



## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 8/2009

DATE: 30<sup>th</sup> APRIL, 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 Vita e (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 State Service Decree No.6 of 2009 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 and equal opportunity;*
- (c) *men and women equally, and the members of all ethnic groups should have adequate and equal opportunities for training and advancement;*

**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 Part 6 Section 12 of the State Service Decree No.6 of 2009 must be made on the basis of merit after an open, competitive selection process, and in accordance with Part 6, Section 9 of State Service Decree No.6 of 2009.

**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.

**Parmesh Chand**

**Permanent Secretary for Public Service**

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

The Permanent Secretary  
Public Service Commission  
P O Box 2211  
Government Building-  
Suva

MINISTRY OF HEALTH

350/2009	<b>DIRECTOR [PHARMACEUTICAL &amp; BIOMEDICAL SUPPLIES] - RE-ADVERTISED</b>
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Responsible to the Permanent Secretary for Health for the provision of policy advice and management support. The incumbent plays a lead and vital role in initiating and coordinating, formulating and implementing the development of National Strategies and plan in relation to clinical and pharmaceutical services; to procure new technology to support and enhance the delivery of health care; replace aging biomedical equipment and new technology; budgetary development for new technology in health; budget development for pharmaceutical and medical supplies and cabinet papers to lobby for additional budgetary provision for pharmaceutical and medical supplies and new technology and replacement bio-medical equipment.

The incumbent will contribute to the development of the ministry's corporate and strategic plans. Data analysis, planning and forecast competencies are essential. Ensures that effective communication is maintained with Divisional and Sub-divisional heads and other stakeholders involved in the health services delivery to monitor the implementation of the health programs for planning variations. The incumbent is responsible for leading, directing and motivating the team, coaching and developing staff, in change management and effectively managing resources allocated to the Division.

**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

351/2009	<b>DIRECTOR [INFORMATION, PLANNING &amp; INFRASTRUCTURE]</b>
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Responsible to the Permanent Secretary for Health for co-ordinating the development, formulation and documentation of the Ministry of Health's policies, National health Plan, departmental/section/unit plans, and medium-term strategies in alignment with the Ministry's long term Mission and Vision vide infra; to regularly evaluate and monitor the implementation of such health policies and plans, and provide professional advice to ensure that medium-term targets/results are achieved, and positively contribute to the attainment of desired outcomes, and hence the ultimate achievement of the Ministry's Mission and Vision. To oversee the Ministry's Health Information System Development Programme for a cost-effective and user-friendly system that meets management's timely reporting, monitoring and evaluation, and information needs for decision-making; and to ensure regular information feedback through production of appropriate reports and documents of various forms; Strengthening of essential health research activities; Building of Health Planning & HP Information Unit capacity to perform relevant tasks.

**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

OFFICE OF THE PRIME MINISTER

<b>352/2009</b>	<b>CHIEF ADMINISTRATIVE OFFICER [DIRECTOR DEVELOPMENT COOPERATION &amp; FACILITATION DIVISION]</b>
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The primary role of the position is to manage and coordinate assistance available from external donors including bilateral and multilateral. The incumbent is to identify new sources of donor assistance and coordinate with relevant line Ministries and Agencies in the implementation of key strategies regarding donor assistance. He/She will provide regular reports on financial performances reflecting the accomplishments of the corporate plan outputs in quarterly, half yearly and yearly basis. In addition, the incumbent will ensure that the provision of all the required resources (administrative and finance) and services are effectively and efficiently utilized in accordance with the required objectives through the various legislations and regulations. He/She will ensure the coordination and facilitation of the implementation of both Small Grant Schemes and capital projects throughout the country and that the operation costs are properly managed and controlled within the budget allocation. The appointee will also be required to provide secretariat services to the DCDF Steering Committee, chaired by the Permanent Secretary, Prime Minister's Office that meets regularly to review the implementation of donor funded and other projects in Fiji.

**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

PUBLIC SERVICE COMMISSION

<b>353/2009 354/2009</b>	<b>SENIOR ADMINISTRATIVE OFFICER [MANAGEMENT IMPROVEMENT DIVISION] - 2 POSTS</b>
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The position is accountable to the Director Management Improvement Division for the effective implementation of good management practices to enhance management effectiveness in ministries/departments through the coordination and control of the civil service staff establishment management policies, and the research and advice on the formulation of new staffing policies; Facilitate training and skill transfer on best management practices in portfolio ministries/departments. The incumbent ensures increased awareness of staff establishment management policy by ministries and departments through conduct of awareness and consultations; coordinate and monitor efforts to control staff establishment and its budgetary provisions. Provide quality and timely advice on Staff Establishment Management including Job Evaluation, Job classification and grading, and MOR. Contribute to effective skills inventory management through continuous consultation and advice on staff management and organization structure alignment matters.

**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

355/2009	<b>SENIOR ADMINISTRATIVE OFFICER [CORPORATE SERVICES MANAGEMENT UNIT]</b>
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Responsible to the Manager Corporate Services for the provision of quality policy advice and administer personnel functions in respect of appointments, promotions, recruitments, transfers and acting appointments. The appointee will also be responsible in carrying out the post processing unit functions, preparation of quality staff board papers and Secretary to the Staff Board and monthly schedules HOD meetings. The appointee will assist the Manager Corporate Services in the compilation of Annual Corporate Plans, Annual Reports, review and update the Units Business Plans, PD's and IWP's. The appointee will oversee the supervision of the unit staff including the government wage earners, monitor and look into the personnel administration of all staff and other duties as required.

**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

356/2009 357/2009	<b>SENIOR ADMINISTRATIVE OFFICER [SENIOR EMPLOYEE RELATIONS ADVISOR] EMPLOYEE RELATIONS DIVISION - 2 POSTS</b>
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Responsible to the Director Employee Relations through the Principal Employee Relations Advisor in making informed decisions by providing effective support and advice on employee relations matters. Assist in the implementation of decisions on employment relations matters through timely research/analysis/recommendation for superior's approval and timely submission of quality information/discussion/commission papers and attendance to subsequent action required. Facilitate departmental decision-making through the provision of timely, accurate and sound quality advice as and when required by Ministries and Departments including interpretation and clarification of terms and conditions of employment for both established and Government Wage Earners. This includes examining

of rules, regulations, directions and legislations alongside major initiatives of Government. The appointee will also assist as resource personal on Employee Relations matters. Ensure trade dispute cases before the Tribunal are thoroughly prepared in consultation with Director Employee Relations and Principal Employee Relations Advisor well before the hearing date. Assist in ensuring the effective resolution of grievances and trade disputes through research, consultation with relevant parties and prompt submission of responses to the Ministry of Labour & Industrial Relations. Assist in advocating for Government at the Mediation Court and Tribunal on trade disputes involving Government. Provide regular updates on desk responsibilities to Director Employee Relations through the submission of monthly reports inputs, and to the Commission, where appropriate and issues specific reports. Develop a harmonious relationship with Trade Unions by addressing their needs and demands promptly in order to avoid a trade dispute.

**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

358/2009	<b>SENIOR ADMINISTRATIVE OFFICER [SENIOR EMPLOYEE RELATIONS ADVISOR] EMPLOYEE RELATIONS DIVISION</b>
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Responsible to the Director Employee Relations through the Principal Employee Relations Advisor in making informed decisions by providing effective support and advice on employee relations matters. Assist in the implementation of decisions on employment relations matters through timely research/analysis/recommendation for superior's approval and timely submission of quality information/discussion/commission papers and attendance to subsequent action required. Facilitate departmental decision-making through the provision of timely, accurate and sound quality advice as and when required by Ministries and Departments including interpretation and clarification of terms and conditions of employment for both established and Government Wage Earners. This includes examining of rules, regulations, directions and legislations

alongside major initiatives of Government. Oversee the operations of the Public Service Group Life & Health Insurance Scheme (PSGIS), play an active role in assisting the insurance desk officer in the marketing/awareness exercise and in negotiating renewal agreement with the successful insurance companies. The appointee will also assist as resource person on Employee Relations matters. Ensure trade dispute cases before the Tribunal are thoroughly prepared in consultation with Director Employee Relations and Principal Employee Relations Advisor well before the hearing date. Assist in ensuring the effective resolution of grievances and trade disputes through research, consultation with relevant parties and prompt submission of responses to the Ministry of Labour & Industrial Relations. Assist in advocating for Government at the Mediation Court and Tribunal on trade disputes involving Government. Provide regular updates on desk responsibilities to Director Employee Relations through the submission of monthly reports inputs, and to the Commission, where appropriate and issues specific reports. Develop a harmonious relationship with Trade Unions by addressing their needs and demands promptly in order to avoid a trade dispute.

**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

<b>359/2009</b>	<b>SENIOR ADMINISTRATIVE OFFICER [HUMAN RESOURCES MANAGEMENT DIVISION]</b>
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The appointee will be responsible to the Principal Administrative Officer [Appointment Unit] of the Human Resource Management Division for the provision of quality advice in relation to the Commission's constitutional and statutory functions in relation to human resource management. Assist in the management of the Appointment Unit and supervise staff to achieve the Unit's core deliverables. The incumbent is responsible for research, analysis and assessments of Commission Submissions in conformity to the substantive policies and Commission's constitutional and statutory functions. Assist in the development and the formulation of policies, legislation, terms and conditions and other

policy initiatives relative to the Unit's functions. Provide advice on all appointment and promotion matters for all positions civil service wide up to SS01 and equivalent and below. Preparation of Commission submissions as and when required particularly in the areas of waiver of MQR and salary upgrading and vetting of ministerial and departmental commission submissions on the same. Vetting of pension documents application for leave overseas; assist in the compilation of monthly and quarterly reports to the Commission for the Unit's key responsibilities; any other duties assigned by the Principal Administrative Officer.

**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

<b>360/2009</b>	<b>SENIOR ADMINISTRATIVE OFFICER [SENIOR TRAINING OFFICER – WORKFORCE TRAINING &amp; DEVELOPMENT]</b>
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Responsible to the Director Training through the Manager Workforce Training and Development for the coordination of training activities for the Public Service in accordance with the TPAF Amendment Act 2002, conduct training programs in Suva and in the outer Divisions as a registered training instructor or trainer with TPAF, conduct the annual training needs assessment exercise, formulate the Fiji Public Service HRD Plan, coordinate the development of trainers in the Public Service, deputise for Director Training at Board and Committee meetings, research and develop course materials. Attend to training matters upon submission made by ministries/departments and provide timely and sound advice to management and to all ministries/departments.

**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

361/2009	<b>SENIOR ADMINISTRATIVE OFFICER [SENIOR TRAINING OFFICER – WORKFORCE SES DEVELOPMENT &amp; TPAF]</b>
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Responsible to the Director Training through the Manager Workforce Training and Development for managing the training and development records of the Public Service in accordance with the TPAF Amendment Act 2002. The appointee is also responsible for ensuring that the coordination of training and development for all Senior Executive Staff service wide. The appointee is required to conduct training programs in Suva and in the outer Division as a registered training instructor or trainer with TPAF. Attend to training matters upon submission made by ministries/departments and provide timely and sound advice to management and to all ministries/departments.

**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

362/2009	<b>SENIOR ADMINISTRATIVE OFFICER [SENIOR TRAINING OFFICER – WORKFORCE PLANNING, RESEARCH &amp; POLICY]</b>
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Responsible to the Director Training through the Manager Workforce Training and Development for the research and the development of training materials and methodologies, review of the Human Resource Training and Development Policy Framework, management of CTD Resource Centre and coordinate the Public Service workforce planning exercise. The appointee is required to conduct training programs in Suva and in the outer Division in accordance with the TPAF Amendment Act 2002 as a registered training instructor or trainer with TPAF. Attend to training matters upon submission made by ministries/departments and provide timely and sound advice to management and to all ministries/departments.

**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

363/2009	<b>SENIOR ADMINISTRATIVE OFFICER [WORKFORCE &amp; SCHOLARSHIPS UNIT]</b>
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Responsible to the Manager Scholarship Unit pertaining to Managing Fiji Government scholarships and Student Loan Scheme through the implementation of scholarship policies, reviews, improvement of system and processes. Assess and establish national workforce needs by liaising with the Ministry of National Planning and Management as the basis for the award of Fiji Government Scholarships. Provide executive support, advise to DT, MWPSU and PSC Management; represent PSC on academic boards, Committees of sponsored training institutions, meeting High Commissions/Embassies, Ministries and Departments. Provide secretarial services to the Fiji Government Scholarship Committee. Compile costing sheet of locally sponsored institutions for scholarship Bonding purposes. Ensure a competent and motivated workforce. Work with ITC on development of Units Scholarship back end Database. Coordinate training of staff for usage of e-governance scholarship online application from 2009 and configuration of network before advertisement of scholarships on-line. Provide advice to stakeholders on on-line scholarship.

**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

364/2009	<b>SENIOR ADMINISTRATIVE OFFICER [STUDENT COUNSELLOR] WORKFORCE &amp; SCHOLARSHIPS UNIT</b>
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Responsible to the Manager Scholarship Unit. assist students in adjusting to the university environment

and providing guidance to students in their choice of study programs and careers. Identify and assist students in resolving personal/interpersonal issues that can affect their concentration as well as motivation to achieve academic goals. Liaise with academic staff on the progress of students and inform appropriate sponsor of students. Inform appropriate sponsor of students' progress. Incorporate filing system that is secure where all counseling and intervention is accurately documented. Maintain a professional code of ethics especially with regard to confidentiality of information and clear boundaries relating to the counselor/client relationship. Provide executive support to the Manager Scholarship Unit and Director Training for the preparation of Commission, Cabinet submission and correspondence to Management, Fiji Government Scholarship Committee and stakeholders. Guide and advice school leavers, parents, stakeholders on services provided by the Scholarship Unit. Assist in the short listing, interview and final selection process of new awardees for both the Scholarship and Student Loan Scheme.

**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

<b>365/2009</b>	<b>ADMINISTRATIVE OFFICER [CIVIL SERVICE REFORM] MANAGEMENT IMPROVEMENT DIVISION]</b>
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Responsible to the Manager Civil Service Reform by providing administrative support to the unit, assist in coordinating the administration of the Civil Service Reform programs, projects; Maintain proper records, statistics, reports and documents for the units. Schedule appointments, arrange and facilitate the design/logistics for events and meetings, at times will serve as liaison for the Unit with Ministries and Departments. Carries out routine and non-routine tasks with occasional review of work outputs by supervisor.

**Qualification:** Qualifications required for appointment as Executive Officer with a pass in service exam E and at least 2-3 years service as an Executive Officer

or equivalent or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Administrative Officer level. OR A good University degree in Management/Public Administration/Business Studies or equivalent

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

<b>366/2009</b>	<b>ADMINISTRATIVE OFFICER [SECRETARIAT]</b>
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The primary role of the position is to ensure the provision of efficient and effective administrative support to the Clerk to the Commission, who is the head of the Unit; Assist in the preparation of Commission Submissions and its circulation to Commission Members; Provide policy advice to the Principal Administrative Officer (Clerk to the Commission) in terms of the Public Service Act and Regulations 1999; Providing sound policy advice and sound and accurate interpretation of existing Acts and Regulations to Ministries and Departments to assist them to operate within the ambits and scope of their delegated powers; and Ensure timely and accurate advice to other stakeholders and their prompt referral to appropriate Divisions or Ministries/ Departments for further action.

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

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

<b>367/2009</b>	<b>SENIOR SECRETARY [SECRETARY TO THE PERMANENT SECRETARY]</b>
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Responsible to the Permanent Secretary for effectively and efficiently providing secretarial, clerical and administrative support services in order to meet his corporate goals.

The incumbent ensures that a professional secretarial service is rendered to the expectation and the need of the Permanent Secretary by providing him accurate and timely typing, ensures all appointments and

meetings are properly documented and necessary follow-up is done to facilitate the effective and efficient communication network, files, briefs and other documents are well stored and retrievable, when required by the Permanent Secretary. She is also to ensure that timely and effective communication system by receiving and distributing mails and files and maintaining a very good telephone courtesy.

**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

368/2009	<b>SENIOR SECRETARY [SECRETARY TO THE CHAIRMAN, PSC]</b>
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Responsible to the Chairman of the Public Service Commission, the Constitutional Office Commission and the Principal Administrative Officer, Corporate Services Division by providing Secretarial and Administrative support. Facilitate accurate recording and transition of inward and outward correspondence. Maintain and update Diaries for the Chairperson of both Public Service Commission and Constitutional Office Commission in addition to the appointments and messages for the Principal Administrative Officer, Corporate Services Division. Accountable for the custody and maintenance of personnel files, Annual Confidential Report (ACR) of all common user posts beginning from SS05 level and ensure proper filing procedures are adhered to for the smooth circulation of files within the Public Service. Assist Clerk to Commission with verbatim reports for the disciplinary cases and if required to stand in as Secretary to Directors meeting. Assist other Divisions within the Public Service in preparation of conference room for meeting. Ensure that good public relations are provided at all times. Assist with the formatting and compilation of Annual Report, Annual Corporate Plan and Business Plan for the Public Service Commission.

**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

369/2009	<b>EXECUTIVE OFFICER [ESTABLISHMENT] MANAGEMENT IMPROVEMENT DIVISION</b>
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The position is responsible to the Manager Staff Establishment Unit through the Senior Management Advisor in providing administrative support in the service-wide monitoring of the Staff Establishment Management Policy. Ensure the timely publication of the annual Staff Establishment Register. This position also processes "Vacancy Returns" and "Person to Post Exercises" for all the ministries/departments. Ensuring effective workforce size control through verification of number of persons employed –person to post listing. Timely issuance of variation notices to promulgate post variation decisions. The appointee will assist Ministries & Departments in appropriately structuring their workforce by providing advice and guidance on the approved Classification and Grade. Linked to all of the above is the clearance of draft advertisements of SS01 and equivalent posts. Responsible to ensure that MQRs stated for the posts are as reflected in the approved MQR.

**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

370/2009	<b>EXECUTIVE OFFICER [OFFICE ACCOMODATION]</b>
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Responsible to the Director Office Accommodation in the provision of housing for government departments. This includes assisting in planning and doing ground work for negotiations with landlords and government departments. Duties include ensuring that quarter's

funds are properly utilized according to the allocated budget by updating the office accommodation funds report and submitting to senior officers for decision making. Attending to requests for quarters by government Ministries, ensuring that the requests are justified and that proper procedure are followed. Monitor tenancy duration by updating the government rented quarters report and submit to senior officers for decision making to maintain good relationship with the landlords. Ensure suitable environment for quarters are maintained by providing furniture and attending to complaints in the quarters. Provide feedback to the Director on work progress by discussing, reviewing and revision of work plan ensuring achievement of set goals.

**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

<b>371/2009</b>	<b>EXECUTIVE OFFICER [SERVICE EXAMS TRAINING] CENTRE FOR TRAINING &amp; DEVELOPMENT</b>
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The incumbent reports directly to Manager In-Service Training and is responsible for the entire preparation and conduct of Public Service examinations H(1), H(2), S, U & E including the assessment of applications received, write approvals for tutorials, facilitate all logistics in respect of tutorials , issue of index numbers to approved candidates ,calculation and payment of allowances to Examiners and Tutors and ensure all administrative processes before and after the conduct of the examinations are carried out according to standard guidelines given in General Orders , relevant PSC Circulars and Examination Board requirements. Assist Manager In Service Training to draft exam and tutorial circulars and provide all secretariat support to Public Service Training and Examinations Board. Responsible for preparation of papers on assessment of exemption cases, appointment of tutors and examiners and remarking schedules to be tabled in Examination Board Meeting. Responsible for the calculation of service exam results, compilation of statistics for each exam sitting and preparation of graphical analysis of

results to be validated in Exam Board Meeting. Ensure vigilance and confidentiality is maintained at all times through proper handling of exam related materials. Provide daily assistance to Ministries/Departments for any queries regarding Service Examinations and compilation of monthly report.

**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

<b>372/2009</b>	<b>EXECUTIVE OFFICER [IN-SERVICE TRAINING] CENTRE FOR TRAINING &amp; DEVELOPMENT</b>
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Responsible to the Manager IST for the administration of In Service Training (IST) Scholarships at USP and FIT including the issuance, review and distribution of Administrative Circulars in accordance with the guidelines, Selection Criteria's, and National Priority Areas of Training. The incumbent will carry out assessment, selection and recommendations, seek approvals, and will be responsible for calculation, verification and up-keeping of legal bond documentation, analyzing individual results and issuing of letters of approvals or terminations to candidates at USP/FIT. Will be held responsible for facilitating all payment of fees associated with IST including allowances. He/She will be required to attend to queries and carry out daily assessment of cases and respond to any residual functions in respect of any IST training for local, and carry out assessment for qualification and approval for study leave for all local programs as assigned by MIST. He/She will be required to maintain, reconcile and control Divisional (CTD) expenditure through reporting of cash flow returns. The incumbent will carry out all procurements, distribution and maintaining of CTD storeroom and equipments on daily basis with UP-keeping of tally cards and budget allocation. He/She will be responsible to compile monthly register and individual report, computerization, production and implementation of new IST database.

**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

373/2009	<b>SENIOR ACCOUNTS OFFICER</b>
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Responsible to the Permanent Secretary in the effective and efficient delivery of Financial Reports and Information. The primary role of the position is the suspension of duties assigned to the staff and the day to day running of the accounts section. Position is also responsible for overseeing the maintenance and preparation of reconciliation statement for: Revolving Fund Account, Trust Fund Account, IDC Account, Lending Fund Account [Scholarship] - Cost Sharing, Student Loan and Private Student, Preparations of Arrears of Revenue Return, Signing of vouchers and cheques. Preparation and processing of PSC Group Finance Insurance beneficiaries.

**Qualification:** A degree in Accounting, Finance/Business Studies and preferably a member of the Fiji Institute of Accountants or a recognized/ equivalent professional body. Must have experience in managing staff and resources and have served at least 2 years as an Accounts Officer; or relevant experience in any other organization; or without the 2 years requirement, has demonstrated intellectual capacity, drive, determination and fair in existing grade or position. OR Qualifications required for appointment as an Accounts Officer and at least 2 years service in that grade or equivalent and must have demonstrated intellectual capacity, drive determination and fair in existing grade/position. Consistently good reports and assessed potential and ability to progress beyond Senior Accounts level.

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

374/2009	<b>ASSISTANT ACCOUNTS OFFICER</b>
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This position reports directly to Senior Accounts Officer for the supervision of duties assigned to the payments staff in the Accounts Section of the

Department. The primary role of the position is the supervision of daily payments, weekly wages, fortnightly salary and the collection of revenue. Responsible for the preparation of monthly Expenditure/Commitment Ledger, preparation of monthly reconciliation of IDC Accounts, Drawings, Cash Clearance Accounts, Revolving fund Account. Maintenance of Expenditure Ledger, maintenance of Journal and SI Register, maintenance of the PSC Group Insurance Scheme Accounts, clearance of Revenue, maintaining of stock register for receipt book, cheque book, local purchase order, requisitions, oversee the scholarship accounts reconciliation-project and 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

375/2009	<b>SYSTEMS ANALYST/PROGRAMMER [DEVELOPMENT- MANAGEMENT INFORMATION SYSTEMS]</b>
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The position reports directly to the Senior Systems Analyst and is responsible for designing, developing and implementing existing & new databases with user friendly features to enable easy access by users for data entry, information viewing and reporting. Perform feasibility study on planned systems. Responsible for prototyping and implementing the computerized system, compile User manuals, provide direction and assistance to Users by conducting effective trainings on computer systems implemented to ensure Users are familiar with operations, procedures and systems access. Compile monthly reports and development plans.

**Qualification:** A meritorious performer with at least 2-3 years experience as an 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

376/2009	<b>ASSISTANT PROGRAMMER [MANAGEMENT INFORMATION SYSTEMS]</b>
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Responsible to the Senior System Analyst. The primary role of the position is to ensure Local Area Network setup is operating smoothly providing efficient support service and assist System Analyst [Network & Development]; liaising with ITC Services in supporting any network failure within the Commission. These involve monitoring of Servers, Client PCs and other IT peripherals on its performance, configuration and to comply with standards. Also responsible for software setup and compatibility, systems backup, user account setup, troubleshooting and ensure operation manuals are up to date at all times. The incumbent is responsible for enhancement of the LAN, analysis and procurement of all IT equipment for the Commission in consultation with the Senior System Analyst and ITC Services. Appointees need to have shown ability to perform in this position by sitting the Assistant Programmers aptitude test.

**Qualification:** Qualifications as required for appointment as a Computer Operator plus 2-3 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

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

**The Permanent Secretary  
Ministry of Finance  
P O Box 2122  
Government Building  
Suva**

377/2009	<b>ECONOMIC PLANNING OFFICER [MACROECONOMIC POLICY ANALYSIS] BUDGET DIVISION</b>
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Responsible to the Senior Economic Planning Officer (Microeconomic Policy and Analysis) for the collation and analysis of both domestic and international macroeconomic environment for policy formulation purpose; analyzing related policy issues and providing advice; and assisting in the preparation of the fiscal framework and revenue forecasts for the annual budget 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

378/2009	<b>ECONOMIC PLANNING OFFICER [BILATERAL (ODA)]</b>
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Responsible to the Chief Economic Planning Officer through the Principal Administrative Officer (Bilateral) as the focal point for liaison within government central agencies, bilateral donor agencies and umbrella non government organisations on bilateral aid matters; ensuring that all bilateral project proposals are consistent with government policies through proper evaluation and analysis; assisting to develop policies, systems and procedures through management and coordination of bilateral aid from all sources; assisting in the transmission of bilateral proposals to the Budget and Aid Coordinating Committee through evaluation, and coordination of these proposals and parties respectively; gathering and receiving bilateral data information from line ministries and bilateral donor agencies; incorporating and reviewing all bilateral aid funded projects, and programmes in the Aid Management Information system; and deriving monthly and quarterly report from the AMIS database on all bilateral programmes in terms of funds disbursement, number of newly approved projects and completed projects.

**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

<b>379/2009</b>	<b>PRINCIPAL ACCOUNTS OFFICER [ASSET MANAGEMENT UNIT]</b>
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Responsible to the Director Asset Management for the financial analysis and monitoring of government companies and entities to ensure that government as a shareholder accrues the maximum benefits possible, evaluating the reorganisation and privatisation process being implemented on government owned entities to ensure government accrues maximum value from restructured entities; processing, analyzing and interpreting financial and non-financial information, ensuring the accuracy, integrity and currency of information in the database; and liaising with all government owned commercial entities for information required to maintain the database in addition to providing assistance and advice on the valuation of government investments and develop policy papers in regard to better management control and monitoring of government investments.

**Qualification:** Appointee must have a degree or post graduate degree in accounting, or Finance and a member of Fiji Institute of Accountants or an equivalent/recognized professional body. He/She should have also served at least 2 years as Senior Accounts Officer or relevant experience in any other organization, or without the 2 years requirement, has demonstrated intellectual capacity drive, determination and flair in existing grade or position.  
OR An officer of high caliber. Qualification required for appointment as Senior Accounts Officer for at least 2 years and must have demonstrated intellectual Capacity, drive, determination and flair in existing grade/position. Consistently good reports and ability to manage staff and resources.

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

<b>380/2009</b>	<b>SENIOR ACCOUNTS OFFICER [FINANCIAL POLICY ASSURANCE UNIT]</b>
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Responsible to the Principal Accounts Officer for drafting financial policies relating to the financial management reform that are consistent with the Fiji Accounting Standards, monitoring the implementation

of these policies and providing policy advice to senior management on issues relating to the Financial Management Act, the Finance Instructions and other reform initiatives and changes. The incumbent will also be required to implement change management strategies by drafting articles for the FMR newsletter and presenting in various forums on the reforms and implementation progress and provide secretariat services to various Committees on the reforms.

**Qualification:** A degree in Accounting, Finance/Business Studies and preferably a member of the Fiji Institute of Accountants or a recognized/ equivalent professional body. Must have experience in managing staff and resources and have served at least 2 years as an Accounts Officer; or relevant experience in any other organization; or without the 2 years requirement, has demonstrated intellectual capacity, drive, determination and fair in existing grade or position. OR Qualifications required for appointment as an Accounts Officer and at least 2 years service in that grade or equivalent and must have demonstrated intellectual capacity, drive determination and fair in existing grade/position. Consistently good reports and assessed potential and ability to progress beyond Senior Accounts level.

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

<b>381/2009 382/2009</b>	<b>SENIOR ACCOUNTS OFFICER [ASSET MANAGEMENT UNIT] - 2 POSTS</b>
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Responsible to the Principal Accounts Officer [Asset Management Unit] for monitoring government investments in government commercial companies and entities, reviewing their performances and providing advice on related issues. Assist in the valuation of government investments and coordinate the privatization process being implemented on government owned entities. Compile data for the development of policies for better management control, check the accuracy of financial data supplied by government companies and critically review draft Cabinet papers.

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

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

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

<b>383/2009</b>	<b>ACCOUNTS OFFICER [FINANCIAL ASSURANCE UNIT]      POLICY</b>
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Responsible to the Principal Accounts Officer (FPAU) for providing support and assistance in the drafting of financial policies relating to the financial management reform, consistent with the Fiji Accounting Standards. The successful appointee will also be required to implement change management strategies and conduct awareness workshops on issues relating to the reforms, and provide secretarial support to various committees and be able to present progress reports as and when required.

**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 Indigenous Affairs, Provincial  
Development & Multi Ethnic Affairs  
P O Box 2219  
Government Building  
Suva**

DEPARTMENT OF PROVINCIAL DEVELOPMENT

<b>384/2009</b>	<b>EXECUTIVE OFFICER [ASSISTANT DISTRICT OFFICER] NADI</b>
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Responsible to the Provincial Administrator (Nadi) for the preparation of reports and project papers. Attend to the District Development Committees, Tikina, Provincial and Advisory Council meetings in the absence of Provincial Administrator. Attend to estate matters and queries/ complaints from the public. Supervise work of the office staff and accounting matters – purchase goods and services through Government Requisitions and Local Purchase Orders, maintain Vote Books, Inspect Rural Development projects, compile reports and maintain proper records, prepare returns and reports as follows: License and LPO's quarterly return; Vehicle Log books; Annual Reports; Deposit Sundries return.

**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

<b>385/2009</b>	<b>EXECUTIVE OFFICER [ASSISTANT DISTRICT OFFICER] RA</b>
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Responsible to the Provincial Administrator (Ra) for the preparation of reports and project papers. Attend to the District Development Committees, Tikina, Provincial and Advisory Council meetings in the absence of Provincial Administrator. Attend to estate matters and queries/ complaints from the public. Supervise work of the office staff and accounting matters – purchase goods and services through Government Requisitions and Local Purchase Orders, maintain Vote Books, Inspect Rural Development projects, compile reports and maintain proper records, prepare returns and reports as follows: License and LPO's quarterly return; Vehicle Log books; Annual Reports; Deposit Sundries return.

**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

<b>386/2009</b>	<b>EXECUTIVE OFFICER [DEVELOPMENT] HQ</b>
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Responsible to the Director Development Services and senior officers in ensuring that priorities are acted upon and quality output is achieved at all times. Assisting in the co-ordination of budget preparations and the monitoring of capital and self-help projects; Coordinating aid funding for the small grants scheme; Appraising all self-help projects and small grants projects; Preparing the quarterly progress reports of all capital projects; Preparing the quarterly progress reports of all capital projects; Preparing brief notes that will contribute towards policy advice to Executive Management; Any other task as and when required.

**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

<b>387/2009</b>	<b>EXECUTIVE OFFICER [OFFICE SUPERINTENDENT] COMMISSIONER CENTRAL DIVISION</b>
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Responsible to the Divisional Secretary (Central) for the provision of administrative and other support services to ensure the proper management of all Central Division staff, office facilities and equipment. The incumbent is required to assist the Divisional Secretary in supervising subordinates in fulfilling their specific accountabilities. The incumbent is also expected to conduct annual Boards of survey to ascertain the nature of stock in the inventory; the replacement of obsolete furniture and other equipment; the maintenance and management of the vehicle fleet; assisting in the arrangement of protocol services for visiting dignitaries, and; providing support

for the exercise of the many ancillary functions by the Divisional HQ. He/She must ensure that relevant Administrative returns for these functions are submitted to the Ministry's Headquarters in accordance with relevant legislation. At times, the incumbent may be required to assist the Divisional Secretary and the Commissioner in arranging project site visits and inspections to gauge the progress of implementation of capital projects by the Provincial Administrators. On occasion, these site visits are conducted by the OSN if either of the supervising officers is unavailable.

**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

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

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

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<b>388/2009</b>	<b>EXECUTIVE OFFICER [ESTABLISHMENT SECTION]</b>
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Responsible to the Principal Education Officer, Human Resources Management to maintain computerized records for all Non-Teaching and Secondary Teaching Staff to provide readily available information and monitor the staff establishment of the Ministry. The officer is required to update Person to Post on daily basis for the Non-Teaching and Secondary Teaching Staff and ensures that the same is done by the Computer Operator for Primary Teaching Staff. Produce Person to Post for Non-Teaching and Secondary Teaching Staffs for submission to PSC on monthly basis and also quarterly on vacancy return for the Ministry. Officer is required to conduct trainings at all level on the Ministry's database. Correct changes to be made in the FESA system and ensure that officers are advised

of the changes in the District level every month. Ensure that Districts are doing their school verification every month. Provides Person to Post for Non-Teaching and Secondary Teaching Staffs including salary components in all activities of the Ministry to PSC and Finance for Budget Preparation in Seg 1 and ensure that the same is done by the Computer Operator for Primary Teaching Staff.

**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

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

**The Permanent Secretary  
Ministry of Health  
P O Box 2223  
Government Building  
Suva**

<b>389/2009</b>	<b>CHIEF MEDICAL OFFICER [MEDICINE] CWM HOSPITAL</b>
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Responsible to the Consultant Medicine for the efficient day-to-day running of the Medical Unit. The incumbent will assist the Medical Superintendent in the preparation of the Hospital Master Plan. To coordinate and direct major projects and develop short term and long term strategic plans for Medical Unit and allied health services, monitor and evaluate the overall performance of the Medical Unit to ensure activities are efficiently and effectively maintained within the determined budget parameters.

The incumbent would be expected to provide advice on workforce planning, educational initiatives, medical practice and appropriate legislation as required. To promote a quality customer service approach and ensure that Health Service Management Standards, Quality Assurance and other management activities are operational and monitored in the hospital. Ensure that all medical and allied health staff within the unit is appropriately instructed on the requirement for

confidentiality. Undertake clinical work as required and any other duties assigned from time to time.

**Qualification:** A recognised post graduate training/diploma qualification and/or at least 2-3 years service in the Principal Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Demonstrated capability and ability to manage staff and physical resources effectively.

**Salary:** MD02 \$51,940 - \$67,270

<b>390/2009</b>	<b>PRINCIPAL MEDICAL OFFICER [ANAESTHETIC] CWM HOSPITAL</b>
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Responsible to the Consultant Anaesthetist through the Chief Medical Officer (Anaesthetic) for the day-to-day operation of the Unit. Duties include general clinical work and supervising of staff in the Unit. Responsible for the daily provision of safe and reliable anesthetic to patients who are scheduled for major and minor procedures. Manage the Intensive Care Unit as stipulated in work schedule, participates in the education of nurses, allied health professionals and other staff as requested and other duties as may be assigned from time to time.

**Qualification:** An officer of high calibre. At least 2-3 years service in the Senior Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and ability to manage staff. A recognised postgraduate training/diploma in a relevant specialist field is desirable.

**Salary:** MD03 \$44,131 - \$55,435

<b>391/2009</b>	<b>PRINCIPAL MEDICAL OFFICER [ANAESTHETIC] LABASA HOSPITAL</b>
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Responsible to the Consultant Anaesthetist through the Chief Medical Officer (Anaesthetic) for the day to day operation of the Unit. Duties include general clinical work and supervising of staff in the unit. Responsible for the daily provision of safe and reliable Anaesthetic to patients who are scheduled for major and minor procedures. Manage the Intensive Care Unit as stipulated in work schedule, participates in the education of nurses, allied health professionals

and other staff as requested and other duties as may be assigned from time to time.

**Qualification:** An officer of high calibre. At least 2-3 years service in the Senior Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and ability to manage staff. A recognised postgraduate training/diploma in a relevant specialist field is desirable.

**Salary:** MD03 \$44, 131 - \$55, 435

392/2009	<b>PRINCIPAL MEDICAL OFFICER [SDMO LAKEBA] LAKEBA HOSPITAL - RE-ADVERTISED</b>
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Responsible to the Chief Medical Officer [Divisional Medical Officer] Central/Eastern for the efficient day to day running of the institution and sub-division. Duties include general clinical work, supervision of staff and other duties assigned by the supervisor from time to time.

**Qualification:** An officer of high calibre. At least 2-3 years service in the Senior Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and ability to manage staff. A recognised postgraduate training/diploma in a relevant specialist field is desirable.

**Salary:** MD03 \$44, 131 - \$55, 435

393/2009	<b>PRINCIPAL MEDICAL OFFICER [PSYCHIATRY] ST GILES HOSPITAL</b>
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Responsible to the Medical Superintendent, St. Giles Hospital for the day-to-day operation of the Unit. Duties include general clinical work and undertake any other duties assigned from time to time.

**Qualification:** An officer of high calibre. At least 2-3 years service in the Senior Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and ability to manage staff. A recognised postgraduate training/diploma in a relevant specialist field is desirable.

**Salary:** MD03 \$44, 131 - \$55, 435

394/2009	<b>PRINCIPAL MEDICAL OFFICER [SDMO – BA] BA MISSION HOSPITAL</b>
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Responsible to the Divisional Medical Officer Western Health Services for the efficient day to day running of the institution and Ba sub-division. Duties include general clinical work, supervision of staff and other duties assigned by the supervisor from time to time.

**Qualification:** An officer of high calibre. At least 2-3 years service in the Senior Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and ability to manage staff. A recognised postgraduate training/diploma in a relevant specialist field is desirable.

**Salary:** MD03 \$44, 131 - \$55, 435

395/2009	<b>SENIOR MEDICAL OFFICER [STI/OXFAM CLINIC]</b>
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Responsible to the Divisional Medical Officer Central/Eastern through the Principal Medical Officer [SDMO Suva] for the efficient day-to-day operation of the Hospital. Duties include general medical duties, administration, and supervision of staff and undertake any other duties assigned from time to time.

**Qualification:** Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

**Salary:** MD04 \$32, 853 - \$38, 781

396/2009	<b>SENIOR MEDICAL OFFICER TAMAVUA HOSPITAL</b>
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Responsible to the Medical Superintendent Tamavua Hospital for the efficient day-to-day operation of the Hospital. Duties include general medical duties, administration and supervision of staffs. The incumbent has to review, develop and implement policies, standards and protocols in line with divisional plans for the improvement of safety and the healthy well being of Fiji. To provide clinical care of inpatient

and outpatient. Maintain effective partnership and strengthen networking approach with all stakeholders to provide and promote quality health to the people of Fiji and undertake any other duties assigned from the supervisor from time to time.

**Qualification:** Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

**Salary:** MD04 \$32, 853 - \$38, 781

<b>397/2009</b>	<b>SENIOR MEDICAL OFFICER RABI HEALTH CENTER</b>
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Responsible to the Chief Medical Officer [Divisional Medical Officer] Northern Health Services through the Subdivisional Medical Officer Cakaudrove for the efficient day-to-day operations of the Health Center. This includes general medical and clinical duties, good management and administrations of the institution to ensure facilities, equipment and other resources are properly maintained, supervision of staff and provide support services as required from time to time.

**Qualification:** Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

**Salary:** MD04 \$32, 853 - \$38, 781

<b>398/2009</b>	<b>SENIOR MEDICAL OFFICER NAUSORI MATERNITY HOSPITAL</b>
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Responsible to the Divisional Medical Officer CentEast through the Principal Medical Officer Rewa for the efficient day to day operation of the Hospital. The incumbent has to supervise, facilitate and monitor the implementation of all necessary health services and activities required to be delivered to the grass root people of the community at large. Make certain that clinical standards are maintained and upgraded continuously in all aspects of health care

delivery within the area and undertake any other duties assigned from time to time.

**Qualification:** Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

**Salary:** MD04 \$32, 853 - \$38, 781

<b>399/2009</b>	<b>SENIOR MEDICAL OFFICER NAUSORI HEALTH CENTER</b>
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Responsible to the Divisional Medical Officer Central/Eastern through the Principal Medical Officer (SDMO Rewa) for the efficient day to day operation of the Hospital. The incumbent has to supervise, facilitate and monitor the implementation of all necessary health services and activities required to be delivered to the grass root people of the community. Ensure that clinical standards are maintained and upgraded continuously in all aspects of health care delivery within the area and undertake any other duties assigned from time to time.

**Qualification:** Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

**Salary:** MD04 \$32, 853 - \$38, 781

<b>400/2009 401/2009</b>	<b>SENIOR MEDICAL OFFICER ST GILES HOSPITAL - 2 POSTS</b>
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Responsible to the Medical Superintendent through the Principal Medical Officer [St. Giles Hospital] for the efficient day to day operation of the Hospital. Duties include general medical duties, administration, and supervision of staff and undertake any other duties assigned from time to time.

**Qualification:** Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other

organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

**Salary:** MD04 \$32, 853 - \$38, 781

<b>402/2009</b>	<b>SENIOR MEDICAL OFFICER [SDMO LOMALOMA] LOMALOMA HOSPITAL</b>
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Responsible to the General Manager Community Health, Central/Eastern through the Chief Medical Officer [Community Health] for the efficient day to day operation of the Hospital. The incumbent has to supervise, facilitate and monitor the implementation of all necessary health services and activities required to be delivered to the community of Lomaloma and Vanuabalavu at large. Ensure that clinical standards are maintained and upgraded continuously in all aspects of health care delivery within the Lomaloma subdivision and undertake any other duties assigned from time to time.

**Qualification:** Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

**Salary:** MD04 \$32, 853 - \$38, 781

<b>403/2009</b>	<b>SENIOR MEDICAL OFFICER [OBS &amp; GYNAE] LABASA HOSPITAL</b>
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Responsible to the Consultant through the Principal Obstetric & Gynaecologists, Labasa Hospital for the day-to-day operation of the Obs & Gynae Unit. Duties include general clinical work and undertake any other duties assigned from time to time.

**Qualification:** Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

**Salary:** MD04 \$32, 853 - \$38, 781

<b>404/2009</b>	<b>SENIOR MEDICAL OFFICER [SURGICAL] LABASA HOSPITAL</b>
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Responsible to the Consultant Surgeon through the Principal Medical Officer Surgical, Labasa Hospital for the efficient day to day operation of the Surgical Unit. Duties include general medical duties, administration, and supervision of staff and undertake any other duties assigned from time to time.

**Qualification:** Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

**Salary:** MD04 \$32, 853 - \$38, 781

<b>405/2009</b>	<b>SENIOR MEDICAL OFFICER [ANAESTHESIA] LABASA HOSPITAL</b>
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Responsible to the Chief Medical Officer Anaesthesia through the Principal Medical Officer Anaesthesia Labasa Hospital for the day to day operation of the Anaesthetic Unit. Duties include general clinical work and undertake any other duties assigned from time to time.

**Qualification:** Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

**Salary:** MD04 \$32, 853 - \$38, 781

<b>406/2009</b>	<b>SENIOR MEDICAL OFFICER [GOPD/A&amp;E] LABASA HOSPITAL</b>
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Responsible to the Medical Superintendent through the Principal Medical Officer (GOPD/A&E) Labasa Hospital for the day to day operation of the GOPD/A & E Unit. Duties include general medical duties,

administration, and supervision of staff and undertake any other duties assigned from time to time.

**Qualification:** Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

**Salary:** MD04 \$32, 853 - \$38, 781

407/2009 408/2009	<b>SENIOR MEDICAL OFFICER [OPHTHALMOLOGY] CWM HOSPITAL - 2 POSTS</b>
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Responsible to the Chief Medical Officer Ophthalmology through the Principal Medical Officer for the efficient day-to-day operation of the Eye Department. Duties include general clinical work and undertake any other duties assigned from the supervisor from time to time.

**Qualification:** Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

**Salary:** MD04 \$32, 853 - \$38, 781

409/2009 410/2009	<b>SENIOR MEDICAL OFFICER [PATHOLOGY] CWM HOSPITAL - 2 POSTS</b>
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Responsible to the Consultant Pathology, CWM Hospital for the day-to-day operation of the Pathology Unit and forensic services. Duties include general clinical work, and attending scenes of crimes, conducting medico-legal post mortem examinations, assist in examination of clinical forensic cases, writing medico-legal reports and offer opinion as an expert witness in court and undertake any other duties assigned by the supervisor from time to time.

**Qualification:** Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and

experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

**Salary:** MD04 \$32, 853 - \$38, 781

411/2009	<b>SENIOR MEDICAL OFFICER [SDMO – KADAVU] VUNISEA HOSPITAL - RE-ADVERTISED</b>
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Responsible to the Divisional Medical Officer Central Eastern for the efficient day-to-day operation of the Hospital. Duties include general medical duties, administration and supervision of staffs. The incumbent has to review, develop and implement subdivision policies, standards and protocols in line with divisional plans for the improvement of safety and the healthy well being of Kadavu. To provide clinical care at inpatient, outpatient and community level during and after hours with the referral of appropriate cases to higher centers. Maintain effective partnership and strengthen networking approach with all stakeholders to provide and promote quality health to the people of Kadavu and undertake any other duties assigned from time to time.

**Qualification:** Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

**Salary:** MD04 \$32, 853 - \$38, 781

412/2009	<b>MATRON [MATERNITY] CWM HOSPITAL</b>
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Responsible to the Medical Superintendent [CWM Hospital] through the Manager Nursing Services [CWM Hospital] for the overall administration and supervision of all nursing staff within the Maternity Unit. To directly control, plan, co – ordinate comprehensive nursing activities within the unit, in charge of all personal industrial relations and other administrative issues relating to nursing personnel within the unit.

**Qualification:** Qualifications required for appointment at NU04 level with five (5) years successful experience at that level. For the post of Senior Tutor Sister, a Degree or post Basic Diploma in Nursing / Health with five (5) years post registration experience and Certificate in Teaching is essential. Nurse Practitioners with five (5) years experience at that level may also be considered. Consistently good reports and proven ability to manage staff and resources.

**Salary:** NU03 \$22,214 - \$27,866

413/2009	<b>MATRON ST GILES HOSPITAL</b>
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Responsible to the Medical Superintendent, St. Giles Hospital through the Senior Matron for planning, controlling and coordinating the comprehensive Nursing duties at the Hospital. Any other duties assigned by the Senior Matron, St. Giles Hospital.

**Qualification:** Qualifications required for appointment at NU04 level with five (5) years successful experience at that level. For the post of Senior Tutor Sister, a Degree or post Basic Diploma in Nursing / Health with five (5) years post registration experience and Certificate in Teaching is essential. Nurse Practitioners with five (5) years experience at that level may also be considered. Consistently good reports and proven ability to manage staff and resources.

**Salary:** NU03 \$22,214 - \$27,866

414/2009	<b>MATRON [ADMINISTRATION] CWM HOSPITAL</b>
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Responsible to the Medical Superintendent [CWM Hospital] through the Manager Nursing Services [CWM Hospital] for the overall administration and supervision of all nursing staff and Ward Assistants in West Wing. To maintain the compliance of nurses to health policies and nursing standards and to establish an effective and efficient dynamic organisation structure to deliver quality care to patients. Enhance training and development; provide incentives, rewards through IST, workshops, and post basic courses. Authorize and sign overtime for nurses and dispatch to nursing clerk and compile annual reports for West Wing, Medical and Surgical Nursing Procedures and

Nursing protocols. To manage and control all the inventories for the West Wing Wards and unit. Liaise with Human Resource personnel on disciplinary action for nurses and ward assistants and any other duties assigned from time to time.

**Qualification:** Qualifications required for appointment at NU04 level with five (5) years successful experience at that level. For the post of Senior Tutor Sister, a Degree or post Basic Diploma in Nursing / Health with five (5) years post registration experience and Certificate in Teaching is essential. Nurse Practitioners with five (5) years experience at that level may also be considered. Consistently good reports and proven ability to manage staff and resources.

**Salary:** NU03 \$22,214 - \$27,866

415/2009	<b>HEALTH INSPECTOR [SUVA] SUVA HEALTH OFFICE</b>
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Responsible to the Divisional Health Inspector, Central for dealing with all environmental Health matters at Sub-divisional level. To enforce and administer the requirements under the public health act, pure food act, quarantine act and relevant subsidiary Legislation. The appointee will be required to instigate prosecution and advice Rural Local Authority on matters pertaining to Public Health, Town Planning. Duties will also include that of Secretary to Rural Local Authority and Quarantine Officer and deal with Town Planning and Sub-division of Land Matters. Should be familiar with the provision of National and International Health Regulation.

**Qualification:** Relevant qualification (RHS, DHI, DEH, BEH) and/or 23 years work experience as an Assistant Health Inspector. Consistently good reports and assessed potential and ability to manage staff.

**Salary:** HW05 \$20,545 - \$27,046

416/2009	<b>HEALTH INSPECTOR [RAKIRAKI] RAKIRAKI HEALTH OFFICE</b>
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Responsible to the Divisional Health Inspector, Western for dealing with all environmental Health matters at Sub-divisional level. To enforce and administer the requirements under the public health act, pure food act, quarantine act and relevant

subsidiary Legislation. The appointee will be required to instigate prosecution and advise Rural Local Authority on matters pertaining to Public Health, Town Planning. Duties will also include that of Secretary to Rural Local Authority and Quarantine Officer and deal with Town Planning and Sub-division of Land Matters. Should be familiar with the provision of National and International Health Regulation.

**Qualification:** Relevant qualification (RHS, DHI, DEH, BEH) and/or 23 years work experience as an Assistant Health Inspector. Consistently good reports and assessed potential and ability to manage staff.

**Salary:** HW05 \$20,545 - \$27,046

417/2009	<b>STATISTICIAN [HEALTH INFORMATION UNIT] MINISTRY OF HEALTH - HQ</b>
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Responsible to the Director Health Information Planning & Infrastructure, Ministry of Health headquarters for the development of health information system and to maintain its computerized system. To organise and collect national health related statistical data; coordinate the use of international classification of diseases and operations. Analyze health data and update the health indicators of Fiji. A good understanding and ability to classify disease and medical procedures using the International Statistical Classification of Diseases and Related Health Problems, 10th Revision, Australian Modification (ICD -10- AM). Ability to use Patient Information System [PATIS Software]. Assist in the management and supervision of staff of the Health Information Unit.

**Qualification:** Qualifications required for appointment as Assistant Statistician and at least 2-3 years service as an Assistant Statistician or equivalent or relevant degree and/or relevant skills and experience in any other organisation. Assessed potential and ability to progress beyond Statistician grade.

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

418/2009	<b>ASSISTANT STATISTICIAN [HEALTH] CWM HOSPITAL</b>
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Responsible to the Medical Superintendent, CWM Hospital for the creation, maintenance and

assessment of the medical records, this includes the necessity of maintaining storage areas in a tiny and accessible condition. Acting as resource personnel for other departments in respect of patient record and information management. Ensure that the medical-legal requirements for the patient information are complied with by, safeguarding the confidentiality of patient information. Supervise the staff of the Medical Record Unit and provide training in procedure relevant to the Department. Provide monthly statistics to the Ministry of Health on occasion of services and convene meetings to review the quality of health information and patient record.

A good understanding and ability to classify disease and medical procedures using the International Statistical Classification of Diseases and Related Health Problems, 10th Revision, Australian Modification (ICD -10- AM). Ability to use Epi Info Software is essential.

**Qualification:** A Diploma in Population Studies and Demography. Qualifications required for appointment as a Statistical Officer and at least 23 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to contribute in a management role; A Degree in Statistical Studies or related discipline.

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

419/2009	<b>MANAGER [INFORMATION TECHNOLOGY] HQ</b>
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Responsible to the Director Information, Planning & Infrastructure for the management of the health information network and Patient Information System [PATIS], Finance Management Information System [FMIS] and Human Resource Information System [HRIS] in all health institutions in the country. The incumbent will head the Ministry Information Services Department and is expected to play an important role in the Health Management Improvement Project and will be required to work closely with the Health Information Systems Advisor. The incumbent would be required to provide professional and technical advice on the procurement of computer hardware/software and ancillary equipment and oversee preparation of specification and tender documentation: prepare appropriate manuals as required: prepare training and development plans for staff [Basic Computing, software packages, data analysis & PATIS; develop and manage

implementation plans for the Patient Information Systems and the health information network in general including overseeing preparation of Medical Records areas; structured cabling of facilities and installation and maintenance/upgrading of networks and equipment; monitor existing PATIS implementations; also ensure proper network and information security/confidentiality is maintained; manage the support computer networks to optimize access, efficiency and timelines to minimize downtime. Thorough knowledge and understanding of all aspects of Information Systems and Principles with particular reference to Local Area Networks, MS SOL Server, MS Access and Visual Basic. General skills include good written and oral communication, good analytical & technical problem solving skills, good managerial & supervisory skills to lead a small team of computer specialists and ability to develop relationships and liaise with all levels within the Ministry and also externally.

**Qualification:** Qualifications required for appointment at Senior System Analyst/ Programmer and at least 23 years service in that grade and/or relevant skills and experience in this particular field in any other organisation with meritorious performance or relevant degree or postgraduate qualification.

**Salary:** IT03 \$41, 891 - \$53, 440

420/2009	<b>SENIOR ADMINISTRATIVE OFFICER [PERSONNEL SECTION] HQ</b>
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Responsible to the Director Human Resource through the Principal Administrative Officer (Personnel) for the planning, supervising and monitoring of the activities of the Personnel Section; train, assist and control subordinates; provide secretariat services as required; provide effective, timely and factual advice to the Principal Administrative Officer to facilitate sound decision making on Personnel matters and procedures for the Ministry in achieving it's mission, vision and values. To ensure that staff comply with relevant work related policies and procedures as outlined in the PSC Acts / Regulation, General Order, Finance & Stores Instruction.

**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

421/2009	<b>SENIOR ADMINISTRATIVE OFFICER [IR / OHS] HQ</b>
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Responsible to the Director Human Resources through the Principal Administrative Officer, Personnel Section for the supervision of the day to day management of the Unit. Ensure full administrative support and services to the Principal Administrative Secretary (Personnel) in efficiently facilitating Industrial Relations / Occupational Health & Safety needs of the ministry in accordance with Government procedures / OHS Act and guidelines. Ensure provision of effective and efficient support to the Deputy Secretary Admin & Finance and Senior Legal Officer in the proper management of Industrial relation practises and processes. Provides secretarial support to the Disciplinary Committee.

**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

422/2009	<b>ADMINISTRATIVE OFFICER [HEALTH PLANNER] HEALTH INFORMATION PLANNING &amp; INFRASTRUCTURE HQ</b>
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Responsible to the Principal Administrative Officer [Planning] through the Senior Administrative Officer [Planning] for the provision of advice and management support regarding strategic management issues. The incumbent plays a supportive role in co – ordinating and monitoring the development of: National health service planning; New health service infrastructure and facilities development; Resource allocation and health service financing policy; Budgetary development for new health service provision and also assists in the co –

ordination of the monitoring and reviewing of the Ministry's Corporate and Strategic plans. Data analysis and planning competencies are essential. To ensure that effective communication is maintained with Divisional and Sub – Divisional Heads and other stakeholders involved in the health services delivery to monitor the implementation of the health programmes. The incumbent plays a supportive role in motivating the team, in change management and effectively managing resources allocated to the unit.

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

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

<b>423/2009</b>	<b>ADMINISTRATIVE OFFICER CWM HOSPITAL</b>
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Responsible to the Hospital Administrator through the Principal Administrative Officer, CWM Hospital for providing support services on the planning, supervision and monitoring of the General Services of the hospital. Assist in the administration of the CWM Hospitals activities, which includes providing secretarial services to the Hospital meetings and other Committees and the supervision of staff. Co-ordinate the day to day activities of the Hospital and any other duties assigned by the Hospital Secretary/Administrator.

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

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

<b>424/2009</b>	<b>ADMINISTRATIVE OFFICER [CONTRACT/PROJECT] MINISTRY OF HEALTH - HQ</b>
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Responsible to the Principal Administrative Officer through the Senior Administrative Officer, Recruitment and Appointment Unit for maintaining the Expatriate & Project establishment of the ministry. The incumbent has to assist in making appropriate recommendations to the Staff Selection Committees and the preparation of staff board submissions for expatriate staff. Attend to the renewals of contract, resignations, gratuity payments etc. Ensure the effective and timely processing of recruitment and selection and appointments of contract officers and processing appointments of short/long term project posts. The incumbent has to assist the Senior Administrative Officer for the day-to-day administration of the unit and provide support services as required

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

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

<b>425/2009</b>	<b>EXECUTIVE OFFICER [REGISTRY SECTION] HQ</b>
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Responsible to the Principal Assistant Secretary [Personnel] through the Senior Assistant Secretary [Personnel] for the day-to-day running of the Registry Section. Duties will include receiving, registering, dispatching and filing of all inward and outward correspondence. Circulating of the inward correspondence folder to Permanent Secretary for Health and respective Deputy Secretaries. Opening and registering of New files when required and follow up of Bring Up in the current years diary. Provide all support services on planning, supervision and monitoring all activities at the Registry Unit.

**Qualification:** Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 2-3 years service in that

grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

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

<b>426/2009</b>	<b>EXECUTIVE OFFICER ST GILES HOSPITAL</b>
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Responsible to the Medical Superintendent St. Giles Hospital for the day-to-day running of the office and the overall supervision and control of staffs. Ensure proper handling of stores, finance and inventory in accordance with Public Service Act, PSC Regulation and Ministry Of Health Policies. To control the daily activities of transport for the hospital and to ensure the submission of monthly returns, processing of leave and perform other duties that may be directed by the Medical Superintendent from time to time.

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

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

<b>427/2009</b>	<b>EXECUTIVE OFFICER WESTERN HEALTH SERVICE</b>
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Responsible to the Divisional Medical Officer Western through the Senior Administrative Officer Western Health Service for providing secretarial support and ensure that all applicable legislations are compiled with and maintain effective communication and maintain cooperative relations to the Managers, staff and other stakeholders for the day-to-day running of the office. Maintain a tracking system for administration and management matters on behalf of the Divisional Medical Officer and provide feedback on its progress. Ensure that all workshop/seminars and trainings organized within the division are efficiently carried out. The incumbent is responsible for the coordination of activities of the Divisional

Executive Committee and communication between the Divisional Medical Officer and different component of the Western Health Services.

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

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

<b>428/2009</b>	<b>EXECUTIVE OFFICER [PERSONNEL SECTION] HQ</b>
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Responsible to the Principal Assistant Secretary [Personnel] through the Senior Assistant Secretary [Personnel] for the day-to-day running of the personnel section including supervision of staff. The incumbent will be a key stakeholder in the implementation of the Personnel Director Human Resource Information System in Headquarters. The incumbent is responsible for the monitoring of Telephone, Electricity and water bills before certification for payment is made; assists in staff development; achieve objectives of the Business Plan; organize staff to ensure implementation of Human Resource strategies and other duties as may be assigned by the senior officers from time to time.

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

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

<b>429/2009 430/2009</b>	<b>STORES OFFICER I GOVERNMENT PHARMACY - 2 POSTS</b>
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Responsible to the Senior Supplies Officer [Operations Manager] through the Supplies Officer for activities in the Pharmaceutical Stores. Coordinate

and ensure that proper stores management activities in the receiving, storing, issuing, documentation and distribution of all pharmaceutical supplies and clinical products are within EDHS. Must work closely with Customer Services Officer, issuing and dispatching stores officers at Fiji Pharmaceutical Center. The incumbent may be required to accompany dispatch team and to co-ordinate internal/external checking of stock. Regular review of all allocations in the Division in liaison with respective Community Health officers.

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

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

431/2009 432/2009 433/2009 434/2009	<b>STORES OFFICER II FIJI PHARMACEUTICAL SERVICE - 4 POSTS</b>
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Responsible to the Officer-In-Charge of stores for checking, recording and storage of goods received. Act in accordance with the JIC Agreement, the Public Service Act & Regulations, Ministry Of Health policies delegated authority and instructions of the Chief Pharmacist. To assist the Warehouse Manager in the efficient picking, packing, dispatch and delivery of goods to their correct designated stations. The officer would be required to undertake regular stocktaking, ensures that public stores under his control are physically safe and secured, ensure that issue of stores are properly authorized and recorded, provide security and facilitate procurement of goods, and any other duties assigned by the Officer-In-Charge of the Stores. Any previous work in Stores Department would be an advantage.

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

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

435/2009 436/2009	<b>STOREMAN GOVERNMENT PHARMACY - 2 POSTS</b>
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Responsible to the Officer-In-Charge of stores for checking, recording and storage of goods received. The officer would be required to; undertake regular

stocktaking. Ensure that public stores under his control are physically safe and secured. Ensure that issue of stores are properly authorized and recorded. Provide security and facilitate procurement of goods, and any other duties assigned by the Officer-In-Charge of the stores. Any previous work in Stores Department would be an advantage.

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

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

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#### WITHDRAWAL OF VACANCIES

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FPSOC NO	VACANCY NO	POST
<b>MINISTRY OF HEALTH</b>		
19/2007	644/2007	Senior Dental Officer, Nadi Hospital - provisional promote resigned from the service..
22/2008	520/2008	Health Sister [Lami Health Center - sole applicant lacks professional qualification as per MQR.
<b>MINISTRY OF WORKS, TRANSPORT &amp; PUBLIC UTILITIES</b>		
6/2009	274/2009	Secretary [Deputy Secretary Planning & Design] HQ - filled by sideways transfer of Mrs T Vulaono from Office of the Solicitor General
2/2009	151/2009	Principal Engineer

		[Structures] HQ – Absence of applications.
2/2009	152/2009	Senior Engineer [Structures] HQ – Absence of applications.
4/2009	198/2009	Deputy Secretary Planning & Design, HQ – Absence of applications.
6/2009	299/2009	Engineer [Mechanical] Lautoka – filled by sideways transfer of Mr M Lesuma from Public Utilities.

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**OTHER VACANICIES**

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**FOOD AND AGRICULTURE ORGANISATION OF  
THE UNITED NATIONS**

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<b>Post</b>	<b>Chief Librarian</b>
<b>Website</b>	-
<b>E-Mail</b>	VA-2154-KCE@fao.org
<b>Due Date</b>	6 <sup>th</sup> May 2009

<b>Post</b>	<b>Programme Officer</b>
<b>Website</b>	-
<b>E-Mail</b>	VA-2154-KCE@fao.org
<b>Due Date</b>	5 <sup>th</sup> May 2009

<b>Post</b>	<b>Forestry Officer [Economics]</b>
<b>Website</b>	-
<b>E-Mail</b>	VA-2154-KCE@fao.org
<b>Due Date</b>	6 <sup>th</sup> May 2009

<b>Post</b>	<b>Systems Support Officer</b>
<b>Website</b>	-
<b>E-Mail</b>	VA-2154-KCE@fao.org
<b>Due Date</b>	6 <sup>th</sup> May 2009

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

Circular dated: 15/05/2009  
Before noon: 30/04/2009  
Circular dated: 31/05/2009  
Before noon: 15/05/2009

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**For further enquiries of advertised vacancies  
please contact the respective Post Processing  
Managers of Ministries and Department.**

However should you require additional information do  
not hesitate to email: [atamanikaiyaroi@govnet.gov.fj](mailto:atamanikaiyaroi@govnet.gov.fj)  
or telephone Alumita Tamanikaiyaroi on 3314588 ext  
238 of the Public Service Commission.

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