

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 5/2009

DATE: 15th MARCH, 2009

ISSUED BY THE PUBLIC SERVICE COMMISSION

THE FIJI PUBLIC SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER

VACANCIES

ADVERTISEMENTS must be submitted on plain paper together with GP Form 140 for each vacancy.

APPLICATIONS for vacancies must be made on GP142 Form stating the appropriate reference number and submitted via the Head of the Employee's Department. All applicants must include their Curriculum Vitae (CV) with GP142 Form.

CLOSING DATE for all applications for the posts advertised in this circular will be 21 days from the date of publication shown above. Late applications will not be considered.

JOB DESCRIPTIONS Additional information may be obtained by contacting the Ministry or Department concerned.

CIRCULATIONS Permanent Secretary's and Heads of Departments are to ensure that copies of this circular are made available to all employees by distributing them as widely as possible. A copy should be placed on the Ministry/Department's Notice Board. Those going on in-service training abroad should make arrangements to be informed of matters of interest to them.

RECRUITMENT AND PROMOTION POLICY The Fiji Public Service is an equal employment opportunity employer and vacancies are opened to all Fiji citizens. The following extracts from the 1997 Constitution should be considered in all cases.

"The recruitment of persons to a state service, the promotion of persons within a state service and the management of a state service must be based on the following principles:

- (a) *Government policies should be carried out effectively and efficiently and with due economy;*
- (b) *appointments and promotions should be on the basis of merit;*
- (c) *men and women equally, and the members of all ethnic groups should have adequate and equal opportunities for training and advancement;*
- (d) *the composition of the state service at all levels should reflect as closely as possible the ethnic composition of the population, taking account, when appropriate, of occupational preferences."*

APPOINTMENT AND PROMOTION The following extracts from Regulation 5 of the Public Service (General) Regulations, 1999 should be carefully observed by all recommending employees.

Subsection (1): The appointment or promotion of a person to an office pursuant to section 147 [1] of the Constitution must be

made on the basis of merit after an open, competitive selection process, and in accordance with section 140 of the Constitution.

Subsection (2): An appointment or promotion may only be made if -

- (a) the vacancy in the office, or a vacancy in an office with the same duties, was notified in a Public Service Official Circular within the last year as open to any citizen of the State;
- (b) an assessment has been made of the relative suitability of the candidates for the duties, after interview or using another competitive selection process;
- (c) the assessment was based on the relationship between the candidate's work-related qualities and the work-related qualities genuinely required for the duties;
- (d) the assessment focused on the relative capacity of the candidates to perform the duties.

Subsection (3): The following work-related qualities may be taken into account in making an assessment referred to in sub regulation (2): -

- (a) skills and abilities;
- (b) qualifications, training and competencies;
- (c) standard of work performance;
- (d) capacity to perform at the level required;
- (e) demonstrated potential for further development;
- (f) ability to contribute to team performance.

Subsection (4): Sub regulation (3) does not prevent any other relevant matter being taken into account.



Taina Tagicakibau
Permanent Secretary for Public Services

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

**The Permanent Secretary
Public Service Commission
P O Box 2211
Government Buildings
Suva**

**MINISTRY OF PROVINCIAL DEVELOPMENT &
MULTI-ETHNIC AFFAIRS**

249/2009	CHIEF ECONOMIC PLANNING OFFICER [DIRECTOR DEVELOPMENT SERVICES]
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The incumbent is responsible to the Deputy Secretary for Provincial Development in ensuring that the Rural Development programmes are implemented through the formulation and implementation of strategies for activities which have been identified for the attainment of Government's macro-economic policies on Rural Development. The incumbent is also responsible for monitoring the application of approved policies, procedures and programmes to ensure the attainment of the Ministry's objectives. In addition, the Director as the Chief Economic Planning Officer provides specialist advice on policy and operational matters to the Deputy Secretary and Permanent Secretary through the preparation of cabinet papers, speeches and parliamentary papers and participates in the formulation of departmental policy as part of the Corporate Management Group in the Ministry. The incumbent is accountable for all divisional assets and must oversee the adherence and compliance of the Division to existing statutory legislations, Government's policy guidelines, Departmental instructions, Financial Instructions and General Orders.

Qualification: Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required, is experience of negotiation/discussion with senior staff of Government and Non-Government Agencies. Officers should have

shown well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decision. Proven ability to manage manpower and physical resources effectively is required in positions at this level, which have a bias towards Senior Management rather than policy and considerate work. The best graduate with specialist degrees entering the Service at SS04/03 or equivalent levels may achieve this level after not less than 13 years of service including at least 3 years at Principal level in their discipline. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during the career.

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

MINISTRY OF HEALTH

250/2009	DIRECTOR NURSING [RE-ADVERTISED]
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Responsible to the Permanent Secretary for Health, through the Deputy Secretary Hospital Services for policy advice and management of the national nursing services. The incumbent is responsible for the planning, formulation and review of national nursing business strategies, formulation and review national nursing policies for endorsement by the Nurses Midwives and Nurses Practitioners' Board, monitoring of the nurses' continuous implementation and adherence to the required standard of nursing practice, ensuring that nurses work within their scope of nursing practice and exercise discipline through the Board to those who practice beyond their scope. Responsible for the formulation and review of the Nurses, Midwives and Nurse Practitioners Act and Nursing Legislation and professional registration of nurses in the Country. Planning and management of nursing staffing need for the nation and preparation of a national training and development plan for nurses. Acts as National Health Advisor of the Ministry and also provides advice and support to the Principal Fiji School of Nursing and the seven [7] Senior

Nurse Managers of the various Health Institutions.

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 AND YOUTH & SPORTS

251/2009	SENIOR ADMINISTRATIVE OFFICER [SENIOR CULTURAL ENTERPRISE OFFICER]
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Responsible to the Director of Culture and Heritage for the provision of policy advice and developing national programs to ensure the preservation development and promotion of cultural heritage. The position develops economic strategies, projects and programmes to ensure the development of a cultural industry approach across the culture and heritage sector. This includes the development, in consultation with stakeholders in the sector, of a cultural industry strategy. The position works with the Bureau of Statistics to develop a cultural statistics framework. The regular collection of data will allow more specific research and

understanding of the contribution of the culture and heritage sector to the economy. Coordinate and analyze applications received under the Preservations of Historical Site Grants and make recommendations to the Cultural Grants Committee for approval as well as the proper disbursement of grants. The position is also expected to facilitate the Service Agreements or Memorandum of Understandings between the Government and the Department's 3 statutory agencies including the National Trust of Fiji, Fiji Museum, and Fiji Arts Council on a quarterly basis. In addition the position should ensure that all funding request and submission of acquittals are in order with supporting documents and follow up requests with the Ministry in the release of funds from Ministry of Finance. The officer is expected to develop strategic partnerships on behalf of the Department with private sector organizations which offer growth and development opportunities for the cultural industries. Research, Policy analysis and development skills, knowledge of Information Systems, knowledge and working experience in the culture and heritage sector and working with rural community would be an advantage. Computer skills and tertiary qualifications in Economics or other in the social science field would be desirable.

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

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

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING & ENVIRONMENT

DEPARTMENT OF ENVIRONMENT

252/2009	ADMINISTRATIVE OFFICER
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The appointee will be responsible to Director of Environment for the general supervision of Clerks, Typists, Switchboard Operator and Government Wage Earners; Administration of leave for all staff; Effective operation of registry; Maintenance of vehicle records; verification of Government wage earners timesheets before approving for processing of wages, maintenance of stores and equipment inventories; Ensure that board of survey is conducted annually; Preparation of training Needs analysis for staff training locally and overseas; provide regular updates on desk responsibilities to the Director of Environment through submission of weekly, monthly and quarterly reports of Environment Units; Prepare and submit bi-monthly TPAF grant levy to PSC; submit quarterly vacancies return and monitoring of delegated powers return to PSC; submit quarterly vehicle return to the Ministry of Finance, assist in the preparation of Staff Board papers and meetings, provide secretariat services to the Ministry's Senior Manager's Meetings; compilation of monthly and quarterly internal returns on Sectional Performance/Achievements; Maintenance of Commitment Ledger and submission of weekly cash flows and monthly expenditure returns; contribute to the compilation of Annual Reports of the Ministry and assist in the preparation of the Ministry's Budget; Implementation of Occupational Health and Safety at work Act. Act as Office Superintendent.

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

GOVERNMENT PRINTING & STATIONARY DEPARTMENT

253/2009	ADMINISTRATIVE OFFICER
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Head of Personnel Unit; responsible to the Government Printer through the Assistant Government Printer [Administration] and perform tasks as the Assistant Secretary; advise the Management Board on Personnel, Industrial Relations and Staff Welfare matters; plan, co-ordinate and implement relevant Public Service policies and regulations as well as Departmental and ensure that they are adhered to; act as Secretary to the Departmental Staff Board & follow-up on issues raised by the Board by taking appropriate action accordingly; provide administrative support in the Post Processing of Staff Establishment; maintain and update staff personnel data, confidential files and staff establishment register, prepare commission papers for submission to the Public Service Commission & Ministry of Finance; supervision of subordinate staff to ensure effective system is in place for maintenance & upkeep of all employees' and departmental records. Ensure that PSC Rules & Regulations as well as Departmental are implemented and adhered to; perform other tasks the Assistant Government Printer [Administration] may assign from time to time.

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

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

MINISTRY OF WOMEN, SOCIAL WELFARE & POVERTY MONITORING

254/2009	SECRETARY [DIRECTOR FOR WOMEN]
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The role of the position is to provide secretarial support to the Director for Women as well as attend to telephone enquiries; assist other staff in typing of official correspondence as when essential; provide of official correspondence and when essential, provide directions to all client/customers seeking assistance from the Ministry of Women, Social Welfare & Poverty Monitoring, maintaining an accurate and documented records arising out of department/ministerial or consultative meetings with the Director of Women, maintains records of all communications [inward/outward] to the Director.

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

DEPARTMENT OF IMMIGRATION

255/2009	SECRETARY [INVESTMENT]
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Responsible to the Assistant Director [Operation] include normal typing, filing, counter service, general telephone inquiries and any other duties assigned from time to time.

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**

GOVERNMENT PRINTING & STATIONARY DEPARTMENT

256/2009	ACCOUNTS OFFICER
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Responsible to the Government Printer, through AGP [A], for the proper financial management of the Department's finances and accounts.

Implements proper accounting systems and procedures for the proper management of Department's expenditures and income together with their reporting as required under the Government's statutory finance instructions. Oversees retail sales in the Bookshop ensuring its economical and profitable operation. Verifies costing for output services available to customers from the Department. Performs other related tasks the AGP [Administration] may assign from time to time.

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

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

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

257/2009	EDUCATION OFFICER - ART & CRAFT [ED4B] CURRICULUM ADVISORY SERVICES
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The appointee is responsible to design, review and develop curriculum in own subject area taught in Primary and Secondary Schools. The appointee is responsible to promote the implementation of teaching/learning resource, conduct in-service courses/workshops and visit schools. He/She should be able to carry out routine administrative duties including attending meetings, responding to correspondence and

writing reports. Also to carry out special projects related to curriculum work.

Qualification: Recognised degree with relevant subject majors is preferred and teacher training. At least 9 years competent teaching experience with 3 years superior assessment in ED6A-D or 2 years ED5A-E or 1 year in ED4A grade based upon the 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 educational issues with the wider community and recognised leaders in Education.

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

258/2009	WELFARE OFFICER II [WARDEN] LAUTOKA TEACHERS COLLEGE
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Responsible to the Principal, Lautoka Teachers College for the general welfare of all students including counseling on personal matters, updating and maintenance of student's personal records and liaising with academic and administrative staff on matters concerning students, allocation of hostel places and checking out of students, planning and organizing students, meals, cleanliness of buildings, hostels and the work of the domestic assistants, cooks and cleaners, responsible for sick students and referral of cases to hospital.

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

Salary: HW06 \$12, 297- \$19, 003

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

The Permanent Secretary
Ministry of Industry, Tourism, Trade & Communication
P O Box 2118
Government Buildings
Suva

259/2009	SENIOR ECONOMIC PLANNING OFFICER [ECONOMIC ANALYSIS UNIT]
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Responsible to the Chief Economist through the Principal Economic Planning Officer. The appointee is required to conduct analysis work, writing a wide range of briefing papers, reports, speeches and cabinet papers on investment, commerce and business development. This also includes providing advice on policy matters and ensure that expected outputs are achieved at set deadlines as outlined in the EAU's work programme and ensure that details and timely information are available at all times for management, ensuring close contact is maintained with the private sector, public sector, semi-government and international organizations at all times. The appointee is also required to represent and communicate the Ministry's position in relevant workshops, seminars and conferences, at national, regional and international levels.

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

260/2009 261/2009 262/2009	ECONOMIC PLANNING OFFICER [ECONOMIC ANALYSIS UNIT] 3 POSTS
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Responsible to the Chief Economist through the Senior Economic Planning Officer for compilation/analysis of relevant economic statistics; undertaking research for policy areas related to investment, business development and commerce, attending to queries and investigating issues raised by private and public sector. Development of policies and projects to stimulate investment in various industries; writing briefs, papers and speeches on various issues. This also includes providing advice on policy matters and ensure that expected outputs are achieved at set deadlines as outlined in the EAU's work programme and ensure that details and timely information are available at all times for management, ensuring close contact is maintained with the private sector, public sector, semi-government and international organizations at all times. The appointee is also required to represent and communicate the Ministry's position in relevant workshops, seminars and conferences, at national, regional and international levels. . Any other duties assigned by the Chief Economist.

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

263/2009 264/2009	ASSISTANT INSPECTOR [TRADE MEASUREMENT & STANDARDS] NORTHERN & CENTRAL DIVISION 2 POSTS
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Responsible to the Chief Inspector of Trade Measurement & Standards through their respective Divisional Inspectors for the effective administration of the National Trade Measurement Decree 1989 and Trade Standards and Quality Control Decree 1992 to examine and carry out verification and stamping of instruments and appliances used for dispensing consumer goods in an assigned areas of operation, check weight of prepacked goods to ensure consistency with labels and also inspect verify appliances and instruments in the packaging of products for sale, collect stamp fees and others revenue and account for these in terms of financial procedures, investigate complaints related to non-compliance of Measurement Legislations and prepare recommendations for remedial actions, carry out inspection of business houses and market places to ensure stamped and approved appliances are being used for trade.

Qualification: Diploma in Physics or Electronics or Engineering or Legal Metrology with a good background in instrumentation or Legal Metrology. At least 2-3 years service as a Senior Technician or equivalent and/or relevant skills and experience in this particular field in any other organization.

Salary: ES05 \$15, 691 - \$20, 410

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 ENERGY

265/2009	SENIOR SCIENTIFIC OFFICER
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Responsible to Director through the Principal Scientific Officer for implementations of projects under the energy related activities in six major energy sectors of the Department of Energy's programme [Energy Conservation, Information and Database, Petroleum and Transport, Power Sector, Renewable Energy Development Programme and Rural Electrification]. Prepare budget briefs for the Department and assist Principal Scientific Officer in the implementation of the power sector in facilitating the penetration in power projects and commercializing renewable energy technologies for supply of electricity.

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

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

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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.181, 182 & 183/2009 – Senior Welfare Officer [Labasa, South/East & South/West] should read as:

“Salary: HW02 : \$26, 063 - \$34, 175”

Published in the Fiji Public Service Official Circular No. 4/2009 of 28th February, 2009 under the Ministry of Education should read as:

- Vacancy No. 197/2009 – Deputy Secretary [**Administration & Finance**]

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WITHDRAWAL OF VACANCIES

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FPSOC NO	VACANCY NO	POST
MINISTRY OF PRIMARY INDUSTRIES		
11/2007	95/2007	Deputy Director Fisheries – identified under the 10% Reduction Exercise
MINISTRY OF HEALTH		
18/2007	673/2007	Supervising Pharmacy Technician [CWM Hospital] 2 nd Post – non-availability of suitable qualified applicant
21/2008	434/2008	Tutor Sister [Fiji School of Nursing] 8 th Post – non-availability of suitable qualified applicant.
21/2008	433/2008	Tutor Sister [Fiji School of Nursing] 7 th Post – non-availability of suitable qualified applicant.
	432/2008	Tutor Sister [Fiji School of

21/2008		Nursing] 6 th Post – non-availability of suitable qualified applicant.
21/2008	429/2008	Tutor Sister [Fiji School of Nursing] 3 rd Post – non-availability of suitably qualified applicant.
21/2008	399/2008	Principal Medical Officer [SDMO Lakeba] Lakeba Hospital – sole applicant lacks the professional qualification.
12/2008	123/2008	Chief Medical Officer [Radiology] CWM Hospital – non-availability of suitably qualified applicant.
21/2008	413/2008	Senior Medical Officer [Rabi Health Centre] – no interested applicant for the position.
21/2008	412/2008	Senior Medical Officer [SDMO Ra] Rakiraki Hospital.
21/2008	415/2008	Senior Medical Officer [Wainikoro Health Center] – non-availability of suitably qualified applicant.

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PROVISIONAL APPOINTMENTS / PROMOTIONS

APPOINTMENT

MINISTRY OF PRIMARY INDUSTRIES

VERETAWATINI, V Temporary Agricultural Assistant to be Economic Planning Officer [Statistics]. Vacancy No. 793/2007.

PROMOTIONS

MINISTRY OF LANDS & MINERAL RESOURCES

PRASAD, J.R Technical Assistant to be Technical Officer II [Surveys] Divisional Surveyor Central Eastern. Vacancy No. 544/2007. EDP 61869

SAKARAIA, J Technical Assistant to be Technical Officer II [Surveys] Control Office. Vacancy No. 543/2007. EDP 61115

MINISTRY OF HEALTH

VAKASIGALEKA, E Medical Officer to be Senior Medical Officer [Paediatrics] Lautoka Hospital. Vacancy No. 405/2008. EDP 62466

TIKOIBUA, M Staff Nurse to be Sister [Maternity Unit] Labasa Hospital. Vacancy No. 714/2007. EDP 31969

TURAGAVA, J Medical Officer to be Senior Medical Officer [Surgical] CWM Hospital. Vacancy No. 646/2007. EDP 62465

MATIAVI, S Manager Nursing [Eastern] to be Manager Nursing Services [Central]. Vacancy No. 421/2008. EDP 30988

PRASAD, V Senior Pharmacy Technician to be Supervising Pharmacy Technician [St Giles Hospital]. Vacancy No. 674/2007. EDP 64394

KAMA, K Senior Pharmacy Technician to be Supervising Pharmacy Technician [CWM Hospital]. Vacancy No. 672/2007. EDP 62046

NAIKECE, L Sister to be Senior Sister [Taveuni Hospital]. Vacancy No. 435/2008. EDP 32370

ALI, S.N Sister to be Tutor Sister [1st Post] Fiji School of Nursing. Vacancy No. 427/2008. EDP 32211

TIKOIMALEYA, L Staff Nurse to be Tutor Sister [2nd Post] Fiji School of Nursing. Vacancy No. 428/2008. EDP 31571

KOROVAVALA, S Sister to be Senior Sister [St Giles Hospital]. Vacancy No. 694/2007. EDP 31862

KOROITUKU, S Staff Nurse to be Sister [Surgical Ward] Labasa Hospital. Vacancy No. 713/2007. EDP 32394

VUNAKECE, S Staff Nurse to be Tutor Sister [5th Post] Fiji School of Nursing. Vacancy No. 431/2008. EDP 32466

WAQAWAI, S Sister to be Senior Health Sister [Sub Divisional Health Sister Lomaiviti] Levuka Health Center. Vacancy No. 512/2008. EDP 30963

PESAMINO, I Supervising Pharmacy Technician to be Senior Pharmacy Officer [Labasa Hospital]. Vacancy No. 448/2008. EDP 61676

MCLAREN, A Senior Sister to be Senior Tutor Sister [Fiji School of Nursing]. Vacancy No. 423/2008. EDP 31680

CEINATURAGA, M Senior Matron to be Manager Nursing Services [CWM Hospital]. Vacancy No. 420/2008. EDP 43746

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING & ENVIRONMENT

BALE, A.Q Environment Officer to be Senior Environment Officer [EIA]. Vacancy No. 263/2008. EDP 90287

RALOGAVAU, L.N Environment Officer to be Senior Environment Officer [Waste]. Vacancy No. 262/2008. EDP 90286

DEPARTMENT OF INFORMATION

GADOLO, L Archives Assistant to be Executive Officer [Archives] National Archives. Vacancy No. 361/2008. EDP 62111

MINISTRY OF PRIMARY INDUSTRIES

WAIBUTA, U Senior Agricultural Officer to be Principal Agricultural Officer [Projects] HQ. Vacancy No. 385/2008. EDP 49357

KARAN, V Agricultural Officer to be Senior Agricultural Officer [Quarantine]. Vacancy No. 467/2008. EDP 19378

MOW, B Agricultural Officer to be Senior Agricultural Officer [Central Eastern]. Vacancy No. 356/2008. EDP 45616

MINISTRY OF FINANCE

LOW, M Senior Accounts Officer to be Principal Accounts Officer [Financial Policy Assurance Unit]. Vacancy No. 522/2007. EDP 61179

CHAND, A.V Clerical Officer to be Assistant Accounts Officer [Leave & Passage], Ministry of Finance. Vacancy No. 527/2009. EDP 63025

MINISTRY OF WORKS, TRANSPORT & PUBLIC UTILITIES

SAULA, I.D Senior Scientific Officer to be Principal Scientific Officer [Department of Energy]. Vacancy No. 103/2008. EDP 61141

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

OARANIVALU, J Assistant Head Teacher [ED4A] to be Senior Education Officer [Fijian] ED2A, Assets Monitoring Unit. Vacancy No. 187/2008. EDP 7808

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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:	31/03/2009
Before noon:	15/03/2009
Circular dated:	15/04/2009
Before noon:	31/03/2009

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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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