



## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 10/2009

DATE: 31<sup>st</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 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.

Subsequently in accordance with the State Services Decree No.6 of 10<sup>th</sup> April, 2009, all appointments and promotions will be on three [3] years contract subject to performance review annually.

**Parmesh Chand**  
Permanent Secretary for Public Service

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

The Permanent Secretary  
Office of the Prime Minister  
P O Box 2353  
Government Buildings  
Suva

446/2009	PRINCIPAL ADMINISTRATIVE OFFICER [ADMINISTRATION & FINANCE]
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This is a challenging position for a highly motivated person, with vast experience in Public Administration and Finance. The primary role of the position is to formulate and implement annual management/business plan for the Administration and Finance Division of the Office of the Prime Minister and to ensure that personnel, general administrative and financial support services and advice are provided with timelines, efficiency and effectiveness to facilitate successfully the implementation of the Ministry's Corporate plan. In addition, the appointee is to ensure efficiency and effectiveness of the organization, methods and management system by constantly monitoring and evaluating current Government financial system and reform, and identification of weaknesses and deficiencies.

The appointee will be responsible for the implementation of appropriate strategic measures to address the problems of the Office. He/She is to ensure that appointment and promotion processes are undertaken in accordance with the requirements of the rules and regulations currently in force in the Civil Service under the Public Service Act and Regulations and under the new Financial Management Act 2004. Ensures that management of discipline in the ministry is conducted in full compliance of the relevant legislations. He/She is to ensure the efficient utilization of annual budgetary and establishment provisions to cater for physical needs and human resources requirements. Moreover, he or she is to ensure that qualified, competent and efficient staff are recruited and enhanced by providing necessary administrative recruitment procedures. Provide policy advice and develop where necessary relevant policy matters on human resource development in a timely accurate and objective manner based on legal framework and approved practices and procedures in existence in the Civil Service.

**Qualification:** An officer of high calibre. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Post graduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

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

447/2009	ADMINISTRATIVE OFFICER [HUMAN RESOURCE]
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The position of Administrative Officer [Administration] is responsible to the Deputy Secretary, Prime Minister's Office through the Senior Administrative Officer [Administration] in providing and facilitating secretariat support to the Prime Minister's Office Tender Board by ensuring preparation of meeting papers and venue for the Board. Ensure efficient administrative support by provision of timely records and submission of minutes of meeting to the Board members and Major Tender Board. Assist in the efficient and effective management of physical assets of the Prime Minister's Office through adherence to Government policies and financial regulations. Ensure timely and efficient execution of all personnel and administrative functions for internal and external customers. Provide timely and efficient administrative support for the processing of appointment, acting appointments, and temporary relieving appointments. Provide timely and efficient administrative support by preparation of draft advertisement for vacant posts. Provide secretariat support by preparing well researched meeting papers and proper record of minutes of Staff Board meeting. Ensure timely and efficient promulgation of decision by preparing correspondences relating to Staff Board decisions for the Permanent Secretary's signature. Maintain an efficient and systematic filing system for personal/leave and training files for easy access and retrieval.

**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

448/2009	<b>ADMINISTRATIVE OFFICER [SUPPORT SERVICES]</b>
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The position of Administrative Officer [Transport] is responsible to the Deputy Secretary Prime Minister's Office through the Senior Administrative Officer [Administration] in the general supervision of Government Wage Earners. Administer leave for Wage Earners and perform the duties of Transport Officer responsible for Prime Minister's Office fleet of Vehicles. Responsible for allocation of duties for Drivers and Messengers. Maintain all vehicle records, preparation of Wage Earners timesheets, preparation and submission of quarterly vehicle returns to Finance and compilation of Staff monthly report for Administration Section. Also attend to requests and complains from staff members on faculty phone/Internet lines and air conditioning units.

**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

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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 LABOUR, INDUSTRIAL RELATIONS  
& EMPLOYMENT

449/2009	<b>DEPUTY SECRETARY [OHS &amp; WORKMEN'S COMPENSATION]</b>
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The position will report directly to the Permanent Secretary for Labour, Industrial Relations and Productivity. Responsible for the development, implementation, control and evaluation of policies on OHS and Workers Compensation to ensure they are compatible with the needs of the Labour Market and consistent with relevant national, regional, international and ILO standards. The aim is to promote and sustain OHS excellence in the labour market towards the Ministry's vision and mission. Provide effective consultation with, and guide the Tripartite National OHS Advisory Board and stakeholders in the development of National OHS and Workers Compensation Regulations and Codes of Practice and programmes to promote OHS excellence and productivity. Responsible for the day to day administration and management of the OHS Service. Maintain good public relations with the public, government and non-government agencies and other customers. Facilitate quality performance, planning and finance and other resources management; to promote a corporate culture within the OHS service that is conducive to Human Resources Development, Productivity and Job Satisfaction. Rendering and formulating appropriate OHS legislation proposal and policy for the Ministry's consideration and submission to Cabinet; regular briefing of the Permanent Secretary on the progress of the OHS service and on other important current issues; translation of policies into workable programmes that yield results; monitoring and evaluating facets of the performance of the OHS service and to initiate charges when necessary. Conduct regular review of the performance of the OHS Service against work programme goals to provide guidelines and leadership to the Worker's Compensation and OHS Reforms, which includes the OHS transition to achieve autonomy. Attending to miscellaneous demands of the Minister on pertinent OHS issues.

**Qualification:** Previous experience of policy and advice to Permanent Secretary and preferably political level is required as is experience on negotiation or discussion with senior staff or government, non-government agencies. Officer should have shown evidence of well-rounded and forceful personalities

with proven intellectual capacity and the willingness and the ability to make far-reaching decisions. Proven ability to manage finances and physical resources effectively is required. The best graduates with specialist degrees in entering the service at SS03/04 or equivalent may achieve this level after not less than thirteen (13) years of service including three (3) years at US03/04 level in their respective disciplines. Non-specialists graduates and non-graduates may achieve this level with not less than eighteen (18) years and twenty one (21) years of services respectively with at least three (3) years at US03/04 level unless specialist training leading to appropriate higher level qualifications has been completed during their career.

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

MINISTRY OF PRIMARY INDUSTRIES

DEPARTMENT OF AGRICULTURE

<b>450/2009</b>	<b>CHIEF ECONOMIST</b>
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Responsible to the Permanent Secretary for Agriculture for the overall performance of the Economic Planning & Statistics Division within the Ministry. The officer will assume a supervisory role in the allocation of tasks within the division, co-ordinate the Units activities to ensure the achievement of targets specified in the annual work programme. Formulate and initiate policy advice and strategies on commodity development, marketing and trade and statistical work within the Ministry. Undertake evaluation of project proposals, monitoring and evaluation of capital programs and preparation of the Ministry's budget proposals. National correspondent to FAO, liaison officer to other institution like ACAIR and CIDA.

**Qualification:** Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required, is experience of negotiation/discussion with senior staff of Government and Non-Government Agencies. Officers should have shown well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decision. Proven ability to manage manpower and physical resources effectively is required in positions at this level, which have a bias towards Senior Management rather than policy and considerate work. The best graduate with specialist degrees entering the Service

at SS04/03 or equivalent levels may achieve this level after not less than 13 years of service including at least 3 years at Principal level in their discipline. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during the career.

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

MINISTRY OF INFORMATION & NATIONAL ARCHIVES

<b>451/2009</b>	<b>DIRECTOR NATIONAL ARCHIVES</b>
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Responsible to the Permanent Secretary for Information and Archives for the provision of policy and strategic direction for the management and execution of the National Archives programmes and ensuring the safe custody and preservation of the national archival and documentary heritage. The incumbent facilitates accessibility of archives and library information to the government, citizens and the public at large through the current and emerging technologies. Contributes to policy development advice, ministerial advice and advice to government departments and ministries to promote good governance, accountability and transparency through recordkeeping. The appointee develops the department budget and directs the management and monitoring of the fiscal and human resources of the National Archives and provides regular performance reports. The incumbent is responsible for leading, directing and motivating staff. Contributes to the development of the Ministry's Strategic and Corporate plans.

**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>452/2009</b>	<b>ADMINISTRATIVE OFFICER [OFFICE ACCOMODATION]</b>
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Responsible to the Director Office Accommodation through the Principal Administrative Officer on the management of quarters and assist in facilitating provision of office accommodation and supply of furniture to Ministries and Departments in order to ensure suitable working environment in terms of the requirements of the office, building regulations and compliance with Health and safety at Work Act. Assist in the compilation of the budget proposals, strategic and Corporate Plan, Business Plan, Position Description and Individual Work Plans. Contribute to effective management decision making by providing constructive, quality and timely advise on subject.

**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>453/2009</b>	<b>ADMINISTRATIVE OFFICER [SCHOLARSHIP OFFICER] WORKFORCE PLANNING &amp; SCHOLARSHIP UNIT</b>
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Responsible to the Manager Scholarship Unit for the effective and efficient administration of local scholarship in accordance with the Fiji Government scholarship policies for Fiji School of Medicine [FSM],

University of Fiji [UOF], Fiji Institute of Technology [FIT], Fiji College of Agriculture [FCA]. Provide timely coverage of the availability of Scholarships and the Student Loan Scheme by advertising in the local dailies, local and overseas scholarships offered under the Fiji Government scholarship for widest publicity. Ensuring that records on statistics on annual scholarship awards are compiled for records and information requests and submission purposes. Coordinate and compile the printing of charts, scholarship documents and application forms for information and application purpose to eligible candidates and the public at large as required under the scholarship policy and printing of scholarship documents and application forms.

**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>454/2009</b>	<b>EXECUTIVE OFFICER [TPAF]</b>
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Facilitate in the maximization of returns on TPAF Levy payments and Grant refunds by TPAF through proper administration in accordance with the FNT Act. Ensure effective coordination and timely payment of TPAF levy and grant claim in accordance with the FNT Act. Ensure that all training records are regularly updated and properly maintained for the purpose of CTD monthly, quarterly and annual reports and for inspection by officers from TPAF. To administer Division's reports. Compilation of Training Statistics by assessment and maintenance of course files. Update of Training statistics. Administration of Transfer Evaluation and Update of Transfer Evaluation.

**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

455/2009	<b>EXECUTIVE OFFICER [GAZETTE]</b>
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Responsible for the weekly processing of the Fiji Islands Government Gazette Notices and bi-monthly processing of the Fiji Public Service Official Circular. The incumbent is also required to file PSC Circulars and other relevant publications and management of filing of correspondence and draft advertisements. Liaising with Ministries and departments in obtaining relevant documents to be submitted with draft advertisements.

**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 Finance  
P O Box 2212  
Government Buildings  
Suva**

456/2009	<b>PRINCIPAL ECONOMIC PLANNING OFFICER [GENERAL ADMINISTRATION SECTOR]</b>
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Responsible to the Chief Economic Planning Officer (Expenditure Management Unit) for planning, coordination and preparation of annual budgets for the General Administration Sector. The duties of the post include the management and preparation of the annual budgets, provision of sound and effective

advice with regard to government expenditure and policy; formulating and developing policy papers pertaining to the General Administration Sector and coordinating and supervising the work of subordinate staff in the Unit.

**Qualification:** An officer of high calibre. Qualifications required for appointment as Senior Economic Planning Officer and at least 2-3 years service in that grade or equivalent or relevant degree or postgraduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

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

457/2009	<b>SENIOR ACCOUNTS OFFICER [SYSTEMS ADMINISTRATOR]</b>
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Responsible to the Risk Management Supervisor in the Debt and Cashflow Management Unit (DCFMU) within the Ministry of Finance. His/She will have the overall responsibility of maintaining and supporting the existing debt recording management system, commonly known as the CS-DRMS as well as all debt related information within the Government's computerized information environment. The successful applicant will also assist in establishing interface of the debt database management by conducting research into new technology and debt information systems and must also have the capability to execute any upgrading requirements for the CS-DRMS system. He/She will ensure timely reporting of debt data as well as maintaining data security and accuracy. He/She should monitor and analyze key debt indicators and targets as derived from the debt information system. The incumbent will also be responsible for undertaking analysis and sensitivity testing of Government's various categories of debt portfolio recorded in the CS-DRMS system and prepare regular reports for analytical as well as administrative purposes. Experience in IT including networks, Windows NT and MS Office Suite of products is desirable. Database administration skills, MS Access and Excel are required. Willingness and ability to maintain knowledge and understanding of the existing debt information system would be an advantage. Good analytical and communication skills both oral and written.

**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

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

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

458/2009 459/2009 460/2009 461/2009 462/2009 463/2009 464/2009 465/2009	<b>AUDITOR [8 POSTS]</b>
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Responsible to the Senior Auditor [Internal Audit] for planning and conduct of internal audit of Government Ministries/Departments. The appointee will also be required to supervise the work of subordinate staff in section, assist in the conduct of special audit when required to evaluate and report on the effectiveness of internal control system in compliance with government policies, procedures and regulations.

**Qualification:** An Accounting degree and membership with the Fiji Institute of Accountants. The person appointed must have served in the private sector or the Department of Audit for a period of not less than 12 months and must demonstrate abilities to advance further than this level. OR He or she should be a team player, have acquired consistently good

reports and assessed potential and ability to progress one grade beyond the Auditor position. Those who have served for two years or more may also be considered for the post. Graduates in accounting and auditing are better positioned for appointment to this level.

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

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

**The Permanent Secretary  
Ministry of Primary Industries  
Private Mail Bag  
Raiwaqa**

DEPARTMENT OF AGRICULTURE

466/2009	<b>PRINCIPAL RESEARCH OFFICER [PASTURES]</b>
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Responsible to the Director Animal Health and Production for all policy, management, financial and administration matters relating to the Pasture and Livestock Research Section. The responsibilities include preparation of scientific research proposals and projects, field experimentation, budget preparation and allocation of funds to the different units within the section. Prepare and present business plan, annual research reports, scientific publications and other information as deemed necessary. Provide training, guidance and supervision of subordinate staff. Build and maintain good working relations with local and international research organizations/institutions and other government ministries. Attend to any other responsibilities assigned by the Director.

**Qualification:** Qualifications required for appointment as Senior Research Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization with meritorious performance or a good degree or relevant post graduate qualification. Ability to manage staff and resources and give professional guidance.

**Salary:** SC01 \$36, 236 - \$46, 784

<b>467/2009</b>	<b>SENIOR AGRICULTURAL OFFICER [AH &amp; P - WESTERN]</b>
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Responsible to the Director Animal Health and Production for the on field execution of all Animal Health and Production programmes within the Western Division. Develop work programmes for livestock officers in line with allocated resources, monitor these work programmes, review and relocate resources according to results of review programmes. Ensure the effective enforcement of regulatory duties delegated under various legislations under the Ministry's responsibility. Liaise with government departments and non-government organizations on rural development matters relevant to the Division's areas of responsibility. Management of staff, financial and other resources allocated to the Northern Division.

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

**Salary:** PR02 \$26,063 - \$34,175

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

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

DEPARTMENT OF PUBLIC UTILITIES

<b>468/2009</b>	<b>ACCOUNTS OFFICER [SUVA WATER SUPPLY]</b>
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Responsible to the Divisional Engineer [Water & Sewerage] Central Eastern for all accounting function of the Central Eastern Division, Supervision of staff, monitoring returns, review and improve systems and procedures in operation, implement and control measures and undertake any other duties assigned from time to time.

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

<b>469/2009</b>	<b>ASSISTANT ACCOUNTS OFFICER [WATER RATES] LAUTOKA</b>
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Responsible to the Divisional Engineer [Water & Sewerage] Western through the Accounts Officer for organization, supervision and carrying out various functions involving water rates to ensure that objectives of the department are met.

**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

<b>470/2009</b>	<b>EXECUTIVE OFFICER [PERSONNEL] HQ</b>
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Responsible to the Director Administrative & Finance through Principal Administrative Officer for wide range of Personnel services. Duties include leave management, monthly return of absences, preparation of Staff Return, Maintain Staff Record, assisting with staff recruitment, preparation of submissions/papers and implementation of management decisions on staffing matters. Processing of posts under delegation of powers,

assist in processing of acting appointments, maintaining staff establishment, assist in organizing interviews and writing Staff Board submissions. Responsible for drawing out contract appointments for contract officers.

**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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**WITHDRAWAL OF VACANCIES**

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FPSOC NO	VACANCY NO	POST
<b>MINISTRY OF INDUSTRY, TOURISM &amp; COMMUNICATIONS</b>		
4/2009	196/2009	Deputy Secretary [Department of Industry] – withdrawn and to be re-advertised later.
3/2009	156/2009	Director Tourism – withdrawn and to be re-advertised later.
<b>MINISTRY OF LANDS &amp; MINERAL REOSURCES</b>		
7/2008	67/2008	Director of Lands & Survey – withdrawn and to be re-advertised later with amendments to responsibilities and competencies
<b>MINISTRY OF EDUCATION, NATIONAL HERITAGE, CULTURE &amp; ARTS AND YOUTH &amp; SPORTS</b>		

3/2009	165/2009	Executive Officer [Primary] HQ – withdrawn due to the sideways transfer of Mr Manueli Caginitoba.
<b>OFFICE OF THE ATTORNEY GENERAL</b>		
1/2009	8/2009	Legal Officer [HQ] – withdrawn and to be re-advertised later due to unavailability of suitably qualified applicants.

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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: 15/06/2009  
 Before noon: 31/05/2009  
 Circular dated: 30/06/2009  
 Before noon: 15/06/2009

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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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