agricultural development, Identify farmers training needs, Support the Agricultural Officer in formulating relevant training activities & prepare district work plans, Prepare monthly and quarterly progress reports, assist farmers with their Fiji Development Bank loan assessment and make recommendations. Liaise with Agricultural officer (Farm Mechanisation) in land development programme within the province, layout of demonstration plots and organise exposure of method and results to farmers.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; OR A good degree and assessed at interview to have potential to reach at least Principal level.

Salary: PR04 \$15,689 - \$20,018

236/2009	AGRICULTURAL TECHNICAL OFFICER [EXTENSION] NADI
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Responsible to the Director Extension through the Principal Agricultural Officer Western for the organisation and implementation of the Ministry's work programmes as assigned for each area. Supervise daily activities of subordinate locality

field officers, Assist the Agricultural Officer in identifying specific areas for development, and liaise with other agencies involved in Agricultural development. Identify farmers training needs and support the Agricultural Officer in formulating relevant training activities & preparing district work plans. Prepare monthly and quarterly progress reports, help out farmers with their Fiji Development Bank loan assessment and make recommendations. Liaise with Agricultural Officer in land development programme within the province, assist with the layout of demonstration plots and organise exposure of method and results to farmers.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; OR A good degree and assessed at interview to have potential to reach at least Principal level.

Salary: PR04 \$15,689 - \$20,018

237/2009	AGRICULTURAL TECHNICAL OFFICER [EXTENSION] RABI
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Responsible to the Director Extension through the Principal Agricultural Officer Eastern for the organisation and implementation of the Ministry's work programmes as assigned for each area. Supervise daily activities of subordinate locality field officers, Assist the Agricultural Officer in identifying specific areas for development, and liaise with other agencies involved in Agricultural development. Identify farmers training needs and support the Agricultural Officer in formulating relevant training activities & preparing district work plans. Prepare monthly and quarterly progress reports, help out farmers with their Fiji Development Bank loan assessment and make recommendations. Liaise with Agricultural Officer in land development programme within

the province, assist with the layout of demonstration plots and organise exposure of method and results to farmers.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; OR A good degree and assessed at interview to have potential to reach at least Principal level.

Salary: PR04 \$15,689 - \$20,018

238/2009	AGRICULTURAL TECHNICAL OFFICER [EXTENSION] NADROGA/NAVOSA
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Responsible to the Director Extension through the Principal Agricultural Western for the organisation and implementation of the Ministry's work programmes as assigned for each area. Supervise daily activities of subordinate locality field officers, Assist the Agricultural Officer in identifying specific areas for development, and liaise with other agencies involved in Agricultural development. Identify farmers training needs and support the Agricultural Officer in formulating relevant training activities & preparing district work plans. Prepare monthly and quarterly progress reports, help out farmers with their Fiji Development Bank loan assessment and make recommendations. Liaise with Agricultural Officer in land development programme within the province, assist with the layout of demonstration plots and organise exposure of method and results to farmers.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and

control staff. Ability to perform effectively in rural situations; OR A good degree and assessed at interview to have potential to reach at least Principal level.

Salary: PR04 \$15, 689 - \$20, 018

239/2009	TECHNICAL OFFICER II [PLANT PROTECTION/ PATHOLOGY]
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Responsible to the Senior Research Officer (Pathology) and assists on diagnosis of disease, fungus, bacteria, viruses and nematode. He/she will assist in the layout of trials, testing of fungicide, physical control of virus and indexing, assist in Post Entry Quarantine on vetting of seeds and plants imported into Fiji. Maintain the Stores and tools inventory and supervise Government Wage Earners and provide on the job training.

Qualification: Qualifications required for appointment as Senior Technical Assistant and around 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Ordinary Technicians Diploma or equivalent relevant qualification in his field eg. Meteorological Observer Senior Examination Q[1].

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

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

**The Permanent Secretary
Department of Forestry
P O Box 2218
Government Buildings
Suva**

240/2009	FORESTRY OFFICER [ASSISTANT DFO] WESTERN
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Responsible to the Divisional Forestry Officer

Western for the submission of reports on Timber Production activities in all beats in the Division. He/She will also be responsible for Performance assessment and training for the subordinates. Daily lodgments of revenue, and submission of weekly returns. Periodical verification of Logging Machines that are compliance to OHS and NCOLP. Monitoring and Evaluation of Harvesting operations and updating of all Logging contractors profile in the Western Division. Also prepare report of all Logging Licenses. Attending Tikina, Advisory, DDC and Provincial Meetings on Schedules. Distribution and assistance in planting of degraded areas and agricultural abundant areas.

Qualification: Qualifications required for appointment as Forester and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with demonstrated ability to supervise and control staff and ability to perform effectively in rural situations; OR A good degree in Forestry.

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

241/2009	FORESTER [LICENSING]
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Responsible to the Principal Management Officer in Monitoring of National Logged Areas ensuring the availability of annual report statistics on areas logged. Facilitate the provisions of Timber Volume. Coordinate License area visits for verification. Conduct Training on PSP methodologies and date collection techniques. Analyses of permanent sample plot data. Continuous update of mapping and proper recording of all logged areas.

Qualification: Qualifications required for appointment as Forest Ranger and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability to supervise and control staff; OR A good degree in Forestry.

Salary: PR04 \$15, 689 - \$20, 018

242/2009	FORESTER [SURVEY]
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Responsible to the Principal Management Officer for undertaking forest survey works, collation of data and documentation of results. Undertake ground verification and map editing of forests types in Viti Levu and Vanua Levu.

Documentation of results in ground verification and editing of maps. Carry out Asset management to survey and report on the assets and the conditions. Facilitate De- reservation of Forest/ Nature Reserves when requested. To ensure that the section's progress and quarterly reports are submitted timely.

Qualification: Qualifications required for appointment as Forest Ranger and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability to supervise and control staff; OR A good degree in Forestry.

Salary: PR04 \$15, 689 - \$20, 018

243/2009	FORESTER [TRAINING]
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Responsible to Forestry Officer, Training for conduct and coordinate training in Logging supervision and Plantation supervision for the effective and successful implementation of managing and sustaining forest resources to maximize the benefits and its services. He/she must manage funds in line with the planned programs through proper financial management; ensure timely submission of reports. The incumbent will also be responsible for the monitoring of the effectiveness of the Awareness Training Packages.

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

field in any other organisation. Consistently good reports and assessed potential and ability to supervise and control staff; OR A good degree in Forestry.

Salary: PR04 \$15, 689 - \$20, 018

244/2009	FORESTRY OFFICER [HEALTH]
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Responsible to the Senior Scientific Officer in conducting Research and Surveillance of economically important timber pests and diseases. Monitor and record data on Health Survey of plantation areas in Viti Levu. Carryout assessment of growth dynamics and assist in the evaluation of incidences of pests and diseases. Survers of insects that abound on-ground in forested areas and location of ideal habitats. Conduct field activities within Quarantine training on forest Health Surveillance Techniques. Assist in monitoring of Sentinel Trees in major ports and Industry Support Services.

Qualification: Qualifications required for appointment as Forester and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with demonstrated ability to supervise and control staff and ability to perform effectively in rural situations; OR A good degree in Forestry.

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

245/2009	FORESTER [NATURAL FORESTS]
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Responsible to the Principal Silviculturist for the overall inventory research on status of forest ecology on regeneration potential, species diversity and growth dynamic for the sustain management of forest resources in perpetuity. Establish Permanent Sample Plots. Maintain growth database for incremental calculation and comparison on species and management level. Applies research through forest intervention and transformation systems that improves value for

unproductive forest stands. Develop silviculture management systems using high value native species for enrichment planting. Be responsible for natural forest information system in the publication of technical papers on research findings.

Qualification: Qualifications required for appointment as Forest Ranger and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability to supervise and control staff; OR A good degree in Forestry.

Salary: PR04 \$15, 689 - \$20, 018

246/2009	FORESTER [TIMBER PRODUCTION] NORTHERN
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Responsible to the Divisional Forestry Officer Northern for carrying out proper verification of harvesting plan. Monitoring and Evaluation of logging in accordance with NCOLP. He/She will have to attend Tikina meetings and stakeholders meetings to offer professional advice on fees and royalties. Required to submit weekly and monthly reports on field inspection. Also submitting of License Area reports on Bi yearly basis, enabling the management Division to have accurate records on areas logged. Responsible for closer of logging coupes to ensure proper rehabilitation.

Qualification: Qualifications required for appointment as Forest Ranger and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability to supervise and control staff; OR A good degree in Forestry.

Salary: PR04 \$15, 689 - \$20, 018

247/2009	FORESTER [TIMBER PRODUCTION] SOUTHERN
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Responsible to the Divisional Forestry Officer Southern for carrying out proper verification of harvesting plan. Monitoring and Evaluation of logging in accordance with NCOLP. He/She will have to attend Tikina meetings and stakeholders meetings to offer professional advice on fees and royalties. Required to submit weekly and monthly reports on field inspection. Also submitting of License Area reports on Bi yearly basis, enabling the management Division to have accurate records on areas logged. Responsible for closure of logging coupes to ensure proper rehabilitation.

Qualification: Qualifications required for appointment as Forest Ranger and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability to supervise and control staff; OR A good degree in Forestry.

Salary: PR04 \$15, 689 - \$20, 018

248/2009	FORESTER [PARKS]
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Responsible to the Principal Forestry Officer, Management Services Division for the proper maintenance of forest/nature reserves and Colo-i-Suva park operations. Major areas of responsibility include, coordination and facilitation group visits for recreational and educational purposes, Administrative Planning, daily operations of the Parks, Revenue Collection, Personnel Management, Community Awareness and capacity building. He/She will also be providing collaborative support to Conservationists and Naturalists Organizations.

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

field in any other organisation. Consistently good reports and assessed potential and ability to supervise and control staff; OR A good degree in Forestry.

Salary: PR04 \$15, 689 - \$20, 018

17/2007	570/2007	Principal Architect [Architect], HQ – Absence of suitably qualified applicants.
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CORRIGENDA

Published in the Fiji Public Service Official Circular No.3/2009 of 15th February, 2009 incorrect salary under:

- Vacancy Nos. 184, 185 & 186/2009 – Welfare Officer I [Vunidawa, Suva, & Ba] should read as:

“Salary: HW04 : \$20, 335 - \$26, 906”

PROVISIONAL APPOINTMENTS / PROMOTIONS

PROMOTIONS

PUBLIC SERVICE COMMISSION

VUNISA, P.K System Analyst Programmer to be Senior Systems Analyst/Programmer [Management Information Systems Unit] PSC. Vacancy No. 483/2008. EDP 52810

OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

RAYAWA, A.V Senior Legal Officer to be Principal Legal Officer. Vacancy No.175/2008. EDP 29176

MADANAVOSA, P Senior Legal Officer to be Principal Legal Officer. Vacancy No. 174/2008. EDP 63861

WITHDRAWAL OF VACANCIES

FPSOC NO	VACANCY NO	POST
PUBLIC SERVICE COMMISSION		
1/2009	2/2009	Principal Legal Officer - Withdrawn
MINISTRY OF HEALTH		
1/2009	1/2009	Chief Pharmacist – incorrect position description.
MINISTRY OF WORKS, TRANSPORT & PUBLIC UTILITIES		

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

Circular dated: 15/03/2009
 Before noon: 28/02/2009
 Circular dated: 31/03/2009
 Before noon: 15/03/2009

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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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