

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 6/2009

DATE: 31st 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**

CONSTITUTIONAL OFFICES COMMISSION

OFFICE OF THE AUDITOR GENERAL

266/2009	AUDITOR GENERAL
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The officer will be required to audit and report on the Public Accounts of Fiji; to examine, enquire into and audit the public accounts in such a manner as he deems necessary to satisfy himself: that the accounts have been faithfully and properly kept; that all reasonable precautions have been taken into safeguard the collection of public moneys and that the laws, directions or instructions relating to them have been duly observed; that expenditure has been properly authorized and applied to the purposes for which funds were appropriated for and has been otherwise properly accounted for and that the regulations and procedures applied are sufficient to secure an effective control over expenditure and that it has been incurred with due regard to economy and avoidance of waster and extravagance; that adequate stores regulations and procedures have been made to ensure the proper receipt, issue and custody of stores regulations have been duly observed and that the provision of the Finance Act 1981 and of any other law relating to money and stores subject to the audit have been, in all respects, complied with. The appointee will be responsible for the administration and management of the Office of the Auditor General, particularly the implementation of its Strategic, Corporate and Business Plans and timely submission of audits reports to Parliament, Councils, Boards and Committees the accounts of which are subject to audit by the Auditor-General. The appointee will be required to deploy resources provided to

achieve the objectives, implementation of new audit methodologies e.g. computer assisted audit techniques, risk based auditing, performance auditing, etc.

Qualification: A minimum of a university degree in accounting and recognized professional qualification and membership with a recognized accounting body and with at least sixteen [16] years audit experience. A post-graduate qualification would be advantageous. In the absence of post-graduate qualifications or equivalent private sector experience, extensive experience and efficiency in the management of public accounts with at least twenty one [21] years service.

Salary: F\$89,352 + benefits and allowances

MINISTRY OF INDUSTRY, TOURISM, TRADE & COMMUNICATION

DEPARTMENT OF CO-OPERATIVES

267/2009	ADMINISTRATIVE OFFICER [CO-OPERATIVES]
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The role of the Assistant Secretary Administration is to assist the Director and Registrar of Co-operatives in the following areas, improve efficiency, effectiveness and productivity in the divisions through formulation and implementation of key strategic and operational plans; plan, coordinate and monitor all finance, physical and human resource management functions, personal administration (including advertisements, appointments, promotions and appeals), disciplinary actions, industrial relations , occupational health and safety at work and staff development; Provide effective leadership and ensure prompt implementation of management plans for the delivery of administrative /personnel/financial functions of the divisions; Advise the head of sections on all personnel/administrative matters and functions; identify deficiencies in performance and arrange for the provision of appropriate training or skill-building to address the shortcomings; Identify

and rectify inadequacies /shortcomings/deficiencies in procedures, organization and methods and management systems.

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 FINANCE

268/2009	PRINCIPAL ADMINISTRATIVE OFFICER [TRAINING]
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Responsible to the Deputy Secretary for Finance [Administration] for the effective functioning of the Ministry's Training Unit. This include identifying training needs, planning and developing programmes/courses to meet Human Resources Development [H.R.D] needs of the ministry as well as the accounting cadre in the Service; implementing training programmes by providing instructions, training equipment and materials as appropriate, seek and process nominations for staff to attend external programmes, asses suitability of such courses and provide appropriate advice and re commendation; monitor progress of staff attending courses and ensure compliance with the condition of their release for training; serve on internal/external H.R.D committees as a member/representative of the Ministry; and attend to other appropriate H.R.D activities.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Post graduate qualification and/or

relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

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

269/2009	ADMINISTRATIVE OFFICER [VEHICLE CONTROL UNIT]
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Responsible to the Deputy Secretary for Finance (Administration) for administering the government vehicle fleet in accordance with Government's Vehicle Policy and Transport Instructions, including acquisition/ordering and allocation of vehicles and maintenance of a database on such vehicles. Assist in the preparation of reports and conduct of routine correspondences in respect of vehicle related matters. Supervise the Ministry's vehicle services including the duties of drivers. Investigate complaints on misuse of Government vehicles and decide or recommend appropriate action. Secure vehicles for use by VIPs and State organised events/functions. Contribute to the review of policies, rules and regulations relevant to the management of government vehicles.

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

270/2009	EXECUTIVE OFFICER [PERSONNEL]
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Responsible to the Senior Administrative Officer [Personnel] for provision of a wide range of

personnel services. Duties include leave management, preparation of staff returns, maintain staff record, assisting with staff recruitment activities, preparation of submissions/papers and implementation of management decisions on staffing matters.

Qualification: Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 23 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

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

271/2009	EXECUTIVE OFFICER [POST PROCESSING UNIT]
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Responsible to the Senior Administrative Officer [Personnel] for the Processing of departmental posts under delegation of powers. The appointee will assist in organising interviews and writing Staff Board submissions, assist in the processing of acting appointments, and also maintain the staff establishment register to ensure that the filling of posts is within the approved ceiling. The incumbent will also assist in attending to personnel matters.

Qualification: Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 23 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

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

MINISTRY OF WORKS, TRANSPORT & PUBLIC UTILITIES

DEPARTMENT OF WORKS

272/2009	EXECUTIVE OFFICER [HUMAN RESOURCES] HQ
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Responsible to the Administrative Officer [Human Resources] for statistical returns in respect of established and unestablished staff and the preparation and maintenance of departmental unestablished records. The appointee will be required to act as liaison officer for all queries/reports regarding transport and investigate reports where necessary, maintain register and follow up cases on accidents and attend to any other duties assigned from time to time.

Qualification: Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 23 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

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

273/2009	SECRETARY [DIVISIONAL ENGINEER (WORKS) CENTRAL EASTERN]
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Responsible to the Divisional Engineer Central Eastern for performing general secretarial duties which may include taking and transcribing dictation, operating word processor, photocopier etc, answering telephone enquiries, arranging appointments, filing and dispatching of DEC/E's correspondence, typing of confidential correspondence and any other duties as may be assigned by the Divisional Engineer Central Eastern.

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

274/2009	SECRETARY [DEPUTY SECRETARY PLANNING & DESIGN] HQ
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To be responsible to their respective supervisors for performing general secretarial duties which may include: taking transcribing dictations: operating word processor, photocopier, etc: answering telephone enquiries: arranging appointments, filing and dispatching of their respective supervising officers correspondences: typing of confidential correspondences and any other duties as may be assigned by their respective supervising officers.

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 NATIONAL ROADS

275/2009	ADMINISTRATIVE OFFICER [HUMAN RESOURCES- ROADS] HQ
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Responsible to the Director of National Roads for the efficient day to day administration of the department. Duties including dealing with personnel matters [leave, discipline, acting appointments, termination/retirements, in-service training, supervision of subordinate staff including unestablished, maintain and update staff establishment. OHS liaison officer in our Department. In-charge of all vehicle accidents returns. The officer would be required to provide administrative and support service of all sections to the Department. Submissions of vacancies with recommendations to DNR. Reconciliation of leave applications and social matters that require the new engagements, provide guidance, direction and encourage staff to provide feedback on their performance and any other duties as assigned by the Director of National Roads.

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

276/2009	EXECUTIVE OFFICER [ROADS] LAUTOKA
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Responsible to Divisional Engineer Roads Western for efficient day to day Administration of

the Mechanical/Electrical Division. Duties include dealing with personnel matters [Leave, discipline, acting appointments, terminations/retirements, in-service training supervision of subordinate staff including unestablished, maintain and update staff establishment]. OHS liaison officer in our Division. In-charge of all vehicle accidents. The officer would be required to provide administrative and support service of all sections of the Division. Submissions and social matters that require the require the new engagements provide guidance, direction and encourage staff to provide feedback on their performance and any other duties as assigned by the Divisional Engineer [Roads] Western.

Qualification: Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 23 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

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

277/2009	SECRETARY [DIRECTOR NATIONAL ROADS]
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Responsible to the Director of Roads and Airfields for performing general secretarial duties. In this role, the incumbent will be taking and transcribing dictation, typing using the computer, managing personal diary and appointments, receiving and directing telephone enquiries and other communications and provided other support services 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 ENERGY

278/2009	EXECUTIVE OFFICER
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Responsible to the Director of Energy through the Administrative Officer in the management of transport and compilation of returns together with the supervision of wage earners; ensure that all training needs and nomination of staff are completed within timeframe; process and maintain staff leave records and compilation of monthly returns of absences; responsible for overseeing purchases by storeman and assist the Administration Officer on matters for post processing, drawing out contract appointments, office space set up and house keeping.

Qualification: Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 23 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

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

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

DEPARTMENT OF FOREIGN AFFAIRS &
INTERNATIONAL CO-OPERATION

279/2009	SENIOR SECRETARY
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Responsible to the Permanent Secretary for Foreign Affairs, International Co-operation and Civil Aviation for performing general secretarial duties. Duties include typing, receive and register all inward and outward mails, maintain reliable, systematic filing and storage system, maintain a register of movement of files and official correspondences within the Ministry; maintain confidentiality of information, maintain a well kept and secured cabinet storing confidential information that includes publications and official correspondences. The incumbent is also required to organize travel arrangements both local and abroad that include meetings and workshops for the Permanent Secretary and attend to telephone calls and visitors. It is expected that the successful applicant will need to be an articulate personal assistant and must demonstrate excellent customer service skills, be courteous and polite in all undertakings during the course of work.

Qualification: Qualifications required for appointment as Secretary and at least 3 years service in that grade or equivalent. Consistently good reports and proven discretion and ability to work effectively under pressure. 60wpm typing on manual typewriter or 70wpm typing on electronic /electric typewriter. Advanced word processing knowledge and Computer Management Skills is essential. Shorthand skill is advantageous.

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

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

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

MINISTRY OF FINANCE

280/2009	ACCOUNTS OFFICER
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The appointee will be responsible to the Senior Admin Officer [Training]. Duties include supporting the effective functioning of the Ministry's Training Unit. Assist in the preparation and implementation of training programmes and courses, preparation of training documents, materials and reports and facilitating attendance of staff at training courses.

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

281/2009	SYSTEM ANALYST/PROGRAMMER
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The position will be responsible to Director [FMIS] and the primary purpose of the post is to plan, assist and monitor the development of computer systems. The successful appointee will be responsible for proves hardware and software support to maintaining trouble-shooting problems and ensuring data integrity with the information systems. Some of the principal accountabilities include an effective IT management support by conducting awareness programmes for computer literacy; consult with stakeholders and government agencies for improved development and enhancement of process improvements; provision of reports as required and maximize support for end users by upgrading all IT components. The incumbent is also responsible for the overall FMIS administrative support for efficient use of the FMIS application; and to

provide hardware and software support for the FMIS Team; and to attend to FMIS IT related issues through regular consultation with ITC and Infor Global.

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

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

282/2009	ASSISTANT PROGRAMMER
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The position will be responsible to the System Analyst for program design from specifications, coding, testing, program documentation and assisting in system acceptance. In charge for maintenance programming work, that is, application enhancements. Responsible for bug fix and general application support in assigned systems. To adhere to development and systems environment standards including handover procedures to operations. To develop and implement computer systems for designated business area. To maintain and support systems on-site and in user locations where necessary. To ensure systems are developed in the correct manner, to standard, on-time and within budget. This position also requires the incumbent to assist with the administration, maintenance and support of the FMIS application, as well as other third party software that support the FMIS applications. To attend to FMIS hardware and connectivity issues, and to ensure that all SSA FM technical issues are updated and managed through the OPS facility.

Qualification: Qualifications as required for appointment as a Computer Operator plus 23 years experience; OR A degree holder with relevant experience in computing in any other organisation and/or relevant skills and experience in this particular field in any other organisation.

Salary: IT06 \$20, 313 - \$24, 540

DEPARTMENT OF PUBLIC ENTERPRISES

283/2009	ACCOUNTS OFFICER [FINANCIAL ANALYST] MONITORING UNIT
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Responsible to the Senior Financial Analyst for all aspects of performance evaluation of GCCs and CSAs. The appointee will be expected to assess planning documents and carry out financial and economic analysis of performance, prepare reports and pares based on assessment undertaken. The appointee is required to formulate Cabinet Papers and make relevant research on issues affecting performance of GCCs and CSAs. The appointee must have a good analytical skill and be familiar with financial data base management.

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 INDUSTRY, TOURISM, TRADE & COMMUNICATIONS

DEPARTMENT OF CO-OPERATIVES

284/2009	ASSISTANT OFFICER	ACCOUNTS
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The Assistant Accounts officer is directly answerable to the Accounts Officer. The position is responsible for the monthly reconciliation of accounts, checking and pass for payment of

payment vouchers, daily processing of cheques in FMIS system and accounting for revenue.

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

MINISTRY OF WORKS, TRANSPORT & PUBLIC UTILITIES

DEPARTMENT OF WORKS

285/2009	ASSISTANT ACCOUNTS OFFICER [LEDGERS] CENTRAL EASTERN
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Responsible to the Accounts Officer for supervision of accounting staff, opening of new job numbers (Account Master), preparation of VAT Return and progress reports, approving of all journal vouchers and undertake any other duties assigned from time to time.

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

DEPARTMENT OF NATIONAL ROADS

286/2009	ACCOUNTS OFFICER [ROADS] CENTRAL EASTERN
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Responsible to the Divisional Engineer Roads Central/Eastern for all accounting function of the Mechanical and Electrical Section, supervision of accounts staff, monitoring of returns, review and improve systems and procedures in operation, implement control measure and undertake any other duties assigned 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

287/2009	ASSISTANT ACCOUNTS OFFICER [ROADS] LABASA
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Responsible to the Accounts Officer [Roads] for supervision of Ledgers staff; opening of new job numbers [Accounts Master] preparation of VAT Return, progress report; and Trading Manufacturing reports; approving of all journal vouchers and any other duties as signed from time to time.

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 Permanent Secretary
Ministry of National Planning
P O Box 2351
Government Buildings
Suva**

288/2009	PRINCIPAL ECONOMIC PLANNING OFFICER [SECTORAL/REGIONAL]
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Responsible to the Chief Economic Planning Officer (Sectoral/Regional) for coordinating sectoral/regional policy and project planning. The appointee will be actively involved in the preparation and regular review of the sectoral/regional policies and programmes; budgetary, aid analysis and coordination of planning; appraisal, design priority setting, monitoring and implementing sectoral/regional development projects; initiate and direct policy oriented studies of various sectoral/regional development issues and will work in close liaison with ministries/departments, statutory bodies and non-governmental organization.

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

289/2009	PRINCIPAL ECONOMIC PLANNING OFFICER [MACROECONOMIC]
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The officer will be responsible for coordinating the Macro Economic Units Output in: the preparation of economy on the whole and regional models for short, medium and long term planning as well as preparation of macroeconomic/econometric models and/or use of other methodologies for assessing past trends and making projections for various economic aggregates, investigate and review the current macro-economic issues/problems and its impact on other sectors of the economy, regularly analyse key economic indicators (statistics) trends, relating to Gross Domestic Product (GDP), saving and investment, trade imports, exports and balance of payments, international commodity prices, income distribution and issues on trade, liaise with the Reserve Bank of Fiji, Bureau of Statistics, Ministry of Finance (Budget Division) in the compilation of key macro-economic aggregates for forecasting and macroeconomic modeling purposes, provide guidance to subordinates and attend to any other reform areas labour market, competition, public service enterprises, financial markets, global trade and the land market based on assessing past practices and developments, and regularly prepare economic and technical research papers on structural reform issues for consideration by cabinet and presentation at international meetings.

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

290/2009	ECONOMIC PLANNING OFFICER [MACRO]
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The officer is responsible to the Chief Economic Planning Officer (Macroeconomics) through the Senior Economic Planning Officer (Macroeconomic forecasting and modeling) to: compile, review, forecast and update key economic statistics – Gross Domestic product; investment and saving; export and imports; and balance of payments, prepare research papers on the relationship of indigenous and exogenous factors with government's short to medium term macro-economic policies and strategies, represent the National Planning Office at various macroeconomic consultative committee, evaluate through consultation with the Sectoral/Regional Unit, private sector and civil societies potential impact of government's macroeconomic performance and policies on various sectors of the economy, and prepare annual budgets and economic and fiscal supplements.

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

291/2009 292/2009	ECONOMIC PLANNING OFFICER [SECTORAL/REGIONAL] - 2 POSTS
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Responsible to the Chief Economic Planning Officer, Sectoral/Regional through the respective Senior Economic Planning Officer and Principal Economic Planning Officer for planning policy work relating to various economic sectors (infrastructure, general administration, social services and economic services). The Officer will be required to maintain regular review of the sector performance and prepare sector policy papers in liaison with concerned Ministries, assist in the preparation, appraisal, monitoring and

evaluation of the projects, assist in the annual budget preparation and aid programming. Officer is also expected to represent the NPO 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

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

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

DEPARTMENT OF PUBLIC ENTERPRISES

293/2009 294/2009	ECONOMIC PLANNING OFFICER [POLICY AND RESEARCH MANAGEMENT UNIT] - 2 POSTS
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Responsible to the Manager, Public Enterprises through the Senior Economic Planning officer Policy and Research Unit for the compilation of reports on the overall implementation of restructuring and reforming programs. The appointee is also expected to gather information for entities declared as reorganization enterprises and prepare preliminary reports. The appointee will act as Secretariat of Task Force or Charter Preparation Committees established for declared reorganized enterprises. The appointee will also be required to prepare meeting reports and brief and assist in the preparation of draft Cabinet Papers.

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

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

**The Permanent Secretary
Ministry of Industry, Tourism, Trade & Communications
P O Box 2356
Government Buildings
Suva**

DEPARTMENT OF CO-OPERATIVES

295/2009	SENIOR ASSISTANT CO-OPERATIVE OFFICER [LAUTOKA]
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Responsible to the Senior Co-operative Officer (Western) for the audit and supervision of Co-operatives in Yasawa and Ba. Assist in the preparation and conduct of training programmes for Co-operative officials, employees and members as well as individual entrepreneurs running small and micro business enterprises. The officer shall also be responsible for appraising new business proposals, evaluate on-going Co-operative and small business entrepreneurs.

Qualification: Qualifications required for appointment as Assistant Co-operatives 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. Assessed potential and ability to contribute in a management role. OR A University Degree in Social Science with elements in Accounting or equivalent discipline.

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

296/2009 297/2009	CO-OPERATIVE OFFICER [TRAINING] - 2 POSTS
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To improve the managerial skills and knowledge of target groups by participating in the development of training materials. It has the general supervisory and advisory role on training stage and overall training functions. Ensure the effective implementation of residential and field course programmes. Maintenance and update of the facilities at the CTI and the training equipment. Submission of Senior Co-operative officer/Training quarterly reports of the Training section highlighting on developments in regards to training. Co-operative officers are delegated a high degree of independence for the management of the respective sections with reference required to Senior Training Officer on the approval of all the programs and all special matters and endure adherence and consistent with the objectives of the section are been met.

Qualification: Qualifications required for appointment as Senior Assistant Co-operatives 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. Assessed potential and ability to progress beyond Co-operatives Officer level. OR A University Degree in Social Science and/or a degree with elements in Accounting or similar discipline.

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

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

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

DEPARTMENT OF WORKS

298/2009	ENGINEER [MECHANICAL] LABASA
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Responsible to the Senior Engineer (Mechanical) for operation of PWD vehicles and plants, maintenance of hospital equipment and boilers, maintenance of water and sewerage installation, assist and advise government departments in technical matters and undertake any other duties assigned from time to time.

Qualification: A recognised degree in Mechanical Engineering or relevant specialization with no relevant work experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree.

Salary: EP05 \$23, 888 - \$30, 342

299/2009	ENGINEER [MECHANICAL] LAUTOKA
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Responsible to the Senior Engineer (Mechanical) for operation of PWD vehicles and plants, maintenance of hospital equipment and boilers, maintenance of water and sewerage installation, assist and advise government departments in technical matters and undertake any other duties assigned from time to time.

Qualification: A recognised degree in Mechanical Engineering or relevant specialization with no relevant work experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree.

Salary: EP05 \$23, 888 - \$30, 342

300/2009	SENIOR ARCHITECT [HQ]
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Responsible to the Director of Buildings and Government Architect through the Principal Architect for designing and preparing of plans for the

construction of all types of public buildings. Duties include supervision of construction and project administration and any other duties assigned from time to time.

Qualification: Corporate membership of a recognised Institute or recognised equivalent qualifications and at least 5 years post graduate experience. Consistently good reports with at least one superior performance assessment at EP05 and assessed potential and ability to contribute at Senior level. Particular specialist experience may be required for some posts.

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

301/2009	ARCHITECT [HQ]
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Responsible to the Director of Buildings and Government Architect for development of Architectural designs and production of detail under the direct supervision of a Principal/Senior Architect. The officer would be required to liaise with other departments for brief on requirements and with other Section within the Ministry for execution of works and undertake other duties assigned from time to time.

Qualification: A recognised degree in Architecture of equivalent or relevant specialization with no relevant work experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree.

Salary: EP05 \$23, 888 - \$30, 342

302/2009 303/2009	ENGINEER [STRUCTURES] HQ - 2 POSTS
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Responsible to the Principal Engineer (Structures) for designing and documentation of all types of structures, production of efficient structural solutions to projects, maintenance of standards of quality and quantity of work

produced and any other duties assigned from time to time.

Qualification: A recognised degree in Civil Engineering or relevant specialisation with no relevant work experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree.

Salary: EP05 \$23, 888 - \$30, 342

304/2009	SENIOR ENGINEER [CONSTRUCTION] LABASA
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Responsible to the Divisional Engineer (Works) Northern for the investigation, planning and construction of buildings for Public Works as well as for other Government departments, maintenance of the existing building network.

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

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

305/2009	SENIOR ENGINEER [CONSTRUCTION] WALU BAY
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Responsible to the Divisional Engineer (Works) Central Eastern for the investigation, planning and construction of buildings for Public Works as well as for other Government departments, maintenance of the existing building network.

Qualification: Corporate membership of a recognised Institute or recognised equivalent qualifications and at least 3 years post graduate experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree. Consistently good reports with

at least one superior performance assessment at EP05 and assessed potential and ability to contribute at Senior level. Particular specialist experience may be required for some posts.

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

306/2009	ENGINEER [CONSTRUCTION] LABASA
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Responsible to the Senior Engineer (Construction) for the supervision and control of Joinery Workshop and Plumbing Workshop. Duties include periodic maintenance; urgent maintenance of public buildings; capital construction, training of subordinates; preparation of reports and basic engineering design; maintain good performance standards, cordial labour relations and health and safety at work; undertake any other duties assigned to him from time to time.

Qualification: A recognised degree in Civil Engineering or relevant specialisation with no relevant work experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree.

Salary: EP05 \$23, 888 - \$30, 342

307/2009	ENGINEER [CONSTRUCTION] LAUTOKA
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Responsible to the Senior Engineer (Construction) for the supervision and control of Joinery Workshop and Plumbing Workshop. Duties include periodic maintenance; urgent maintenance of public buildings; capital construction, training of subordinates; preparation of reports and basic engineering design; maintain good performance standards, cordial labour relations and health and safety at work; undertake any other duties assigned to him from time to time.

Qualification: A recognised degree in Civil Engineering or relevant specialisation with no relevant work experience and/or relevant skills

and experience in this particular field in any other organisation or relevant degree.

Salary: EP05 \$23, 888 - \$30, 342

308/2009	ENGINEER [PLANT POOL] WALU BAY
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Responsible to the Senior Engineer for the management of the department plants and vehicles fleet; preparation of specifications for purchasing; implementation of maintenance policies and fuel evaluation for disposal and write off procedures. The Plant Pool Engineer is also responsible for direct supervision of the actual plant pool, accounting and clerical staff and maintaining and updating of records concerning plants and vehicles.

Qualification: A recognised degree in Mechanical Engineering or relevant specialization with no relevant work experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree.

Salary: EP05 \$23, 888 - \$30, 342

309/2009	SENIOR ENGINEER [ELECTRICAL] WALU BAY
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Responsible to the Principal Engineer (Electrical) for control, supervision and organization of the Electrical Section. Duties include training of Engineering and Technical Staff to develop management and technical skills, implementation of new procedures and techniques to improve efficiency and standards of the Electrical Standards.

Qualification: Corporate membership of a recognised Institute or recognised equivalent qualifications and at least 3 years post graduate experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree. Consistently good reports with at least one superior performance assessment at EP05 and assessed potential and ability to

contribute at Senior level. Particular specialist experience may be required for some posts.

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

310/2009 311/2009	ENGINEER [ELECTRICAL] WALU BAY - 2 POSTS
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Responsible to the Principal Engineer for the electrical maintenance of water and sewerage equipment, design installation and maintenance of electrical equipment at PWD's quarries, assist and undertake any other duties assigned from time to time.

Qualification: A recognised degree in Mechanical Engineering or relevant specialization with no relevant work experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree.

Salary: EP05 \$23, 888 - \$30, 342

312/2009	TECHNICAL OFFICER HIGHER GRADE [ESTIMATING] HQ
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Responsible to the Principal Quantity Surveyor for the preparation of building estimates, bills of quantities, progress payments, valuation of variation and of the final account relative to contract works with minimum supervision and also supervising and control staff and valuable resources.

Qualification: Technician Diploma or equivalent qualification in relevant specialisation. At least 2-3 years service in ES04 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff and manage capital resources.

Salary: ES03 \$20, 335 - \$26, 629

313/2009	TECHNICAL OFFICER HIGHER GRADE [ARCHITECT] HQ
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Responsible to the Principal Architect for the preparations of fully documented drawings, schedules for construction from a design or Architects sketches, supervise construction, survey sites, prepare inspection reports and undertake any other duties assigned from time to time.

Qualification: Technician Diploma or equivalent qualification in relevant specialisation. At least 2-3 years service in ES04 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff and manage capital resources.

Salary: ES03 \$20, 335 - \$26, 629

314/2009	SENIOR TECHNICAL OFFICER [BUILDINGS] WALU BAY
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Responsible to the Divisional Engineer (Works) Central Eastern for organization, control and supervision of building construction and maintenance.

Qualification: Technician Diploma or equivalent qualification in relevant specialisation with at least 2-3 years service at ES03 level and/or relevant skills and experience in this particular field in any other organisation.

Salary: ES02 \$26, 505 - \$33, 777

315/2009	SUPERVISOR HIGHER GRADE [BUILDINGS] LAUTOKA
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Responsible to the construction Engineer for

construction and maintenance of public buildings, bridges, reservoirs, etc. in the Western Division. Duties include estimating and programming of work, exercising control through a number of Foreman/Workman and co-ordinating their activities to ensure that work is completed to the required quality and within costs.

Qualification: Technician Diploma or equivalent qualification in relevant specialisation. At least 2-3 years service in ES04 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff and manage capital resources.

Salary: ES03 \$20, 335 - \$26, 629

316/2009	TECHNICAL OFFICER [STRUCTURES] HQ
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Responsible to the Engineer [Structures] for designing and drawing of bridges, buildings, jetties, reservoirs and other government projects, carrying out survey and site investigations and undertake any other duties assigned from time to time.

Qualification: Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

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

317/2009 318/2009	TECHNICAL OFFICER [ARCHITECT] HQ - 2 POSTS
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Responsible to the Principal Architect for providing documents for small building works. The appointee would be required to assist

Architect working on medium to large projects, prepare presentation drawings for all types of public buildings from free hand sketches.

Qualification: Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

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

319/2009	SUPERVISOR [WORKSHOP - MECHANICAL] LABASA
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Responsible to the Workshop Engineer for the supervision and control of all mechanical workshop in Labasa, maintenance of high caliber of workshop, cost control and labour relations, training of apprentices and subordinates, preparation of accident reports, estimates of repair costs and other returns as and when required and undertake any other duties assigned from time to time.

Qualification: Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

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

320/2009	SUPERVISOR [PLUMBERSHOP] WALU BAY
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Responsible to the Senior Engineer [Construction] for the efficient function of the Plumbershop which looks after all plumbing activities in the Division. Duties include supervision of staff in manufacturing materials,

maintenance/repair works, quality and cost control and maintaining related workshop records.

Qualification: Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

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

321/2009	SUPERVISOR [ELECTRICAL] WALU BAY
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Responsible to the Engineer [Electrical – Maintenance] for maintenance and operations of the Electrical repair workshop materials; Looking after workshop plant and preparing budget estimates for new and replacement plant items; Processing repair work and construction items through the workshop and maintaining progress and cost records; Maintaining records of repair work; Rewinding motors; Training Workmen and apprentices to develop skills in workshop practice; Responsible for all safety procedures in the workshop and for testing repaired items, including the application of sophisticated diagnostic equipment.

Qualification: Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

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

322/2009	FOREMAN [BUILDINGS] WALU BAY
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Responsible to the Supervisor (Buildings) for

building projects, both capital and minor works, maintenance work on buildings and quarters and civil works and civil works on reservoirs and bridges, and undertake any other duties assigned from time to time.

Qualification: A pass in Fiji School Leaving Certificate, Form 7 or equivalent OR Completion of an appropriate apprenticeship course in their discipline OR A minimum of 6 years relevant experience in an appropriate engineering field and demonstrated ability and drive.

Salary: ES06 \$7, 629 - \$14, 819

323/2009	FOREMAN [PUMP SECTION] WALU BAY
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Responsible to the Supervisor [Fittingshop – Mechanical] in providing assistant and support in the daily operation of the Pump Section, delegation of work to individual or groups, provides estimation and costs, control and monitor work allocation and workmen, reporting of progress of repair work, assist in providing timely and quality services and assist in the implementation of OHS Rules and Regulations.

Qualification: A pass in Fiji School Leaving Certificate, Form 7 or equivalent OR Completion of an appropriate apprenticeship course in their discipline OR A minimum of 6 years relevant experience in an appropriate engineering field and demonstrated ability and drive.

Salary: ES06 \$7, 629 - \$14, 819

324/2009	FOREMAN [SHIPPING] LABASA
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Supervise and control all shipping requirements for the Division, monitor and control distribution of government and hired vehicles amongst officers to suit needs, preparation of bill of landing for materials needed from maritime stations, supervision of loading and unloading of all Buildings, roading, bridges, heavy materials and machinery, distribution of LPOs to all local

suppliers, prepare progressive reports [weekly & monthly] and assist supervisors on the timely progressive delivery of materials as and when required in adherence to the construction programme.

Qualification: A pass in Fiji School Leaving Certificate, Form 7 or equivalent OR Completion of an appropriate apprenticeship course in their discipline OR A minimum of 6 years relevant experience in an appropriate engineering field and demonstrated ability and drive.

Salary: ES06 \$7, 629 - \$14, 819

325/2009	FOREMAN [JOINERY] WALU BAY
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Responsible to the Supervisor [Buildings] for building projects, both capital and minor works; alterations, and demolition works; maintenance work on buildings and quarters and civil works on reservoirs and bridges.

Qualification: A pass in Fiji School Leaving Certificate, Form 7 or equivalent OR Completion of an appropriate apprenticeship course in their discipline OR A minimum of 6 years relevant experience in an appropriate engineering field and demonstrated ability and drive.

Salary: ES06 \$7, 629 - \$14, 819

326/2009	TECHNICAL ASSISTANT [ARCHITECT] HQ
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The appointee would be required to assist senior staff in general field duties and production of working drawing, and undertake any other duties assigned by the Director of Buildings and Government Architect from time to time.

Qualification: A pass in Fiji School Leaving Certificate, Form 7 or equivalent OR Completion of an appropriate apprenticeship course in their discipline OR A minimum of 6 years relevant experience in an appropriate engineering field and demonstrated ability and drive.

Salary: ES06 \$7, 629 - \$14, 819

327/2009	TECHNICAL ASSISTANT [STRUCTURES] HQ
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Responsible to Senior Engineer [Structures] for preparation of preliminary and working drawings from Engineers design brief, assisting senior staff with field duties and any other duties assigned from time to time.

Qualification: A pass in Fiji School Leaving Certificate, Form 7 or equivalent OR Completion of an appropriate apprenticeship course in their discipline OR A minimum of 6 years relevant experience in an appropriate engineering field and demonstrated ability and drive.

Salary: ES06 \$7, 629 - \$14, 819

328/2009 329/2009	SENIOR TECHNICAL ASSISTANT [ESTIMATING] HQ - 2 POSTS
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Responsible to the Senior Quantity Surveyor for reducing and abstracting quantities, preparing material schedules, operational charts, bar charts and estimates. Duties include issuing control documents, visiting site and preparing progress reports, revising and modifying estimates if necessary and undertake any other duties assigned from time to time.

Qualification: A pass in Fiji School Leaving Certificate, Form 7 or equivalent OR Completion of an appropriate apprenticeship course in their discipline OR A minimum of 6 years relevant experience in an appropriate engineering field and demonstrated ability and drive.

Salary: ES06 \$7, 629 - \$14, 819

330/2009	SENIOR TECHNICAL ASSISTANT [STRUCTURES] HQ
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Responsible to the Senior Engineer [Structures] for planning, site surveying, designing, construction and progressing of capital work projects. The appointee will be required to maintain existing facilities and on occasions will be expected to take responsibility for the supervision of terms of unestablished staff engaged on specific tasks and undertake any other duties assigned from time to time.

Qualification: A pass in Fiji School Leaving Certificate, Form 7 or equivalent OR Completion of an appropriate apprenticeship course in their discipline OR A minimum of 6 years relevant experience in an appropriate engineering field and demonstrated ability and drive.

Salary: ES06 \$7, 629 - \$14, 819

331/2009	TECHNICAL ASSISTANT [BUILDINGS] WALU BAY
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Responsible to the Supervisor (Buildings) for building projects, both capital and minor works, maintenance work on buildings and quarters and civil works and civil works on reservoirs and bridges, and undertake any other duties assigned from time to time.

Qualification: A pass in Fiji School Leaving Certificate, Form 7 or equivalent OR Completion of an appropriate apprenticeship course in their discipline OR A minimum of 6 years relevant experience in an appropriate engineering field and demonstrated ability and drive.

Salary: ES06 \$7, 629 - \$14, 819

332/2009	SENIOR SUPPLIES OFFICER HQ
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The incumbent would report directly to the Principal Accounts Officer and his/her major roles

would be to advise, co-ordinate and control procurement of supplies and to exercise in terms of the financial and stores instructions and such other instructions issued by the Chief Executive Officer from time to time.

Qualification: Qualifications for appointment as a Supplies Officer with typically 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 assessed ability to progress beyond Senior Supplies Officer grade.

Salary: SK02 \$26, 063 - \$33, 154

333/2009	STOREMAN [JOINERY] WALU BAY
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Responsible to the officer – in – charge, where stores are located for checking, recording and storage of good received, undertake regular stock taking to ensure that Public Stores under his control are physically safe and secure, ensure that issue of all Public Stores under his control are properly authorized and recorded, provide security and facilitate procurement of all stores. Assist with the Board of Survey teams as and when required.

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

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

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CORRIGENDA

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Published in the Fiji Public Service Official Circular No. 5/2009 of 15th March, 2009, under the Ministry of Finance provisional promotions, it should read as:

- CHAND, A.V Clerical Officer to be Assistant Accounts Officer [Leave & Passage] Ministry of Finance. Vacancy No. 527/2007. EDP 63025
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WITHDRAWAL OF VACANCIES

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FPSOC NO	VACANCY NO	POST
MINISTRY OF FOREIGN AFFAIRS, INTERNATIONAL CO-OPERATIONS & CIVIL AVIATION		
4/2009	195/2009	Deputy Secretary [Political & Treaties]- roles and responsibilities to be reviewed.

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PROVISIONAL APPOINTMENTS / PROMOTIONS

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PROMOTIONS

MINISTRY OF PRIMARY INDUSTRIES

ANTONIO, J Agricultural Officer to be Senior Agricultural Officer [Extension] HQ. Vacancy No. 479/2007. EDP 45556

KAITANI, T Agricultural Technical Officer to be Agricultural Officer [Extension – Vanilla]. Vacancy No. 556/2007. EDP 49951

TUBUNARUARUA, S Agricultural Technical Officer to be Agricultural Officer [Extension – Cocoa Tailevu]. Vacancy No. 557/2007. EDP 49369

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

WAQA, T Assistant Principal [ED3A] to be Principal [ED2D] Bua Central College. Vacancy No. 429/2007. EDP 8867

PRASAD, L Vice Principal [ED2A] to be Principal [ED2D] DAV Girls College. Vacancy No. 428/2007. EDP 43604

VATUCICILA, A.B Assistant Principal [ED5E] to be Principal [ED4C] Makoi Methodist High School. Vacancy No. 431/2007. EDP 43740

ATALIFO, J.T Vice Principal [ED5E] to be Assistant Principal [ED3A] Holy Cross College. Vacancy No. 380/2007. EDP 44666

TELENI, M.L.V Head of Department [Social Science] ED5C to be Assistant Principal [ED5E] Yat Sen Secondary School. Vacancy No. 392/2007. EDP 43723

VENTAKAYA, G Head of Department [1] Maths [ED5C] to be Assistant Principal [ED5E] Baulevu High School. Vacancy No. 388/2007. EDP 8373

KUMAR, B Head of Department [1] Science [ED5C] to be Assistant Principal [ED3A] Lautoka Central College. Vacancy No. 379/2007. EDP 42976

RABOSEA, T Vice Principal [ED5E] to be Assistant Principal [ED3A] Assemblies of God High School. Vacancy No. 376/2007. EDP 42388

SAHIB, M.R Head of Department [2] Commercial Studies [ED5D] to be Vice Principal [ED4B] Nadroga Arya College. Vacancy No. 440/2007. EDP 55749

WAVUI, M.S Assistant Head Teacher [ED5A] to be Head Teacher [ED4C] Navunikabi Catholic School. Vacancy No. 219/2008. EDP 43089

BULI, M Head Teacher [ED5E] to be Head Teacher [ED4C] Navakasiga District School. Vacancy No. 225/2008. EDP 42595

BATIREREGA, M.S Assistant Head Teacher [ED5A] to be Head Teacher [ED4C] Galoa Island School. Vacancy No. 223/2008. EDP 8707

QIONITOGA, A Teacher [Multi-Craft] ED9A to be Building Supervisor [Research & Development]. Vacancy No. 195/2008. EDP 67414

LOCO, S Head Teacher [ED5E] to be Senior Education Officer [Cakaudrove] ED2A, Savusavu Education Office. Vacancy No. 179/2008. EDP 8184

KAFOA, E Assistant Head Teacher [ED5A] to be Education Officer [Cakaudrove] ED4B, Savusavu Education Office. Vacancy No. 189/2008. EDP 9032

KOROINIVALU, S Principal Education Officer [Fijian] ED1D to be Divisional Education Officer [Eastern] ED1F, Eastern Education Office. Vacancy No. 176/2008. EDP 8602

LEWESI, T Head Teacher [ED5E] to be Senior Education Officer [Health Science] ED2A, Curriculum Advisory Services. Vacancy No. 182/2008. EDP 9771

VOLAU, I.T Principal [ED2D] to be Principal Education Officer [Secondary] ED1D. Vacancy No. 355/2008. EDP 43006

NAIDU, N Assistant Head Teacher [ED5A] to be Assistant Head Teacher [ED5B] Labasa Sangam Primary School. Vacancy No. 286/2007. EDP 9289

PRASAD, S Teacher [ED8A] to be Assistant Head Teacher [ED6A] Dreketi Indian School. Vacancy No. 318/2007. EDP 43292

FRANCIS, M.M Assistant Head Teacher [ED6A] to be Assistant Head Teacher [ED5B] Toko Bhartiya School. Vacancy No. 287/2007. EDP 9855

MATEKIWAI, E.K Teacher [ED8G] to be Assistant Head Teacher [ED6A] Vunimoli Islamia Primary School. Vacancy No. 315/2007. EDP 8503

SHARMA, M.D Assistant Head Teacher [ED6A] to be Assistant Head Teacher [ED5A] Tavua Primary School. Vacancy No. 283/2007. EDP 42641

NARAYAN, P.W Teacher [ED8A] to be Assistant Head Teacher [ED6A] Rarawai FSC School. Vacancy No. 329/2007. EDP 9523

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

RATUNACEVA, S Senior Administrative Officer to be Principal Administrative Officer [Manager Corporate Services] Department of Indigenous Affairs. Vacancy No. 3/2009. EDP 17211

TAGICAKIREWA, P Administrative Officer to be Senior Administrative Officer [Counsellor] Fijian Education Unit, Department of Indigenous Affairs. Vacancy No. 5/2009. EDP 60338

YADRONU, S Administrative Officer to be Senior Administrative Officer [Local Scholarship] Fijian Education Unit, Department of Indigenous Affairs. Vacancy No. 4/2009. EDP 48331

DEPARTMENT OF INFORMATION

BALEINABULI, P.N Senior Information Assistant to be Principal Information Officer [News] Department of Information. Vacancy No. 362/2008. EDP 59665

TIKOTANI, V Senior Information Assistant to be Senior Information Officer [News] Department of Information. Vacancy No. 363/2008. EDP 64227

DOLOKOTO, B Assistant Information Officer to be Information Officer [Public Affairs]. Department of Information. Vacancy No. 366/2008. EDP 49011

TALEMAISAINIAI, S Senior Information Assistant to be Information Officer [Production]. Department of Information. Vacancy No. 368/2008. EDP 64220

TOGA, F Assistant Information Officer to be Information Officer [Edit]. Department of Information. Vacancy No. 369/2008. EDP 60340

NARAYAN, P Information Officer to be Senior Information Officer [Public Affairs]. Department of Information. Vacancy No. 365/2008. EDP 49304

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

Circular dated: 15/04/2009
Before noon: 31/03/2009
Circular dated: 30/04/2009
Before noon: 15/04/2009

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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.