



## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 12/2009

DATE: 30<sup>th</sup> 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 10<sup>th</sup> April, 2009, all appointments and promotions will be on three [3] years contract subject to performance review annually with effect from 10<sup>th</sup> April, 2009.

**Parmesh Chand**  
Permanent Secretary for Public Service

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

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

MINISTRY OF WORKS, TRANSPORT & PUBLIC UTILITIES

DEPARTMENT OF ENERGY

482/2009	<b>DIRECTOR OF ENERGY [RE-ADVERTISED]</b>
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The Director reports to the Permanent Secretary for Public Utilities and reports directly to the Minister on the formulation, implementation and monitoring of the Government's energy sector which aims to facilitate the Government's economic and social development programmes; the greater utilization of economically and technically efficient indigenous/renewable energy resources. The appointee should be able to determine a more efficient use of energy source in both the public and private sectors and the greater involvement of the private sector in energy efficiency programmes. The post has the specific responsibility of assessing and determining the quality and quantity of renewable resources for exploitation and energy production; develop a user-friendly database of all exploitable energy source potential for development; evaluate the environmental impact of exploiting renewable energy sources; and facilitate legislation to prohibit environment pollution and introduce emission standards. The position is required to provide advice on improved and diversified fuel mix for energy supply utilizing local resources such as solar, biomass, wind, geothermal and hydro; improved efficiency and environmentally sound practice on energy use. The appointee is also responsible for the efficient, effective and ethical management of staff with the department; and to ensure a sustainable institutional capacity within the department.

**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

DEPARTMENT OF PUBLIC ENTERPRISES

483/2009	<b>CHIEF ECONOMIC PLANNING OFFICER [MANAGER]</b>
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The position reports directly to the Permanent Secretary for Public Enterprises through the Deputy Secretary. The incumbent will be responsible for the translation of the policies formulated within the Ministry into implantable 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 working closely with the responsible officers looking after GCCs and CSAs entities in determining priorities areas and planning of reform programmes. The incumbent will be expected to have development plans and policies with assistance of the respective section head to make constructive improvement and proposals to the Deputy Secretary and Permanent Secretary. Also be required to direct and monitor the work of the subordinates and administration of the corporate service. The incumbent is also responsible for reports from the various units on the progress of work in the monitoring, policy and restructure unit and ensure proper coordination of work. Assist the Deputy Secretary in planning and execution of the Public Enterprises Development Plan, monitors formulated cabinet papers, represent the Department in meetings and advices Deputy Secretary on immediate and long term 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>484/2009</b>	<b>PRINCIPAL ADMINISTRATIVE OFFICER [PRINCIPAL RELATIONS ADVISOR, EMPLOYEE POLICY DEVELOPMENT UNIT]</b>
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Responsible to the Director Employee Relations Division for the formulation, review and setting of terms and conditions of employment to ensure harmonious and productive work culture in the public service. The incumbent provides advice and initiates new policies, reviewing the existing Employee Relations policies and work practices. The incumbent is responsible for effectively managing the operations of the Policy Development Unit, supervises and monitors the implementation of policies, carries out research, provides analysis and critiques on the formulation of policies and interprets the same. Prepares Commission and Cabinet submissions. Liaise with Public Sector Unions and initiate negotiations on policy changes. The incumbent is also required to analyse and evaluate union's claims for increases in salaries, wages allowances and improvement to terms and conditions of employment. Coordinate and assist in negotiations in liaison with central agencies for advice and funding and prepare strategies. The position commands a thorough knowledge of Labour Laws, Pensions Act, Health &

Safety at Work Act, Public Service Act and Regulations, General Orders, JIC Agreement, Fiji Overseas Service Regulation, various Reforms processes, delegation and decentralization in the Public Service procedures of the Trade Disputes machinery, grievance handling and negotiation skills, salaries and allowances review and policy formulation and monitoring. Assist and prepare arguments and submissions, represent the Commission at the Employment Tribunal, Conciliation and Mediation hearings.

**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

<b>485/2009</b>	<b>EXECUTIVE OFFICER [EXPATRIATE CONTRACT] HUMAN RESOURCES DIVISION</b>
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Responsible to the Director Human Resources through Principal Administrative Officer for the provision of advice and information on procedural compliance of Ministries and Departments on expatriate's appointments. Preparation of submissions to the Commission as per request from Ministries and Departments for appointment/ renewal/ extension/promotions and locum of expatriate officers; promulgations of Commission decisions on expatriate appointment concurred by the Prime Minister as per State Service Decree 2009; issuing of contract agreement for expatriate officers. Provision of policy advice to Ministry of Finance in terms of expatriate entitlements. This includes the reimbursement of expenses which expatriate officers incurred when he/she travels from the country of residence to Fiji for commencement of duties; verification of quotations submitted by Ministries and Departments requesting for payments of passage and baggage order before issuing approval for payments to the Ministry of Finance and issuing approval letter for advance payment of gratuity subject to request from Ministries and Department.

**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

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

**The Manager  
Information Technology & Computing Services  
P O Box 784  
Suva**

486/2009 487/2009 488/2009	<b>ASSISTANT PROGRAMMER [SYSTEMS – WINDOWS 2003, EXCHANGE 2003, LINUX] - 3 POSTS</b>
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Ensure maintenance, availability, performance, integrity and security of systems; Exposure to and capabilities in: Exchange 2003, Active Directory 2003, Windows 2003, Enterprise EndPoint and Perimeter Defence Systems, SAN Technology, Enterprise Backup Solutions, Linux, ISA etc; Configuration, installation and maintenance of network printers, network security devices, Windows and Linux desktops, laptops and servers located at ITCS or remote Government agency sites; Maintain asset and systems inventory, system, training, policy and project documentation, issues and maintenance register (using the in-house service desk software); Liaise with and advice Government agencies on IT security, backup, server and desktop computing requirements. Identify and recommend options to simplify and improve routine maintenance, monitoring, compliance and deployment strategies. Provide timely system status and outage reports to management and ITCS clients. Conduct user awareness and administration training for GOVNET users on basic computer literacy, safe computing practices, IT policy, and IT solutions and services provided on and through GOVNET and assist the Systems Analyst/Programmer in the management of projects, maintenance contracts and supplier agreements.

**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 Form for the following posts should be addressed to:**

**The Permanent Secretary  
Ministry of Trade, Commerce, & Industry  
P O Box 2118  
Government Buildings  
Suva**

489/2009	<b>ECONOMIC PLANNING OFFICER [ECONOMIC ANALYSIS UNIT]</b>
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Responsible to the Chief Economist through the Senior Economic Planning Officer for compilation/analysis of relevant economic statistics; undertaking research for policy areas related to investment, business development and commerce, attending to queries and investigating issues raised by private and public sector. Development of policies and projects to stimulate investment in various industries; writing briefs, papers and speeches on various issues. This also includes providing advice on policy matters and ensure that expected outputs are achieved at set deadlines as outlined in the EAU's work programme and ensure that details and timely information are available at all times for management, ensuring close contact is maintained with the private sector, public sector, semi-government and international organizations at all times. The appointee is also required to represent and communicate the Ministry's position in relevant workshops, seminars and conferences, at national, regional and international levels. Any other duties assigned by the Chief Economist.

**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

490/2009	PRINCIPAL ADMINISTRATIVE OFFICER
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Responsible to the Permanent Secretary for the provision of advice on administrative, financial and asset management matters in a timely, accurate and objective manner through appropriate assessments and/or verifications against rules, regulations, policies and guidelines along with recommendations. Assist in the formulation of the Individual Workplans of the Ministry through proper consultation with individual employees on their activities, outputs and measurable targets in line with those reflected in the Business Plan. Facilitate in the management of monitoring systems in the Ministry through constant and continuous assessment and evaluation of the current system, identification of weaknesses and deficiencies and formulation and implementation of appropriate strategic measures to address the problems. Ensure that qualified, competent and efficient staff are recruited and retained in the Ministry by adhering to the approved recruitment procedures, providing the necessary training and development opportunities, striving to improve working conditions, and engaging in constructive industrial relations practices. Coordinate activities in accordance with regulations, policies, practices and requirements of Government financial and human relations management and administration by collating the Departments inputs to the Annual Report, Person-to- Post exercise and Status Report on employee complaints/grievances. Facilitate training, workforce planning and career development by assessing the feedbacks of the skills audit survey; Training Needs Analysis survey, the Human Resource Development proposals and Succession Plans; and submitting recommendations for a decision.

**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

491/2009	ADMINISTRATIVE OFFICER
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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 resource functions. Provide advice on policy guidelines, Rules, Regulations and Legislation in regards to human, financial and asset management. Supervision of Administrative staff, including government 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 Plans and providing secretariat services to the Management Staff Board and Senior Staff 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

492/2009	SENIOR SECRETARY
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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

493/2009	ACCOUNTS OFFICER
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Responsible to the Principal Accounts Officer for providing financial support and assistance in the delivery of services in accordance with the financial management reform, consistent with the Fiji Accounting Standards and the FMIS. The successful appointee will also be required to assist in planning, coordinating and monitoring the overall cash flow, expenditure and commitment of the Ministry's Budget, including various projects, Commissions and Statutory Bodies. He/She will assist and advise the project management staff of financial matters, financial policy making, finance regulatory matters and accounting procedures, responsible for control and expenditure, cash flows and disbursement of funds, prepare monthly and quarterly financial statements, monitor quarterly accounts and acquittals from Commissions and other projects. Responsible for overall operation of the Government Handicraft Centre and for procurement of goods and services to ensure value for money for capital and operating items and be able to present progress reports as and when required. A mature candidate with sound financial management and leadership skills and computer literacy is desirable.

**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 Form for the following posts should be addressed to:

**The Permanent Secretary  
Ministry of Public Enterprises, Tourism & Communications  
P O Box 2278  
Government Buildings  
Suva**

DEPARTMENT OF PUBLIC ENTERPRISES

494/2009	PRINCIPAL PLANNING OFFICER	ECONOMIC
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The position is responsible for heading the Reorganization and Restructure unit and oversees the effective and timely implementation of re-organization and restructuring programmes relating to Public Enterprise Reform.

The position also deals with providing policy advice to the PSPE and Minister for Public Enterprises in regard to the operations of Government Commercial Companies, Commercial Statutory Authorities and other Government Ministry/Department that have been declared reorganization enterprises.

Also provides assistance and direction to SEPO and EPO's in regard to their individual projects. This position is expected to carry out other duties from time to time in regards to other projects under the direction of the Manager, Deputy Permanent Secretary or Permanent Secretary.

**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

495/2009	ACCOUNTS OFFICER
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This position is responsible for Monitor all payments ensure that accounting records are maintained in accordance with the Ministry of Finance Manual and relevant regulations. Timely submission of all reconciliation statements to Ministry of Finance (IDC, CCA, Drawings, Revolving, Trust, Expenditure, Commitment and Bank Reconciliation). Preparation of Budget Cash Flow Forecast, Budget Loading and submit to Ministry of Finance by the due date. Signing vouchers, cheques, fuel requisition, certifying vouchers and subsistence claims and regularization of all expenditures against the budgetary provision, submit virement and requisition to incur expenditure to finance. Attend to Accounting Heads, Section Head, Senior Management, Staff board and Training Committee meetings and provide financial advice to committee. Ensure that expenditure is made within budgetary provision and that funds are available when required especially in respect of funds under requisition.

**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

496/2009	SECRETARY
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This position is responsible to Deputy Secretary for performing general secretarial duties which may include taking and transcribing dictation, operating word processor, photocopier etc, answering telephone enquiries, arranging appointments, filling and dispatching of DPS correspondence, typing of confidential correspondence and any other duties as may be assigned by 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

497/2009	CLERICAL OFFICER [ADMINISTRATION SECTION]
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This position is responsible for preparing and submission of annual leave roster, monthly absentee return and late arrivals. Assist the Training Officer in facilitating training courses for staff. Updating of vehicle quarterly return and submit to Ministry of Finance. Obtaining quotations and purchasing of office stationeries and equipments or any other duties assigned by the Administrative Officer.

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

**Salary:** SS05 \$8, 092 - \$15, 001

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

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

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498/2009 499/2009 500/2009 501/2009 502/2009 503/2009 504/2009	<b>AUDITOR [7 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 Form for the following posts should be addressed to:**

**The Secretary General to Parliament  
P O Box 2352  
Government Buildings  
Suva**

505/2009	<b>ACCOUNTS OFFICER</b>
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Responsible for the overall supervision and guidance of Assistant Accounts Officer, Senior Clerical Officer and Clerical Officer. Preparation of revenue and expenditure Budget Estimates and maintain control on expenditure and Revolving Accounts. Responsible for adjustment of excess expenditure through virement of funds, Additional Provision Applications and RIE's. Prepare Cash Flow Forecasts and Budget

Loadings, Design internal control system and its implementation, answer Audit and Finance queries on Accounts work, oversee all reconciliation reports, Certify all payments vouchers for payment and sign cheques and any other duties assigned by Senior Officers.

**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 Form for the following posts should be addressed to:**

**The Director of Public Prosecutions  
Office of the Director of Public Prosecutions  
P O Box 2355  
Government Buildings  
Suva**

506/2009	<b>ASSISTANT DIRECTOR OF PUBLIC PROSECUTIONS [NORTHERN] - RE-ADVERTISED</b>
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The appointee shall be responsible to the Director of Public Prosecutions and assist him in the efficient management of the Department and enforcement of the Criminal Laws of Fiji. The appointee will prosecute trials of sensitive nature and of public interest, and appeals in the High Court, Court of Appeal and the Supreme Court of Fiji. The appointee shall be responsible for the effective and efficient organization and conduct of all cases. He/She may be required to assist the DPP in developing and implementing strategic policies, providing timely advice on legal and policy matters, and presenting training lecturers to legal officers, police officers and members of other law enforcement agencies.

**Qualification:** Professionally qualified under the provisions of the Legal Practitioner Act with at least 10 years experience in the conduct of criminal prosecutions and appeals at all levels. Some

administrative experience and proven management ability is necessary.

Serving officers must have served at least 2-3 years as Principal Legal Officer in this particular field.

**Salary:** LG02 \$52, 839 - \$65, 929

507/2009 508/2009 509/2009 510/2009	<b>PRINCIPAL LEGAL OFFICER [4 POSTS]</b>
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Responsible to the Director of Public Prosecutions in carrying out the following responsibilities: prosecuting criminal trials in the Magistrates' Court and High Court; prosecuting appeals before the High Court and Fiji Courts of Appeals; liaising with Police with respect to issues concerning investigations; rendering written opinions on evidence, charges immunity and institution or discontinuation of cases; assisting with training lectures; supervising Senior Legal Officers and Legal Officers in their work from time to time.

**Qualification:** An officer of high calibre. Qualifications required for appointment as Senior Legal Officer and around 23 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Assessed ability to manage blocks of high-level work effectively. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade, and ability to manage and motivate staff.

**Salary:** LG03 \$44,203 - \$56, 762

511/2009 512/2009 513/2009	<b>SENIOR LEGAL OFFICER [3 POSTS]</b>
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The appointee shall be responsible to the Director of Public Prosecutions for prosecution of criminal trials in the Magistrates and High Courts, and appeals in the High Court. The appointee must have a high level of advocacy, sound analytical skills, as well as knowledge of the Criminal Law and Procedure and Criminal Evidence and a proven an ability to render timely legal opinions. He/She must be a good team worker, have a good interpersonal and communication skills and an ability to supervise legal officers in their work.

**Qualification:** Qualifications required for appointment as Legal Officer and around 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Senior Legal Officer, and be able to manage and motivate staff.

**Salary:** LG04 \$31, 267 - \$41, 784

514/2009 515/2009	<b>LEGAL OFFICER [2 POSTS]</b>
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The appointee shall be responsible to the Director of Public Prosecutions for prosecution of criminal trials in the magistrates and appeals in the High Court. The appointee must have a sound level of advocacy and legal analysis and understanding of criminal Law and Procedure and an ability to render timely legal opinions. He/She must be a good team worker, have good interpersonal and communication skills. Experience in Criminal Prosecution.

**Qualification:** Professionally qualified under the provisions of the Legal Practitioner's Act.

**Salary:** LG05 \$24, 013 - \$29, 923

516/2009 517/2009	<b>SUMMARY PROSECUTOR LEVEL 3 [ 2 POSTS]</b>
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Prosecute allocated briefs of evidence in court. Facilitate effective witness appearances in the district in liaison with the Fiji Police Department. Ensure the witness claims payments are carried out in accordance with established standards in the District Office. Oversee the procurement and proper utilization of office supplies in consultation with SP 1. Assist in ensuring that ancillary prosecution activities including: dispatch and receiving of dockets for preparation of cases, court orderly functions and care and custody of the prisoners within the court complex, are carried out in a timely and orderly fashion in accordance with established standards operating procedures. Contribute to the maintenance of effective lines of communication within the District Office by keeping updated of all developments pertinent to outcomes of meetings with other stakeholders within the law and justice sector or as a result of notifications issued by these stakeholders as disseminated by Summary Prosecutor Level 2 by

adhering to all instructions and protocols established to enhance efficiency of prosecutions services within the District.

**Qualification:** Satisfactory Completion of Basic Prosecutions Course and at least 2-3 years experience as a summary prosecutor; or obtained a Diploma in Law or Prosecutions or LLB from a recognized tertiary institution. Assessed ability to contribute in a management role with potential for further advancement in a service career.

**Salary:** SP03 \$17,314 - \$21,314

Applications on completed GP 142 Form 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

	HEAD OF DEPARTMENT [OFFICE TECHNOLOGY] - ED5C
	- 9 POSTS
518/2009	- SUVA GRAMMAR SCHOOL
519/2009	- ST JOSEPH SECONDARY SCHOOL
520/2009	- BALLANTINE MEMORIAL SCHOOL
521/2009	- SILA CENTRAL HIGH SCHOOL
522/2009	- NADI MUSLIM COLLEGE
523/2009	- NATABUA HIGH SCHOOL
524/2009	- LAUTOKA MUSLIM COLLEGE
525/2009	- A D PATEL COLLEGE
526/2009	- KHALSA COLLEGE

To be responsible to the Principal for the Office Technology Department of the school. The appointee would be required to manage departmental organisation and provide professional leadership and guidance to the departmental staff on curriculum issues and related matters in order that teachers maximise their knowledge and develop their repertoire of teaching skills so that students excel in their studies.

**Qualification:** The successful completion of a Diploma from a recognized institution in Business

Administration or in a related discipline in Business Studies, Accounting, Economics, or Information Technology. Graduates will have an added advantage. Recognised university degree with relevant subject majors for all major HOD positions except PEMAC and Vocational. Teacher training is essential. Additionally, at least 5 years competent teaching experience with at least 2 years at senior forms in relevant subject areas. Completed 3 years of rural service; or superior assessment in the 3 years. Potential to advance to higher posts

**Salary:** ED5C \$23,040 - \$27,281

	HEAD OF DEPARTMENT [INDUSTRIAL ARTS] - ED5C
	- 24 POSTS
527/2009	- DRASA SECONDARY SCHOOL
528/2009	- BUCALEVU HIGH SCHOOL
529/2009	- LAMI HIGH SCHOOL
530/2009	- NAMOSI SECONDARY SCHOOL
531/2009	- PENANG SANGAM HIGH SCHOOL
532/2009	- NUKULOA COLLEGE
533/2009	- RAKIRAKI PUBLIC HIGH SCHOOL
534/2009	- BA SANGAM COLLEGE
535/2009	- DAVC COLLEGE [BA]
536/2009	- XAVIER COLLEGE
537/2009	- TILAK HIGH SCHOOL
538/2009	- SARASWATI COLLEGE
539/2009	- PT VISHNU DEO HIGH SCHOOL
540/2009	- KOROVUTO SECONDARY SCHOOL
541/2009	- BA SANATAN COLLEGE
542/2009	- RATU KADAVULEVU SCHOOL
543/2009	- MULOMULO SECONDARY SCHOOL
544/2009	- DREKETI HIGH SCHOOL
545/2009	- LABASA ARYA COLLEGE
546/2009	- SEAQAQA CENTRAL COLLEGE
547/2009	- NIUSAWA METHODIST HIGH SCHOOL
548/2009	- HOLY CROSS COLLEGE
549/2009	- BULILEKA SANATAN COLLEGE
550/2009	- LOMARY SECONDARY

To be responsible to the Principal for the Industrial

Arts Department of the school. The appointee would be required to manage departmental organisation and provide professional leadership and guidance to the departmental staff on curriculum issues and related matters in order that teachers maximise their knowledge and develop their repertoire of teaching skills so that students excel in their studies.

**Qualification:** The successful completion of a Diploma from a recognized institution in Building, Civil Engineering, Architectural Technology, Quantity Survey, Automotive Engineering or Mechanical Engineering. Graduates will have an added advantage. Recognised university degree with relevant subject majors for all major HOD positions except PEMAC and Vocational. Teacher training is essential. Additionally, at least 5 years competent teaching experience with at least 2 years at senior forms in relevant subject areas. Completed 3 years of rural service; or superior assessment in the 3 years. Potential to advance to higher posts

**Salary:** ED5C \$23, 040 - \$27, 281

	HEAD OF DEPARTMENT [HOME ECONOMICS] - ED5C
	- 8 POSTS
551/2009	- DAV COLLEGE
552/2009	- CATHEDRAL SECONDARY SCHOOL
553/2009	- NADI MUSLIM COLLEGE
554/2009	- NASINU MUSLIM COLLEGE
555/2009	- LAMI HIGH SCHOOL
556/2009	- RISHIKUL SANATAN COLLEGE
557/2009	- SARASWATI COLLEGE
558/2209	- CUVU COLLEGE

To be responsible to the Principal for the Home Economics Department of the school. The appointee would be required to manage departmental organisation and provide professional leadership and guidance to the departmental staff on curriculum issues and related matters in order that teachers maximise their knowledge and develop their repertoire of teaching skills so that students excel in their studies.

**Qualification:** The successful completion of a Diploma from a recognized institution in Food and Beverage or Food and Textile or Hotel management and Housekeeping. Graduates will have an added advantage. Recognised university degree with relevant subject majors for all major HOD positions

except PEMAC and Vocational. Teacher training is essential. Additionally, at least 5 years competent teaching experience with at least 2 years at senior forms in relevant subject areas. Completed 3 years of rural service; or superior assessment in the 3 years. Potential to advance to higher posts

**Salary:** ED5C \$23, 040 - \$27, 281

	HEAD OF DEPARTMENT [AGRICULTURE SCIENCE] - ED5C
	- 15 POSTS
559/2009	- BULILEKA SANATAN COLLEGE
560/2009	- VASHIST MUNI COLLEGE
561/2009	- PT SHREEDHAR MAHARAJ COLLEGE
562/2009	- NADI MUSLIM COLLEGE
563/2009	- NIUSAWA METHODIST HIGH SCHOOL
564/2009	- DAV COLLEGE [BA]
565/2009	- LABASA SANGAM (SKM) COLLEGE
566/2009	- ASSEMBLIES OF GOD HIGH SCHOOL
567/2009	- TAVUA COLLEGE
568/2009	- SARASWATI COLLEGE
569/2009	- SAVUSAVU SECONDARY SCHOOL
570/2009	- LELEAN MEMORIAL SCHOOL
571/2009	- NABUA SECONDARY SCHOOL
572/2009	- NADI COLLEGE
573/2009	- TAILEVU NORTH COLLEGE

To be responsible to the Principal for the Agriculture Science Department of the school. The appointee would be required to manage departmental organisation and provide professional leadership and guidance to the departmental staff on curriculum issues and related matters in order that teachers maximise their knowledge and develop their repertoire of teaching skills so that students excel in their studies.

**Qualification:** Recognised University degree with relevant subject majors for all HOD positions except PEMAC. Teacher training is essential. For PEMAC the successful completion of conversion course plus Diploma PEMAC (MOE), Graduates of PEMAC will have an advantage. Additionally, at least 5 years competent teaching experience with at least 2 years

at senior forms in relevant subject areas. Completed 3 years of rural service; or superior assessment in the last 3 years. Potential to advance to higher posts.

**Salary:** ED5C \$23, 040 - \$27, 281

	<b>HEAD OF DEPARTMENT [INDUSTRIAL ARTS] - ED5D</b>
	- 2 POSTS
574/2009	- ALL SAINTS SECONDARY SCHOOL
575/2009	- NATABUA HIGH SCHOOL

To be responsible to the Principal for the Industrial Arts Department of the school. The appointee would be required to manage departmental organisation and provide professional leadership and guidance to the departmental staff on curriculum issues and related matters in order that teachers maximise their knowledge and develop their repertoire of teaching skills so that students excel in their studies.

**Qualification:** The successful completion of a Diploma from a recognized institution in Building, Civil Engineering, Architectural Technology, Quantity Survey, Automotive Engineering or Mechanical Engineering. Graduates will have an added advantage. Recognised university degree with relevant subject majors for all major HOD positions except PEMAC and Vocational. Teacher training is essential. Additionally, at least 5 years competent teaching experience with at least 2 years at senior forms in relevant subject areas. Completed 3 years of rural service; or superior assessment in the 3 years. Potential to advance to higher posts

**Salary:** ED5D \$23, 847 - \$28, 033

	<b>HEAD OF DEPARTMENT [VOCATIONAL EDUCATION] - ED5D</b>
	11 POSTS
576/2009	- RATU FINAU MARA COLLEGE
577/2009	- RISHIKUL SANATAN COLLEGE
578/2009	- VASHIST MUNI COLLEGE
579/2009	- SILA CENTRAL SECONDARY SCHOOL
580/2009	- LOMAWAI SECONDARY SCHOOL
581/2009	- VUNIMONO HIGH SCHOOL
582/2009	- TAILEVU NORTH COLLEGE
583/2009	- NAWAICOBA VOCATIONAL

584/2009	- CENTRE NAKAUVADRA HIGH SCHOOL
585/2009	- NADI COLLEGE
586/2009	- NALEBA COLLEGE

To be responsible to the Principal for the Vocational Education Department of the school. The appointee would be required to manage departmental organisation and provide professional leadership and guidance to the departmental staff on curriculum issues and related matters in order that teachers maximise their knowledge and develop their repertoire of teaching skills so that students excel in their studies.

**Qualification:** The successful completion of a Diploma from a recognized institution in Building, Civil Engineering, Architectural Technology, Quantity Survey, Automotive Engineering or Mechanical Engineering. Graduates will have an added advantage. Recognised university degree with relevant subject majors for all major HOD positions except PEMAC and Vocational. Teacher training is essential. Additionally, at least 5 years competent teaching experience with at least 2 years at senior forms in relevant subject areas. Completed 3 years of rural service; or superior assessment in the 3 years. Potential to advance to higher posts

**Salary:** ED5D \$23, 847 - \$28, 033

**Applications on completed GP 142 Form 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

587/2009	PRINCIPAL ACCOUNTS OFFICER
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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 to plan, develop and maintain proper control and disbursement of the Ministry's expenditure under the budgetary provision and to ensure forecasted revenue targeted for the year is achieved, in accordance with the Finance Management Act.

Responsible for the supervision of duties assigned to divisional Accounting Heads and staff of the accounts section and water rates offices. Ensure timely submission of all required reconciliation statements and returns from all the divisions. The position is also responsible for the Water Meter Management in all divisions and its customer related activities.

**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

**WITHDRAWAL OF VACANCIES**

FPSOC NO	VACANCY NO	POST
<b>OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS</b>		
21/2008	163/2008	Assistant Director of Public Prosecutions [Northern] – withdrawn and to be re-advertised later.

**CORRIGENDA**

The following vacancies that were published under the Ministry of Finance in the Fiji Public Service Official Circular No.11 of 15<sup>th</sup> June, 2009, should be addressed to the Permanent Secretary, Public Service Commission:

- Vacancy No 471/2009 – Manager [Debt & Cashflow Management]
- Vacancy No. 472/2009 – Director [Internal Audit] and
- Vacancy No. 476/2009 – Government Printer

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

Circular dated: 15/07/2009  
 Before noon: 30/06/2009  
 Circular dated: 31/07/2009  
 Before noon: 15/07/2009

**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.