



FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 11/2009

DATE: 15th JUNE, 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.

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

Parmesh Chand
Permanent Secretary for Public Service

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

471/2009	MANAGER [DEBT & CASHFLOW MANAGEMENT] - RE-ADVERTISED
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Reporting to the Deputy Secretary for Finance [FAM] the position is responsible for provision of sound advice to the Permanent Secretary and Minister for Finance on national debt, including the domestic debt programme, debt issuance, debt sustainability and risks; development/ analysis/critical evaluation of debt policies including the issuance and repayment of debt in consultation with stakeholders; ensuring repayment and interest payment scheduled of government debt complies with the forecasts through the provision of timely advice to Treasury and RBF; monitor the financial performance of government entities in regards to their ability to repay government guaranteed loans through critical analysis of relevant reports; ensure maximum benefits and derived from major projects through effective negotiation between the Fiji Government and lending organizations on terms and conditions of loans; development of DCFMU through capacity building training and managing transition from debt recording/reporting to asset & liability management; proper recording of loans in CSDRMS and FMIS General Ledger System; carrying out research on various subjects relating to fiscal policy and debt arrangement.

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

472/2009	DIRECTOR [INTERNAL AUDIT] - RE-ADVERTISED
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Reporting to the Permanent Secretary for Finance, the position will supervise staff, lead audit teams, provide sound policy and technical advice, draw up audit programme and manage it. The varied duties include conduct of efficient and effective internal audits of government ministries/departments through proper report on the findings to improve their day to day operations; conduct special audits as requested by management and agencies; institute surcharge actions and implement surcharge decisions against officers found responsible/guilty of abusing /mismanaging government resources both financial mismanagement; coordinate and manage the Ministry's replies to the Auditor General's reports on the Accounts and Finances of the Government; coordinate responses from ministries and departments to the Public Accounts Committee Report; ensure that prescribed procedures and systems comply with the Financial Management Act, 2004, Finance Instructions 2005 and all other rules and regulations.

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

473/2009	SENIOR SECRETARY
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Responsible to the Minister of Finance for performing efficient and effective secretarial duties. Duties include high level of typing, receive and register all inward and outward mails, maintain reliable filing and storage system, maintain a register of movement of files and official correspondence to and from Minister's office; maintain confidentiality of information, maintain a well kept and secured cabinet, storing confidential information that includes publications and official correspondence. The incumbent is also required to organize travel arrangements both local and abroad that includes meetings and workshops for the Minister and attend to the telephone calls and visitors to the Minister. It is expected that the successful applicant will need to be an articulate personal assistant and must demonstrate excellent customer service skills, be courteous and polite in all undertakings during the course of work.

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

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

474/2009	SECRETARY [DEPUTY SECRETARY OF FINANCE - BUDGET]
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The role of the position is to provide secretarial support to the Deputy Secretary for Finance as well as attend to telephone enquires; assist other staff in typing of official correspondence as when essential; provide directions to all client/ customer. Monitoring, maintaining accurate and documented records arising out of department/ministerial or consultative meetings with the Deputy Secretary, maintain records of all communication [inward/outward] to the Deputy Secretary.

Qualification: Diploma in Secretarial Studies and assessed as having considerable potential **OR** 60wpm typing on manual typewriter or 70wpm typing on electronic/electric typewriter and at least 3 years service as a typist or Stenographer typist or equivalent. Consistently good reports and considered to have discretion and ability to work effectively under pressure. 100wpm shorthand and word processing knowledge is essential. **OR** 60wpm typing on manual typewriter or 70wpm typing on electronic/electric typewriter and at least 3 years service as a typist or Stenographer typist or equivalent. Consistently good reports and considered to have discretion and ability to work effectively under pressure. Word processing knowledge and Computer Management skills are essential. Shorthand skill is advantageous.

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

475/2009	ASSISTANT ACCOUNTS OFFICER [SALARIES] TREASURY
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The appointee will be responsible to the Senior Accounts Officer [Salaries, Leave & Passages] and will be in charge of the salaries and wages section. Responsibilities include the preparation of salaries and wages for Ministry of Finance staff, facilitate monthly payments of FNPF, prepare monthly expenditure reports and distribution of FNPF statements and P-41 forms. The appointee will also be required to attend to relevant audit queries.

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

GOVERNMENT PRINTING AND STATIONERY DEPARTMENT

476/2009	GOVERNMENT PRINTER - RE-ADVERTISED
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Responsible to the Permanent Secretary for Finance as the Chief Accounting Officer of the department accountable for the department's utilization of public funds from its annual budgetary allocation.

Responsible for providing leadership and direction to ensure that the standard of services offered is improved and maintained and the scope of operations is within the established rules and regulations. This will ensure that quality service is rendered to clients at the right time and at the lowest possible economical price; revising and implementing operation methods and systems to enhance production, reduce wastage, meet client's demands and promote teamwork. Thus, cultivating customer confidence, increasing in profits, improvement of work attitudes and the boosting of star morale in a positive work climate; providing advise to the Permanent Secretary of Finance on printing and publishing matters; securing in house and external formal training for staff to enhance their performances, in view of the new technologies now in place; and managing the Departments resources through accountable and transparent practices and to ensure proper utilization. Ensuring that the safety of staff at the workplace is secured; manage human resources development plans and Information Technology's application. Ensuring compliance to all financial rules and processes as outlined in the Financial Management Act 2004, Finance Instructions 2005 and the Government Printing Agency Finance manual. Responsible for the implementation of all audit issues and recommendations as highlighted by the Internal Audit Division of the Ministry and the office of the Auditor General and also for effectively managing the financial management systems of the Department and to ensure the viability of its Trading and Manufacturing Account (TMA) performance.

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

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
P O Box 2448
Government Buildings
Suva**

DEPARTMENT OF YOUTH & SPORTS

477/2009	SPORTS OFFICER
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Responsible to the Principal Sports Officer by assisting in coordinating distribution of sports grants by assisting in evaluating and collating submissions from FASANOC and National Sporting Organisations. Assist in submission of Requisition to Incur Expenditure for Grant Allocations and timely submission of requests and expenditure forecast to Accounts Section. Preparation of Contract Agreements, timely issue of grants to National Sporting Organisation and monitoring of timely submission of acquittals. Consultation with stake holders and National Sporting Organisation and preparation of relevant reports for special grant requests. Assist in coordinating the Rural Sports Field Development Program by consultation with stakeholders, monitoring and evaluation and preparation and timely submission of reports. Assist in the facilitation of the Sports Outreach program through preparation of budget for the program, submission of request for funding and timely submission of reports. Attend to official correspondence and meetings by providing timely responses and taking necessary actions. Monitoring and consultation with stakeholders through

networking, researches and consultation and meetings. Attend to face to face and telecommunication Clientele services.

Qualification: Qualifications required for appointment as Assistant Sports Officer and at least 2-3 years service in that grade or equivalent or a Degree in Physical Education or in any field of sports. Assessed potential and ability to progress beyond Sports Officer level.

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

478/2009	SECRETARY [DIRECTOR YOUTH & SPORTS]
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Responsible to the Director for all timely secretarial duties. Duties to include facilitating the Directors, daily programs by arranging appointments, attending to errands, preparing documents for presentation, maintaining an efficient filing system, general typing duties, handling electronic mail instructions & tasks, handling Inward & Outward correspondences, documents & mail, attending to visitors for the Director, handling confidential files/correspondences, arrange all Director's traveling & accommodation: both local and overseas, manage the public image of the Director through maintenance of a professional working environment, provide able and competent assistance during the Ministry's Special Programs. Plus any other duties that may be assigned by the Director from time to time.

Qualification: Diploma in Secretarial Studies and assessed as having considerable potential **OR** 60wpm typing on manual typewriter or 70wpm typing on electronic/electric typewriter and at least 3 years service as a typist or Stenographer typist or equivalent. Consistently good reports and considered to have discretion and ability to work effectively under pressure. 100wpm shorthand and word processing knowledge is essential. **OR** 60wpm typing on manual typewriter or 70wpm typing on electronic/electric typewriter and at least 3 years service as a typist or Stenographer typist or equivalent. Consistently good reports and considered to have discretion and ability to work effectively under pressure. Word processing knowledge and Computer Management skills are essential. Shorthand skill is advantageous.

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

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

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

DEPARTMENT OF TRANSPORT

479/2009	PRINCIPAL ECONOMIC PLANNING OFFICER [TRANSPORT PLANNING UNIT]
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Responsible to the Director, Transport Planning Unit in assisting the development processes of the strategic plan, monitor and provide advice on the performance of multi-modal transport planning [road, aviation, and maritime]; facilitate and analyze current transport policy issues for effective advice to the Director; Attend meetings on policy issues in regards to the transport sector and provide briefings; assist in the facilitation and compilation of annual corporate plan, business plan and 6 monthly reports; facilitate and monitor capital project for Transport Sector Projects; Facilitate and assist in the National Transport Consultative Forum.

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

480/2009	ADMINISTRATIVE OFFICER [ADMINISTRATION - HQ]
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Responsible to the Principal Administration Officer [Transport] for the efficient and effective management of the transport and registry functions for the Transport Portfolio of the Ministry. Ensure an effective management of the Registry by providing adequate supervision and support to staff directly responsible.

Provide an effective management of the transport by ensuring proper maintenance and up-keep of vehicles that is safe and reliable. Act as the Department Insurance Liaison Officer on the completion of forms for new members, liaise with PSC on overseas medical treatment for staff and ensure deduction of premium in consultation with the Accounts Section. Ensure the management of OHS elements in compliance with the OHS at Work Act and regulations. Maintain a secure and safe working place in consultation with PSC and Ministry of Home Affairs. Provide policy advice and support to management and line entities to assist them in making sound decisions.

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

481/2009	ACCOUNTS OFFICER [PAYMENTS – HQ]
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Responsible to the Senior Accounts Officer in ensuring timely and proper payments are made in accordance with the Finance Instructions, Stores Instruction, Finance Act and Finance Manual. Signing/Counter signing of cheque, certification of payment vouchers, journals and local purchase orders. In-Charge of Salaries, Wages and FNPF payments. Checking of FS forms. Certifying smart link. Assist in the Budget Cash Flow/Virements. Updating master file for weekly paid staff. Attend to grievances and complaints. General supervision of accounting staff.

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 Officer 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

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WITHDRAWAL OF VACANCIES

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FPSOC NO	VACANCY NO	POST
MINISTRY OF HEALTH		
21/2008	414/2008	Senior Medical Officer [SDMO – Bua] Nabouwalu Hospital – non-availability of a suitably qualified applicant.
21/2008	461/2008	Technical Officer Higher Grade [General Radiography] Labasa Hospital – promotee turned down the promotion due to her transfer to Suva to join husband.
MINISTRY OF PRIMARY INDUSTRIES		
9/2009	445/2009	Administrative Officer – post substantively filled due to the sideways transfer of Mrs Manjula Shah
MINISTRY OF FINANCE		
15/2008	168/2008	Director [Internal Audit] – withdrawn and to be re-advertised.
15/2008	167/2008	Manager [Debt & Cashflow Management] – withdrawn and to be re-advertised.

OFFICE OF THE ATTORNEY GENERAL		
21/2008	397/2008	Principal Legal Officer [HQ] – the successful applicant declined the offer.

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

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

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CORRIGENDA

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Published in the Fiji Public Service Official Circular No.10 of 31st May, 2009 incorrect qualification under:

- Vacancy No 468/2009 – Accounts Officer [Suva Water Supply] should read as:

“ 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.”

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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: 30/06/2009
 Before noon: 15/06/2009
 Circular dated: 15/07/2009
 Before noon: 30/06/2009

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