



## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 9/2009

DATE: 15<sup>th</sup> MAY, 2009

ISSUED BY THE PUBLIC SERVICE COMMISSION

THE FIJI PUBLIC SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER

### VACANCIES

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

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

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

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

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

**RECRUITMENT AND PROMOTION POLICY** The Fiji Public Service is an equal employment opportunity employer and vacancies are opened to all Fiji citizens. The following extracts from the 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**

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

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

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MINISTRY OF PUBLIC ENTERPRISE & TOURISM

DEPARTMENT OF TOURISM

437/2009	<b>DIRECTOR OF TOURISM [RE-ADVERTISED]</b>
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The position reports directly to the Permanent Secretary for Tourism. The incumbent will be responsible for the translation of the policies formulated within the Ministry into implementable activities. The position will be responsible to monitor the activities and ensure the targets of the Corporate Plan are achieved in line with the resources available. The Director will be required to work in liaison with the various segments of the Tourism Industry in determining industry priorities and communicate the development plans and policies to the industry and the government.

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

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

may achieve this level after not less than 13 years of service including at least 3 years at Principal level in their discipline. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

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

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

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

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438/2009	<b>SENIOR ECONOMIC PLANNING OFFICER [HUMAN RESOURCES PLANNING]</b>
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The appointee will be responsible to the Principal Economic Planning Officer, Human Resources Planning in the co-ordination, implementation, analysis, monitoring and evaluation of national and sectoral human resources development and utilization plans, programs and initiatives to ensure the most effective/efficient development and fullest and most productive utilization of Human Resources in Fiji. Principal accountabilities will include: assist the PEPO [HRP] in undertaking research and preparing reports on population, policy, trends and projections of manpower requirements in the Fiji economy, monitor changes in the demand side [employment/unemployment] and supply side of the Fiji Labour Market. Identify critical/important HR issues and propose appropriate strategies actions, liaise with line Ministries/Departments in the preparation of the respective sectoral HR Plans, policies, programmes and initiatives. Prepare HRP [training] requirements in the country in liaison with other organizations concerned, maintain the database on statistics on population, workforce, labour market demand/supply and policy, and assist in the coordination of the implementation of the IHRDPEP and NSHRP in liaison with relevant stakeholders.

**Qualification:** Qualifications required for appointment as Economic Planning Officer and at least 2-3 years service in that grade or equivalent or a

relevant degree and/or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Senior Economic Planning Officer level.

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

<b>439/2009</b>	<b>SENIOR ECONOMIC PLANNING OFFICER [SECTORAL/REGIONAL]</b>
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Responsible to the Chief Economic Planning Officer [Sectoral/Regional] for the coordination and monitoring of economic development programmes and projects affecting all divisions, identification and evaluation of specific regional and sectoral development project proposals, reviewing and analyzing of regional and sectoral development policy recommendations. The officer will be required to carry out resource assessment and data collection exercise for the formulation of comprehensive integrated regional development plan. The officer will also be responsible for the national level planning and policy work in one or several of these sectors vis-à-vis; industry infrastructure, tourism or social and community development, liaising with relevant ministries/departments and statutory bodies in the formulation of sectoral policy proposals for the relevant sectors which involve preparations and regular reviews of sectoral plans, assessment of budgetary and aid submissions from Ministries including the design, priority setting and monitoring of project implementation.

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

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

<b>440/2009</b>	<b>SENIOR ECONOMIC PLANNING OFFICER [MACROECONOMICS]</b>
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The appointee will be responsible to the Chief Economic Planning Officer [Macro] for regular analysis of key economic indicators [Statistics] and

trends, relating to trade imports, exports, balance of payments, international, commodity prices, income distribution and issues concerning trade policy and any other specific duties assigned. The office will also be responsible for compiling Quarterly Economic Review reports on the economy and will be required to work in close liaison with the Reserve Bank of Fiji and Bureau of Statistics and other relevant Government or other organizations.

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

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

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

**The Permanent Secretary  
Ministry of Local Government, Urban  
Development, Housing & Environment  
P O Box 2131  
Government Buildings  
Suva**

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<b>441/2009</b>	<b>ADMINISTRATIVE OFFICER [LOCAL GOVERNMENT]</b>
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Responsible to the Director of Local Government for written assessments and topical briefs; collate and compile data on local government related issues, activities and finance and must be able to analyze information for evaluation purposes; investigate complaints when necessary and make appropriate recommendations. The appointee must be a good team worker, have good interpersonal and communication skills and be computer literate.

**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

442/2009	<b>EXECUTIVE OFFICER [LOCAL GOVERNMENT]</b>
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Responsible to the Director Local Government for written assessments and topical briefs, collate and compile data on local government related issues, activities and finance and must be able to analyse information for evaluation purposes. Investigate complaints from town councils when necessary and make appropriate recommendations. The appointee must be a good team worker, have good interpersonal and communication skills.

**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

443/2009	<b>EXECUTIVE OFFICER [PERSONNEL]</b>
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Responsible to the Deputy Secretary through the Senior Admin Officer for the processing of leave and personnel matters; facilitate the promotion of training and development in the ministry by assisting HODs with Training Needs Analysis exercise; provide administrative support to the Permanent Secretary and HODs when required; process vacancies from advertisement to appointment and facilitate overseas travel for HODs. The incumbent is required to supervise wage earners and SS05 level officers; maintain custody of office machines and act as Secretary to the Ministry's Staff Board and HOD Meetings.

**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

444/2009	<b>ENGINEER [CIVIL - CONSTRUCTION]</b>
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Responsible to the Director of Housing & Squatter Settlement for planning, organizing, feasibility studies, investigation, design computer programming, tendering, contract management and construction of works relating to land subdivision, drainage, road works and infrastructure associated with housing. The appointee will be required to provide advice on land subdivision, scheme plans, engineering design and other relevant parties on technical matters, attend meetings, supervise subordinate staff and carry out other duties assigned from time to time.

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

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

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

**The Permanent Secretary  
Ministry of Primary Industries  
P O Box 2218  
Government Buildings  
Suva**

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DEPARTMENT OF FISHERIES & FORESTS

445/2009	<b>ADMINISTRATIVE OFFICER</b>
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Responsible to the Principal Administrative Officer to assist in establishing, maintaining and controlling Administrative Support Services and Personnel Functions in compliance with Rules, Regulations, Procedures and Instructions currently in force. Assist the Principal Admin Officer in the provision of

Administrative support services, carrying out central human resources functions. Provide advice on policy guidelines, Rules, Regulations and Legislation in regards to human, financial and asset management. Supervision of Administrative Staff, including wage earners. Oversee Registry and Leave section functions. Assist the Principal Administrative Officer in analyzing the training needs of the employees, recruitment of staff, preparation of staff board papers, disciplinary cases, preparation of sections Business Plan and providing secretariat services to the Management Staff Board and Head of Department Meeting.

**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

**CORRIGENDA**

- Published in the Fiji Public Service Official Circular No.8/2009 of 30<sup>th</sup> April, 2009, the withdrawal of the Deputy Secretary Planning & Design, HQ under Vacancy No. 198/2009, Ministry of Works, Transport & Public Utilities.  
The vacancy was inadvertently withdrawn.

**WITHDRAWAL OF VACANCIES**

FPSOC NO	VACANCY NO	POST
<b>MINISTRY OF HEALTH</b>		
12/2008	117/2008	Consultant Pathology [Lautoka Hospital] – withdrawn and

		filled by expatriate since there was no local application received.
13/2008	148/2008	Senior Physiotherapist [CWM Hospital] – withdrawn due to the non-availability of suitably qualified applicant.
22/2008	502/2008	Senior Sister [Paediatrics – 2 <sup>nd</sup> Posts] CWM Hospital – withdrawn due to non-availability of suitably qualified applicant.
22/2008	503/2008	Senior Sister [Supervisor – East Wing] CWM Hospital – 1 <sup>st</sup> Post – withdrawn due to non-availability of suitably qualified applicant.
22/2008	504/2008	Senior Sister [Supervisor – East Wing] CWM Hospital – 2 <sup>nd</sup> Post – withdrawn due to non-availability of suitably qualified applicant.
22/2008	505/2008	Senior Sister [Supervisor – East Wing] CWM Hospital – 3 <sup>rd</sup> Post – withdrawn due to non-availability of suitably qualified applicant.
22/2008	510/2008	Senior Sister [Accident & Emergency Unit] CWM Hospital – 1 <sup>st</sup> Post – withdrawn due to

		non-availability of suitably qualified applicant.
22/2008	510/2008	Senior Sister [Accident & Emergency Unit] CWM Hospital – 1 <sup>st</sup> Post – withdrawn due to non-availability of suitably qualified applicant.
22/2008	511/2008	Senior Sister [Accident & Emergency Unit] CWM Hospital – 2 <sup>nd</sup> Post – withdrawn due to non-availability of suitably qualified applicant.
22/2008	491/2008	Senior Sister [Supervisor – West Wing – 2 <sup>nd</sup> Post] CWM Hospital – withdrawn due to non-availability of suitably qualified applicant as per MQR.
22/2008	492/2008	Senior Sister [Family Planning – O & G Unit] CWM Hospital – withdrawn as the sole applicant does not fully meet the MQR.
22/2008	495/2008	Senior Sister [Supervisor – O & G Unit] CWM Hospital – withdrawn due to non-availability of suitably qualified applicant.
22/2008	496/2008	Senior Sister [Lancaster Ward – O & G Unit] CWM Hospital – withdrawn due to non-availability of suitably qualified

		applicant.
22/2008	497/2008	Senior Sister [Labour Ward – O & G Unit] CWM Hospital – withdrawn due to non-availability of suitably qualified applicant.
22/2008	498/2008	Senior Sister [Labour Ward – O & G unit] CWM Hospital – withdrawn due to non-availability of suitably qualified applicant.
22/2008	499/2008	Senior Sister [Labour Ward – O & G Unit] CWM Hospital – withdrawn due to non-availability of suitably qualified applicant.
23/2008	540/2008	Senior Sister [Afternoon Supervisor – PM] 1 <sup>st</sup> Post, Labasa Hospital – withdrawn as both the applicants do not fully meet the MQR.
23/2008	535/2008	Senior Sister [Accident & Emergency unit] Labasa Hospital – withdrawn as the only applicant does not fully meet the MQR.
23/2008	551/2008	Senior Sister [Operating Theatre] Lautoka Hospital – withdrawn due to non-availability of suitably qualified applicant.
23/2008	541/2008	Senior Sister [Afternoon Supervisor – PM] 2 <sup>nd</sup> Post, Labasa

		Hospital – withdrawn as the only applicant does not fully meet the MQR.
16/2008	245/2008	Chief Administrative Officer [Corporate Services] HQ – withdrawn. Filled by sideways transfer of Mr Albert Rosa.
<b>MINISTRY OF WORKS, TRANSPORT &amp; PUBLIC UTILITIES</b>		
9/2008	83/2008	Assistant Accounts Officer [Meteorology] – withdrawn. Filled by sideways transfer of Mrs Losana Vesikula

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**OTHER VACANCIES**

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

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<b>Post</b>	<b>Marketing Economist</b>
<b>Website</b>	-
<b>E-Mail</b>	<b>AGSF-Vacancies</b>
<b>Due Date</b>	<b>20<sup>th</sup> May 2009</b>

<b>Post</b>	<b>Rural Infrastructure Officer</b>
<b>Website</b>	-
<b>E-Mail</b>	<b>AGST-Vacancies</b>
<b>Due Date</b>	<b>20<sup>th</sup> May 2009</b>

<b>Post</b>	<b>Agricultural Officer</b>
<b>Website</b>	-
<b>E-Mail</b>	<a href="mailto:VA-2174-AGP@fao.org">VA-2174-AGP@fao.org</a>
<b>Due Date</b>	<b>21<sup>st</sup> May 2009</b>

<b>Post</b>	<b>Reviser [Russian]</b>
<b>Website</b>	-
<b>E-Mail</b>	<b>VA-2176-KCC@fao.org</b>
<b>Due Date</b>	<b>26<sup>th</sup> May 2009</b>

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

Circular dated: 31/05/2009  
 Before noon: 15/05/2009  
 Circular dated: 15/06/2009  
 Before noon: 31/05/2009

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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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