



## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 13/2009

DATE: 15<sup>th</sup> JULY, 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 14 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 to be accompanied with updated Curriculum Vitae to be sent to:**

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

Permanent Secretaries are heads of Government Ministries and are responsible to their Ministers for the proper and effective management of their Ministries and for policy advice and support. They are also responsible for implementing Government policies and programmes in a cost effective and efficient manner.

The remuneration and benefits for the position includes a base salary ranging from \$73,640 to \$96,276 with 8% of base salary as superannuation, 12.5% of basic salary as housing allowance, the provision of a government vehicle with driver for official business, telecommunication expenses on a reimbursable basis, business class air travel with per diem allowance that includes a 10% loading and other civil service terms and conditions including annual leave etc.

**The principal accountabilities of these roles include:**

- Knowledge, skills, personal qualities
- Ability to provide leadership and personally contribute to shaping the strategic direction of the Ministry and develop strategies on how to achieve objectives using a wide range of sources of information and consultation.
- Ability to identify and grasp complex issues, critically analyze and evaluate issues and apply intellect and sound judgement to arrive at conclusions
- Must be able to work closely with other Government Permanent Secretaries and stakeholders to develop productive working partnerships that facilitate the achievement of results.
- Steer the process of planning through to implementation and ensure that intended results are consistently delivered by building an organisational capability that inculcates a culture of achievement and improvement.
- Exemplify professionalism and integrity in personal behaviour and takes personal responsibility for getting things done.

- Clear communication skills and ability to negotiate with others in a credible and persuasive manner that takes into account the views of others.

**The roles of the position are as stated below:**

**OFFICE OF THE PRIME MINISTER**

<b>588/2009</b>	<b>PERMANENT SECRETARY - RE-ADVERTISED</b>
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The Permanent Secretary is responsible to the Prime Minister for the development, implementation of policies and the provision of advice for the statutory functions of Government. He/She is responsible for the special programs/activities and development assistance to Rotuma, Rabi and Kioa, minority groups and the administration of pensions for retired parliamentarians. Also responsible for providing policy advice and monitors the implementation of Cabinet decisions.

The incumbent will be required to effectively coordinate policy formulation process across the public service and ensures that a high level capability for strategic policy advice and coordination of government strategic agenda is maintained through continuous and consistent consultation with other Permanent Secretaries. He/she is required to ensure provision of well reasoned, thoroughly researched, independent and sound policy advice on any and all matters to the Prime Minister. Assist the Prime Minister with the development and management of the processes by which government determines its medium term strategy.

As the Public Service Commission's "Delegate" and "Chief Accounting Officer", the incumbent is also required to effectively and efficiently manage the Ministry's Human and Financial Resources. He/She must ensure the development of a competent and motivated workforce and the provision of policy advice to government including the coordination of statutes and regulations that are applicable to the sector. The Permanent Secretary is required to exercise prudence and accountability in the management of Ministry's finance and assets and adhere to the reporting requirements. The focus on customer service and public relations is essential and must be a primary concern in the delivery of services.

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

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING & ENVIRONMENT

589/2009	<b>DIRECTOR [TOWN &amp; COUNTRY PLANNING]</b>
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Responsible to the Permanent Secretary for Local Government, Urban Development, Housing and Environment for the administration of the Department of Town & Country Planning. Ensure that the Requirements of the Town Planning Act and Subdivision of Land Act are satisfactorily met by processing of building development and subdivisions of land applications; preparation and review amendment of town planning schemes; and preparation and review of local area plans. The appointee is accountable for the management and control of the department budget and must ensure that an effective, competent and motivated workforce is maintained. Keep a constant review of the existing town planning 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

MINISTRY OF FINANCE

FIJI PROCUREMENT OFFICE

590/2009	<b>DIRECTOR [FIJI PROCUREMENT OFFICE]</b>
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The Director reports directly to the Permanent Secretary for Finance with the objective to provide the overall strategic direction of the Fiji Procurement Office, manage the development implementation and review of all procurement strategies, policies and procedures to provide a best value procurement environment across WoG and lead, manage and deliver procurement in order to meet the Fiji Procurement Office strategic and operational objectives. The post has a specific responsibility of ensuring that FPO complies with Fiji Government procurement policies, guidelines and other statutory requirements provide advice on procurement compliance and risk options, manage the development and implementation of procurement policies and procedures. The appointee will oversee the management of all procurement activities including contract development and contract management technique, identify and implement appropriate contract strategies including leading contract negotiations, oversee the development and implementation of vendor assessment techniques to measure performance and quality of supply and manage the balance between providing quality customer service and maintaining optimum stock levels. He/She must understand the procurement process in relation to specialist sectors and projects like Construction and IT and the need for specialist support, drive and maintains the integrity of the procurement process, ensure business and operational risks are minimized and ensure that all appropriate processes and systems in FPO delivers the procurement strategy and action plan. The position is required to provide appropriate reports and advice to the PS Finance, develop appropriate financial plans and budget for FPO, promote effective liaison with all functions within FPO and ensure that effective and transparent accounting system and appropriate financial controls are in place.

**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

PUBLIC SERVICE COMMISSION

<b>591/2009</b>	<b>SENIOR ADMINISTRATIVE OFFICER [SENIOR MANAGEMENT ADVISOR – CIVIL SERVICE REFORM UNIT] MANAGEMENT IMPROVEMENT DIVISION</b>
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The position is responsible to the Director, Management Improvement Division through the Manager, Civil Service Reform for the effective implementation of good management practices in accordance with the Public Service Regulations. The officer will be required to conduct awareness and provide policy research and advice on current Civil Service Reform initiatives to Government agencies. Included in the officer's core responsibilities are the coordination of the implementation of the Service Excellence Awards and the development of the leadership capacity in the Public Sector. The incumbent will also be expected to constantly liaise and provide timely advice to Government agencies to ensure that the planning and management of human resources are aligned to current Civil Service Reform initiatives. Responsibilities of the position also includes preparation of submissions on policy matters relating to Civil Service Reforms.

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

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

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

**The Attorney General  
Office of the Attorney General  
P O Box 2213  
Government Buildings  
Suva**

<b>592/2009</b>	<b>PRINCIPAL LEGAL OFFICER - RE-ADVERTISED</b>
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Responsible to the Solicitor General in providing legal advice to the Ministries and Departments and representation of Government at all level of Court System. Attend to negotiation on behalf of Government with Commercial and International Organizations. Supervision of subordinate Legal Officers and attend to all other duties as assigned by the Solicitor-General.

**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

<b>593/2009</b>	<b>PRINCIPAL LEGAL OFFICER</b>
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Responsible to the Solicitor General in providing legal advice to the Ministries and Departments and representation of Government at all level of Court System. Attend to negotiation on behalf of Government with Commercial and International Organizations. Supervision of subordinate Legal Officers and attend to all other duties as assigned by the Solicitor-General.

**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

<b>594/2009</b>	<b>SENIOR LEGAL OFFICER</b>
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Responsible to the Solicitor General for the general legal work pertaining to the government. The Officer must have proven ability in all legal processes and representation at all levels of the Court System and able to provide advisory opinions, draft legislation and attend to other duties as assigned.

**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

<b>595/2009</b>	<b>LEGAL OFFICER [DRAFTING]</b>
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Responsible to the Solicitor General in providing legal advice to Government Ministries and Departments. Preparation of Government Legal documents, (drafting). Conduct all civil legal litigations and related matters pertaining to Government. Attend meetings and advice on legal implementations of all legal agreements involving government.

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

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

<b>596/2009</b>	<b>LEGAL OFFICER - RE-ADVERTISED</b>
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Responsible to the Solicitor General in providing legal advice to Government Ministries and

Departments. Preparation of Government Legal documents, (drafting). Conduct all civil legal litigations and related matters pertaining to Government. Attend meetings and advice on legal implementations of all legal agreements involving government.

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

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

<b>597/2009</b>	<b>PRINCIPAL ADMINISTRATIVE OFFICER</b>
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Responsible to the Solicitor General through the Director Corporate Services for ensuring that all administrative and support services are rendered in an efficient and effective manner. Duties include management of all personnel and administrative functions pertaining to established and unestablished staff with specific responsibility to co-ordinate appointments, terminations, resignations, retirements, posting/transfer, advertisements, staff establishments and monthly/quarterly returns. Must be able to implement changes in management and manage performance through the new performance management system. Serve as Secretary to Staff Board and represent the section in other meetings. Provide regular and accurate advise on personnel and administrative matters. Procurement and maintenance of office equipment and machines and oversee all other office requirements including office accommodation and ensure OHS at work. Knowledge in the operation of Film Censor Board, Film Control Board, Hotel Licensing Board, Central Liquor Board, Board of Legal Education, Legal Aid Commission and Revision of Laws is preferred.

**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

598/2009	<b>ADMINISTRATIVE OFFICER</b>
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Responsible to the Solicitor General through the Director Corporate Services for all administrative and Boards & Committees matters pursuant to the Legal Practitioners Act, 1997, the Trust Accounts Act, 1996, the Legal Aid Act, 1996 and the Gaming Act, Cap 273. The incumbent will be required to act as the Secretariat to the Board of Legal Education, Legal Aid Commission, Costs Review Committee and Prerogative of Mercy Commission. This involves processing of applications for new LLB graduates for their admittance to the Fiji Bar, convey Boards decision to applicants and other stakeholders, Prepare Certificates of Eligibility for Admission, arrange meetings for the Board members, prepare meeting papers, arrange travel and accommodation for the overseas as well as local members, keep written record of the proceedings of the meetings, prepare sitting allowance for the members and coordinate overseas training courses, workshops and seminars for staff. The Secretariat is also required to process applications from prisoners for the purpose of Prerogative of Mercy Commission and at the same time liaise with the Attorney-General & Minister for Justice, Commissioner of Prisons and the Presidents Office.

**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

599/2009	<b>ADMINISTRATIVE OFFICER [COPYRIGHT TRIBUNAL]</b>
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Responsible to the Solicitor General through the Director Corporate Services for the general administrative duties for the copyright section including counter service and attending to queries in copyright. The incumbent shall also provide secretarial support to the Copyright Tribunal and the Copyright Awareness Committee which meets monthly, keep constant contact with stakeholders,

owners and interested parties on Copyright, coordinate and organize annual World Intellectual Property Day celebration. Knowledge of the Copyright Act and procedures is preferred.

**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

600/2009	<b>EXECUTIVE OFFICER [HQ]</b>
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Responsible to the Solicitor General through the Director Corporate Services to facilitate in preparation of Staff Board meeting, maintain and update Vacancy Return Register. Prepare monthly Vacancy and staff movement returns, monthly update of Person to Post (p2p) Exercise, processing of vacancies [established and un-established positions]. The incumbent will also be responsible to process the vacancies in the legal professional cadre in the Office. The appointee will assist in organizing/conducting interviews and assist in writing of Staff Board Submissions. Assist in the processing of acting appointments and transfers. Update and maintain a Staff Establishment Register for established and un-established staff that is within the approved ceiling for the Ministry.

**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

601/2009	<b>EXECUTIVE OFFICER [FIJI LAW REFORM COMMISSION]</b>
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Responsible to the Solicitor General through the

Executive Chairman, Fiji Law Reform Commission in providing administrative support for the reviews undertaken by the Commission. The incumbent is to ensure that personal records are updated weekly, maintaining of cleanliness of Office and ensure that welfare of staff are attended to. General coordination with headquarters in compiling of absenteeism record of staff and maintenance of Inventory Ledger Book. Maintenance of Fiji Law Reform Commission vehicles, log Book and running sheets. Scrutinizing of telephone calls, assisting in the Board of Survey, identifying training needs for staff under the Fiji Law Reform Commission. Act as a support personnel in compiling of daily needs Office equipments.

**Qualification:** Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 23 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

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

<b>602/2009</b>	<b>ACCOUNTS OFFICER</b>
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Responsible to the Solicitor General through the Principal Accounts Officer for effective and efficient supervisory role of the Accounts Section and to carry out accounting functions in accordance with the Financial Instructions, General Orders and Stores Instruction. Monitor expenditure, timely lodgment of revenue, proper payment of wages and salaries and FNPF contributions and payment of VAT, maintenance of all related records, reconciliation and submission of Trust Fund Account, IDC Account, Revolving Fund Account, Cash Clearance Account, Drawings Account and Financial Reports, reconciliation of Cash Books, Bank Accounts and preparation of unpresented check lists, preparation and submission of requests for disbursement from Finance, control of budgetary allocation by preparing virement warrants and Requisition to incur expenditure and preparation of Financial Statements for management and preparation of Budget, represent all relevant committees in the Office of the Attorney-General.

**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

<b>603/2009</b>	<b>SENIOR SECRETARY [FIJI LAW REFORM COMMISSION]</b>
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Responsible to the Chairman, Fiji Law Reform Commission for performing general secretarial duties. Duties will include typing, taking shorthand notes, receive and register all inward and outward fax messages, maintain reliable, systematic filing and storage system. Arrange appointments and attend to telephone calls and visitors.

**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

<b>604/2009</b>	<b>LIBRARY ASSISTANT</b>
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Responsible to the State Solicitor in charge of library to serve readers at the reader area and answer all phone, email queries in regards to legal information, to ensure photocopy services are efficient, to ensure that all interlibrary loans are arranged and collected and returned, controlling of book movements, repair books/book binding, shelving of books according to Moys Classification, to ensure the library facilities are kept neat and tidy at all times, collection of parcel notifications and customs clearance from freight and postal agencies.

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

**Salary:** IR05 \$8,092 - \$15,265

605/2009	<b>TELEPHONE OPERATOR</b>
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Responsible to the Solicitor-General through the Director Corporate Services in ensuring that all incoming and outgoing calls are facilitated. The incumbent is responsible to keep proper and updated records of all official and private calls, including overseas. Proper verification of monthly bills from Telecom Fiji against Telephone Register. Ensure that the switchboard is properly maintained and any faults regarding telephones are to be actioned promptly. Perform all other duties related to switchboard operation and front desk.

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

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

**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**

FIJI PROCUREMENT OFFICE

606/2009	<b>MANAGER [COMPLIANCE UNI T] FIJI PROCUREMENT OFFICE</b>
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The Manager Compliance Unit is responsible to the Director Fiji Procurement Office for assessing and reporting on compliance with the Government procurement policy, processes and procedures and for assessing risks of non-compliance of all ministries and departments. The incumbent is also responsible for providing advice, including legal advice where required to the Policy, Tenders and Logistics functions within the FPO, the Government Tender Board and to other stakeholders. He/she will be responsible for developing a annual compliance programme, managing procurement audits and ensuring that the management of contracts and projects are to an acceptable standard. He/she is also expected to have thorough working knowledge of international best practices in procurement to be able

to provide effective advice on improvements to the tendering process, inventory systems and logistical arrangements. The incumbent is also responsible for managing the staff and work of the Unit and provide continuous advice and direction to these officers.

**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

607/2009	<b>MANAGER [POLICY UNI T] FIJI PROCUREMENT OFFICE</b>
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The Manager Policy Unit is responsible to the Director Fiji Procurement Office for the provision and development of the procurement policy framework and policy guidelines, advice and support and lead procurement planning, measurement, capability and performance improvement and develop and implement competency framework and procurement training. The incumbent is expected to develop the Fiji WoG procurement principles, policies and guidelines, establish, lead, manage and deliver the procurement plans to meet FPO strategic objectives on time and within budget and undertakes research and development for policy drafting. The incumbent is also expected to manage the implementation of policies and the development of procurement processes, establish the guidelines for the production of the agencies annual procurement plan to ensure that they are in line with prescribed Ministry of Finance budget objectives. The position is required to develop Private Finance initiative/Public Private Partnership ("PF/PPP") policy and practice, lead the development of e-procurement across WoG, develop and implement competency framework in conjunction with the Manager Compliance, provide ongoing procurement training function and constantly

reviewing of policies in relation to best practice and recommendation from the Compliance Unit.

**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

608/2009	<b>MANAGER [TENDERS UNI T] FIJI PROCUREMENT OFFICE</b>
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The Manager Tenders Unit is responsible to the Director Fiji Procurement Office for managing the tender process for the WoG and providing advice to ministries and departments on the tender process including the development of procurement proposals, tender evaluations and contract management. The incumbent will also be responsible for providing advice to the Government Tenders Board on procurement procedures and issues. He/she is expected to have thorough working knowledge of international best practices in procurement and be able to apply these practices to secure best value in all Government procurement. The incumbent is also expected to manage relationships and contracts with key suppliers, customer agencies and other stakeholders to ensure the effective and efficient management of the government procurement process. He/she will also be responsible for managing the staff and work of the Unit and provide continuous advice and direction to these officers.

**Qualification:** An officer of high calibre with at least 10 years experience in management positions. Consistently good reports and proven ability to manage large staff and physical resources. Must have demonstrated intellectual capacity drive, determination and flair in existing grade. Experience in supplies work and membership of an Institute of Purchasing is desirable. **OR** Relevant degree or Postgraduate qualifications and/or relevant skills and experience in this particular field in any other organisation.

**Salary:** SK01 \$35, 466 - \$44, 786

609/2009	<b>MANAGER [LOGISTIC UNI T] FIJI PROCUREMENT OFFICE</b>
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The Manager Logistic Unit is responsible to the Director Fiji Procurement Office for the provision of information on the logistics strategy, inventory management and operations, for the leading and managing of logistics planning, supplies management, customs clearance, warehousing and transport. The incumbent should possess a thorough working knowledge of Fiji Government procurement policy rationale, develop the logistics component of the policy framework in conjunction with the FPO Policy Unit and proactively manage relationships with key transport and warehousing stakeholders. The incumbent is also expected to develop and maintain best practices logistics processes in conjunction with the FPO Tenders Unit, have cognisance of the specific requirements of each supply contract, and design, implement and manage inventory control systems to maintain optimized levels of stock while being responsive to agency requirements. The position is required to establish logistics and policy processes in relation to specialist projects including Construction and IT, obtain other specialist input when required and build and effective Logistics Unit by providing direction and leadership.

**Qualification:** An officer of high calibre with at least 10 years experience in management positions. Consistently good reports and proven ability to manage large staff and physical resources. Must have demonstrated intellectual capacity drive, determination and flair in existing grade. Experience in supplies work and membership of an Institute of Purchasing is desirable. **OR** Relevant degree or Postgraduate qualifications and/or relevant skills and experience in this particular field in any other organisation.

**Salary:** SK01 \$35, 466 - \$44, 786

MINISTRY OF FINANCE

610/2009 611/2009	<b>SENIOR ACCOUNTS OFFICER [FINANCIAL MANAGEMENT &amp; INFORMATION SYSTEM] - 2 POSTS</b>
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Responsible to the Principal Accounts Officer [FMIS], the appointee is to assist in the sustainability of the new FMIS system. The position's immediate role is to prepare FMIS training materials, conducting training and providing support including solving FMIS issues with ministries/departments. Monitor the ministries/departments process in the FMIS application, testing of business processes on the new system, looking at ways to improve the process and its documentation. Assist the management in drafting the Unit Business Plan and IWP of the staff. The appointee will be allocated specific responsibilities relating to the management, maintenance and monitoring of the financial management information system to ensure the provision of accurate and timely accounting information to assist management in their decision-making.

**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

612/2009	<b>ACCOUNTS OFFICER [ASSET MANAGEMENT UNIT]</b>
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Responsible to the Senior Financial Analyst, for analysing and monitoring the ownership performance of a defined portfolio of government entities. Duties include initial evaluation and analysis of financial

statements of government entities; analysis of corporate plans for Government Commercial companies (GCC) and Commercial Statutory Authorities (CSA); regular inputting and updating of both the financial and non-financial information databases of the Asset Management Unit; carrying out research work on pertinent issues affecting government entities; ensure accuracy and reliability of financial and non financial information; maintain and regularly update the shareholders register in accordance with requirements of the Companies Act; conduct review of policy papers relating to management of government assets (financial and non-financial information); advise management on investment and divestment opportunities; and assist in the preparation of Cabinet Papers. The officer will also assist in the monitoring of Trade and Manufacturing Accounts in Ministries and Departments.

**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

613/2009 614/2009 615/2009	<b>ACCOUNTS OFFICER [FINANCIAL MANAGEMENT &amp; INFORMATION SYSTEMS] - 3 POSTS</b>
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Responsible to the Senior Accounts Officer [FMIS]. The appointee will assist and support the Senior Accounts Officer in preparing FMIS training materials, conduct training, and solve FMIS issues with ministries/departments. The officer will also assist ministries/departments in scheduling reports, looking at ways to improve their business processes, documentation of processes and system functional training of end - users. Monitor the ministries/departments reconciliations balance and inline with required format. The appointee will be required to assist in the preparation of accurate and timely reports for whole of government for management by conducting research and analysis of financial data generated by the new FMIS. Also

assist in ensuring that information are secure through maintaining proper custody procedures

**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

<b>616/2009</b>	<b>ACCOUNTS OFFICER [SURCHARGE]</b>
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Responsible to the Senior Accounts Officer [Surcharge] for initiating surcharge actions, processing of surcharge appeal submissions, maintaining a surcharge database and producing relevant reports. The appointee will be required to supervise the work of subordinate staff in the section, attend Public Accounts meeting and coordinate responses for Ministries/departments for the Public Accounts Committee Report's Government Statement and Auditor-General's Accounts and Finance of Whole of Government Report.

**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

<b>617/2009</b>	<b>AUDIT OFFICER</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 the section, assist in the conduct of special audit when required and providing timely report of audit findings. The successful applicant will be required to

evaluate the report on the effectiveness of internal control system in compliance with the 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

<b>618/2009</b>	<b>ASSISTANT ACCOUNTS OFFICER [SURCHARGE]</b>
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Responsible to the Senior Accounts Officer through Accounts Officer [Surcharge] for initiating surcharge action, and processing submissions on explanations and appeals received. The appointee assists in the analysis of Auditor General's report recommendations and the coordination and compilation of responses from ministries and departments on the Public Accounts Committee Report.

**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>619/2009</b>	<b>ASSISTANT ACCOUNTS OFFICER [PENSION PAYMENTS]</b>
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The appointee will be responsible to the Accounts Officer [Pension], and will be responsible for the prompt payment of pensions, and also to widows &

orphans, to maintain safekeeping of records, recover tax and other outstanding dues for new pensioners, issue and follow-up issuance of life certificates, and facilitate the process for death cases. Also process monthly payments to local banks, Government Supplies and Crown Agents. The appointee will also have to prepare payroll and drawings account reconciliations.

**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

620/2009	<b>EXECUTIVE OFFICER [VEHICLE CONTROL UNIT]</b>
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Responsible to the Administrative Officer (Vehicle Control Unit) for the provision of a high standard of motor transport services to best meet the expectations of all Divisions of the Ministry in a cost effective manner. Monitor and control usage of government vehicles by Ministries/Departments by investigating complaints and recording appropriate actions. Assist in ensuring that vehicles are made available for VIP use by co-ordinating with Ministries/Departments on the release of appropriate vehicles. Assist in effectively contributing to improving the standard of Government vehicles to meet with LTA requirements; in maintaining database for government vehicles; in the supervision of drivers performance of duties and to ensure Ministry's vehicles are properly maintained. Assist in the review of policies, procedures and processes in the management of Government's vehicle fleet.

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

**The Director of Immigration  
Immigration Department  
P O Box 2224  
Government Buildings  
Suva**

621/2009 622/2009	<b>IMMIGRATION OFFICER [INVESTMENT] - 2 POSTS</b>
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Responsible to the Senior Immigration Officer [Investment] for the processing of all new and extension of construction work and investment permits, approval; Short Term Permit and Co-Extensive Permits, Facilitation of entry and departure for all permit applicants; manuals and SIO – I website, checking of all typed permits before PIO (I) signs on behalf of the Director; checking and endorsing of all monthly, quarterly and annual reports.

**Qualification:** Qualifications required for appointment as Assistant Immigration Officer and at least 23 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress at least one grade beyond Immigration Officer level OR University Degree in Business/ Management Studies or equivalent.

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

623/2009	<b>ASSISTANT IMMIGRATION OFFICER [CONTROL/PERMIT]</b>
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The position is responsible for assisting the Immigration Officer [Permit/Control] in processing of work permit allocations and compiling of permit papers. Compile reports; maintain registers and data entry of permit and records; Attend to inquiries relating to Immigration matters and any other duty assigned by the Immigration Officer.

**Qualification:** Qualifications required for appointment as Immigration Inspector and at least 2-3 years service as Immigration Inspector or equivalent or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to contribute in a management role.

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

624/2009	<b>ASSISTANT IMMIGRATION OFFICER [WESTERN]</b>
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Responsible to the Senior Immigration Officer [Western] for clearing of overseas aircrafts and vessels; processing of permits and passports applications; conducting of investigation and maintain various registers required of the position. Compile weekly, monthly & quarterly reports.

**Qualification:** Qualifications required for appointment as Immigration Inspector and at least 2-3 years service as Immigration Inspector or equivalent or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to contribute in a management role.

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

625/2009	<b>ASSISTANT IMMIGRATION OFFICER [COMPLIANCE]</b>
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Responsible to the Senior Immigration Officer [Compliance] for ensuring compliance of Immigration laws for all investors and provide awareness programmes for stakeholders; conduct inspections to confirm project implementations; enforce any special conditions granted on relevant permits through close monitoring, provide investigation/compliance reports, apprehensions of defaulters of compilation of inspection reports and statistics.

**Qualification:** Qualifications required for appointment as Immigration Inspector and at least 2-3 years service as Immigration Inspector or equivalent or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to contribute in a management role.

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

626/2009	<b>IMMIGRATION INSPECTOR [PERMIT &amp; CONTROL]</b>
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The position is responsible for assisting the Immigration Officer [Permit/Control] in processing of work permit allocations and compiling of permit papers. Compile reports; maintain registers and data entry of permit and records; Attend to inquiries relating to Immigration matters and any other duty assigned by the Immigration Officer.

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

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

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

**The Commissioner of Prisons  
Prisons Department  
P O Box 114  
Suva**

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627/2009 628/2009 629/2009 630/2009	<b>SUPERINTENDENT OF PRISONS - 4 POSTS</b>
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Responsible to the Commissioner of Prisons through the Assistant Commissioner of Prisons for the overall supervision and discharge of legal duties and the Implementation of all the Commissioner's directives on Prison Institutions and Headquarters within the assigned divisions.

**Qualification:** A degree in Psychology/Penology/Criminology/Sociology or at the discretion of the Police Services Commission, either a degree or diploma in a discipline, which is of value to the Prison Service. Appointees shall have extensive and proven experience of prison management at a Senior Management level and possess high calibre skills to warrant their appointment.

**Salary:** PN01 \$33,382 - \$40,800

631/2009 632/2009 633/2009 634/2009 635/2009 636/2009 637/2009	<b>ASSISTANT SUPERINTENDENT OF PRISONS</b> - 7 POSTS
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Responsible to the Commissioner of Prisons through the Divisional Supervisor for the supervision and control of all matters in connection with his assigned prison institution. He/She will ensure that the conduct and treatment of all Prison Officers and prisons under his control comply with necessary Acts, Regulations and Prison Standing Order. Reports to Divisional Supervisor any circumstances that will affect safety, security, health of prisoners and the efficiency of offenders under his/her control.

**Qualification:** Qualifications for appointment as Principal Prison Officer and around 2-3 years experience in that grade. Assessed ability to control, motivate and supervise staff and prisoners with an understanding of resource management principles.

**Salary:** PN02 \$26,563 - \$32,465

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

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

638/2009 639/2009 640/2009	<b>HEAD OF DEPARTMENT [VOCATIONAL EDUCATION] ED5C</b> <b>3 POSTS</b> - SUVA VOCATIONAL CENTRE - DAV COLLEGE [BA] - GAU SECONDARY SCHOOL
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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:** A relevant Diploma in Building, Civil Engineering or Architectural Technology or Quantitative Survey or Automotive Engineering or Mechanical Engineering with Teacher Training. In addition at least 5 years of competent teaching experience with at least 2 years at vocational level at any of the subjects areas above. Demonstrated leadership qualities with consistently good reports for the last 3 years. Rural services and relevant industrial experience would be an added advantage. Applicants with relevant Degree from recognized institution with teacher training in the relevant subject areas with 3 years competent teaching experience with 1 year at the Senior level. Consistently good reports for the last 3 years.

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

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

The Permanent Secretary  
Ministry of Local Government, Urban Development, Housing & Environment  
P O Box 2109  
Government Buildings  
Suva

DEPARTMENT OF ENVIRONMENT

641/2009	<b>SENIOR ENVIRONMENT OFFICER [CONSERVATION]</b>
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Responsible to the Principal Environment Officer [Conservation]. The officer will be required to coordinate the preparations of the Natural Resource Inventory and Management Plan being established through the Environment Management Act; coordinate the formulation of environment management policies relating to conservation of nature; manage environmental projects on conservation being undertaken by the Department of Environment; be accountable for the development of conservation strategies for protecting Fiji's biodiversity; and be accountable for the monitoring and implementation of measures being recommended for conservation systems.

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

**Salary:** LB02 \$27, 585 - \$37, 064

642/2009	<b>ENVIRONMENT OFFICER [ENVIRONMENT IMPACT ASSESSMENT/EIA]</b>
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Responsible to the Senior Environment Officer [EIA]. The officer will be required to ensure the undertaking of the EIA process under the Environment Management Act; undertake the scoping and screening stages of the EIA process; be accountable for the monitoring of all EIAs to be undertaken in an unbiased manner; operate with a high level of independence in ensuring that the most appropriate steps have been taken to derive the findings of the EIA reports; review EIA reports; and monitor compliance with the Environment Management Act and its Regulations.

**Qualification:** A recognised degree in Environmental Studies or equivalent with full accreditation.

**Salary:** LB03 \$20, 335 - \$27, 690

643/2009	<b>ENVIRONMENT OFFICER [WASTE INSPECTOR]</b>
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Responsible to the Director of Environment through the Principal Environment Officer [Waste] in undertaking investigation on waste/pollution related issues such as polluted sites in Fiji; work with the other stakeholders to ensure that the policies and legislations of waste and pollution unit are well implemented; advising industries on better waste management options; implementation of the National Solid Waste Management Strategy; and implementation of waste awareness programs/campaign. Assist in the implementation of Litter Decree and development of Regional Landfill.

**Qualification:** A recognised degree in Environmental Studies or equivalent with full accreditation.

**Salary:** LB03 \$20, 335 - \$27, 690

**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

644/2009	<b>PRINCIPAL AGRICULTURAL OFFICER [AGRICULTURAL DEVELOPMENT]</b>
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Responsible to the Chief Economist for research of potential commodities for small enterprise development. Monitor commodity and marketing development programs. Facilitate implementation of industry/enterprise development policy and documentation of market and commodity research and development analysis. Facilitate the development of industry structure to ensure long term value and effectiveness of organisation and generate market intelligence. Provide supportive role to Chief Economist. Design and develop strategies for promotion campaigns for export markets and facilitate pricing exercises to generate marketing intelligence. Develop models for viable council stance on priority issues. Establish and strengthen links between industry stakeholders.

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

**Salary:** PN01 \$35, 466 - \$44, 787

645/2009	<b>SENIOR AGRICULTURAL OFFICER [PROJECTS – ECONOMIC PLANNING &amp; STATISTICS UNIT]</b>
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Responsible to the Chief Economist through the Principal Agricultural Officer [Projects & Budgets] in formulating project identifications and planning of Agricultural Sector Projects with emphasis focused on sectional capital projects. Monitor projects appraisals, project accumulation and facilitation of special

sectional projects investment proposal from the Fiji Trade and Investment Board. Formulate production and marketing strategies with close consultation with Fiji AgTrade as an internal component of the on going sectoral industry development. Consider and further update development of a concise and efficient information system for the agricultural sectoral level.

**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

646/2009	<b>AGRICULTURAL OFFICER [PROJECTS &amp; BUDGET]</b>
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Responsible to the Senior Economic Planning Officer (Statistics) in the coordination and preparation of the agricultural statistical programs in terms of undertaking agricultural census/surveys on an annual basis to assess the performance of the agriculture sector. Conduct progressive updates on Multiple Sample Frame methodologies through periodic farm/field surveys, formal interviews with major agriculture holdings and other institutions. Delegate agriculture statistical activities to the national data team on the collation, compilation and processing of food and agricultural related information using specific data processing software and producing reports to the management and the national steering committee on domestic agricultural status at Divisional, Provincial and Locality levels. Establish a national database and prepare quarterly progress reports highlighting the performance of the agriculture sector. Conduct in-house training programs for the enumerators.

**Qualification:** Qualifications required for appointment as Assistant 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. Consistently good reports with demonstrated ability to supervise and control staff and ability to perform effectively in rural situations; *OR* A good degree in an appropriate Agricultural discipline.

**Salary:** PR03 \$20, 335 - \$26, 810

647/2009	<b>ECONOMIC PLANNING OFFICER [BUDGETS]</b>
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Maintain a close liaison with relevant government Ministries and statutory organisations in the formulation and evaluation of development projects and policy proposals for the primary sector. Prepare, implement and review sectoral development plans and projects. Submit budget and aid proposals. Prepare and appraise primary sector development projects. Assist, collate, monitor, and review the Ministry's annual capital budget.

**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

648/2009	<b>ECONOMIC PLANNING OFFICER [INTERNATIONAL RELATIONS]</b>
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Responsible to the Principal Economic Planning Officer for the marketing of agricultural products through market research, market development and commodity development of agricultural, fisheries and livestock products for both domestic and export markets. The appointee will be required to act as Intern Trade Officer for Australia. Prepare Management of Agriculture export market development missions Price & Cost calculation of marketing margins for agricultural exports. Carry out market research in identifying new markets for existing products. Conduct reports on market research for analysis.

**Qualification:** A Good Degree in Economics/Statistics or equivalent is essential and it is expected that all posts in this grade will be filled by officers showing potential to reach at least Principal level with relevant skills and experience in this particular field in any other organisation.

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

<b>649/2009</b>	<b>ADMINISTRATIVE OFFICER [FIJI COLLEGE OF AGRICULTURE]</b>
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Responsible to the Principal, Fiji College of Agriculture in maintaining the expenditure and operation account prepare monthly expenditure returns. Supervise duties of warden, typists, storeman and carpenters. Administer and Control the use of transport, for example running sheets and log books. Oversee sale of poultry and farm produce. Procurement and provision of proper facilities, equipments, teaching materials & stationaries for academic staff and students. Serve as Secretary to staff monthly 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:** SSO3 \$20,335 - \$25,990

<b>650/2009</b>	<b>SENIOR INFORMATION OFFICER</b>
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Responsible to the Principal Agricultural Officer (Information & Communication) in providing administrative, technical and moral support to the subordinate staff. The position also assists the Principal Agricultural Officer (Information & Communication) in identifying technical and administrative constraints and solving them. Liaise with Research on Division's technology transfer matters and in editing agricultural technical documents for publication and distribution to farmers, staff and other stakeholders. Assists in writing and editing Media Releases and have a good rapport with the private Media organisations. Assists in coordinating and monitoring of the Section's activities. Compile and produce the Section's Annual budget estimates and the submission of monthly, quarterly and annual reports. Responsible for staff development by identifying and recommending appropriate long term and short - term training needs for staff. Oversee all OHS related issues of the Section to ensure a safe and healthy work environment.

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

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

<b>651/2009</b>	<b>ASSISTANT INFORMATION OFFICER</b>
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Responsible to the Principal Agriculture Officer (Information and Communication) through the Information Officer (Press/Publication) for coordinating and supervising the production and dissemination of relevant agricultural information in the English and Vernacular languages to selected Ministry stakeholders. Plan, develop and oversee the operation and management of the Publication Unit. Supervise the implementations of the Unit's tasks and ensure that they are achieved within the targeted time frame. Plan and supervise field tours for collection of press materials and coverage of agricultural developments and farming activities. Rewrite research reports repackaging and verify information with responsible authorities before release to farmers, staff and other Ministry stakeholders releases. Take and select quality photos to form relevant publications and prepare weekly programs for the Press Unit. Advise and update Information Officer (Press/Publication) on all activities of the Unit. Compile Units Reports and assist in the preparation of staff training programs, Unit Budget and Yearly programs.

**Qualification:** Qualifications required for appointment as Information Assistant 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. Assessed potential and ability to contribute in a management role. A high standard of written English and sound knowledge of Fijian and Hindustani is essential in some positions. In others, experience of photography or sound recording and transfer is desirable.

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

652/2009	<b>LIBRARY ASSISTANT CLASS I</b>
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Responsible to the Principal Agricultural Officer (Fiji College of Agriculture). The officer will be required to catalogue and file documents, circulate all incoming literature; retrieve and disseminate specific literature on borrowed library books; secure literature as required by staff; establish interlibrary loan; carry out stock take of all publications and receipting of paid publications; maintain and record publications received and published within the Information Unit and maintain and update the computer records. Carry out any other duties as may be assigned by the Principal Agricultural Officer (Fiji College of Agriculture).

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

**Salary:** IR05 \$8,092 - \$15,265

**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

653/2009	<b>PRINCIPAL ENGINEER [WATER] PLANNING &amp; DESIGN HQ</b>
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Responsible to the Director Water & Sewerage for all matters relating to Water Supplies in Fiji. Duties are mainly administrative in nature, associated with planning, design and documentation of projects. Oversee all aspects of contractual, operational and maintenance matters, provision of professional and technical advice to the Director and undertake any duties assigned from time to time

**Qualification:** Corporate membership of a recognised Institute or equivalent qualification. An officer of high calibre. Qualifications required for appointment at EP04 level 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 or relevant degree or post graduate qualification. Consistently good reports with at least one superior performance assessment at the EP04 level. An ability to manage staff and resources, demonstrated intellectual capacity, drive, determination and flair in existing grade. Particular specialist experience may be required for some posts.

**Salary:** EP03 \$43,109 - \$55,267

654/2009	<b>PRINCIPAL ENGINEER [SUVA WATER SUPPLY]</b>
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Responsible to the Director Water & Sewerage for all matters relating to Water Supplies in Fiji. Duties are mainly administrative in nature, associated with planning, design and documentation of projects. Oversee all aspects of contractual, operational and maintenance matters, provision of professional and technical advice to the Director and undertake any duties assigned from time to time

**Qualification:** Corporate membership of a recognised Institute or equivalent qualification. An officer of high calibre. Qualifications required for appointment at EP04 level 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 or relevant degree or post graduate qualification. Consistently good reports with at least one superior performance assessment at the EP04 level. An ability to manage staff and resources, demonstrated intellectual capacity, drive, determination and flair in existing grade. Particular specialist experience may be required for some posts.

**Salary:** EP03 \$43,109 - \$55,267

655/2009	<b>SENIOR ENGINEER [WATER] WESTERN</b>
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Responsible to the Divisional Engineer [Water & Sewerage] Western for the operation, maintenance and construction of the water supply system in the Western Division, provision of technical advice on all water operational and maintenance matter, management and control of financial resources, staff training and supervision and undertake any other duties which from time to time become necessary in the running of the water supply system in the division.

**Qualification:** Corporate membership of a recognised Institute or recognised equivalent qualifications and at least 3 years post graduate experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree. Consistently good reports with at least one superior performance assessment at EP05 and assessed potential and ability to contribute at Senior level. Particular specialist experience may be required for some posts.

**Salary:** EP04 \$30,836 - \$41,068

656/2009	<b>SENIOR ENGINEER [SEWERAGE] WESTERN</b>
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Responsible to the Divisional Engineer [Water & Sewerage] Western for the operation, maintenance and construction of the sewerage systems in the Western Division, provision of professional and technical advice on all sewerage operational and maintenance matter, management and control of financial resources, staff training and supervision and undertake any other duties which from time to time become necessary in the running of the sewerage systems in the division.

**Qualification:** Corporate membership of a recognised Institute or recognised equivalent qualifications and at least 3 years post graduate experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree. Consistently good reports with at least one superior performance assessment at EP05 and assessed potential and ability to contribute at Senior level. Particular specialist experience may be required for some posts.

**Salary:** EP04 \$30,836 - \$41,068

657/2009	<b>SENIOR ENGINEER [SEWERAGE] KINOYA</b>
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Responsible to the Divisional Engineer (Water & Sewerage) Central/Eastern for operation, maintenance, construction of the sewerage systems in the Central Eastern Division, provision of professional and technical advice on sewerage operation and maintenance matters, management and control of financial resources, staff training and supervision and undertake any other related works

which from time to time may become necessary in the running of the sewerage system in the Division.

**Qualification:** Corporate membership of a recognised Institute or recognised equivalent qualifications and at least 3 years post graduate experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree. Consistently good reports with at least one superior performance assessment at EP05 and assessed potential and ability to contribute at Senior level. Particular specialist experience may be required for someposts.

**Salary:** EP04 \$30,836 - \$41,068

658/2009	<b>SENIOR ENGINEER SEWERAGE [PLANNING &amp; DESIGN] WATER &amp; SEWERAGE SECTION, HQ</b>
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Responsible to the Director of Water and Sewerage through the Principal Engineer Sewerage for the general investigation, planning and design of sewerage projects. Duties include preparation of fully documented drawings for construction, procurement of materials and equipment, project cost estimation, management of consultancies and contract works, provision of professional and technical advice to the Principal Engineer and the Director, and undertake any other related work which from time to time may become necessary.

**Qualification:** Corporate membership of a recognised Institute or recognised equivalent qualifications and at least 3 years post graduate experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree. Consistently good reports with at least one superior performance assessment at EP05 and assessed potential and ability to contribute at Senior level. Particular specialist experience may be required for some posts.

**Salary:** EP04 \$30,836 - \$41,068

659/2009	<b>ENGINEER [WATER] HQ</b>
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Responsible to the Director Water & Sewerage through the Principal Engineer [Water] Planning and

Design for the general investigation , planning and design of water supply projects, preparation of fully documented drawings and specifications for construction , follow through procurement procedures for materials and equipments, estimation of project costs and take up other related duties as directed by supervisors from time to time. The appointee may also be required to supervise work given out on contract by the department. Should be prepared to take a transfer to assist professional staff in the construction, operation and maintenance of water supply and sewerage system in the division.

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

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

<b>660/2009</b>	<b>ENGINEER [WATER] SUVA WATER SUPPLY</b>
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Responsible to the Divisional Engineer (Water & Sewerage) Central/Eastern to be based at the Suva Water Supply Office for the construction of New Water Supply System, and upgrading, operations and maintenance of existing facilities in the Central and Eastern Division. The appointee should be prepared to take transfer to other Divisions or Head Office to assist professional staff in the planning and design of Water Supply System.

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

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

<b>661/2009</b>	<b>ENGINEER [WATER] LAUTOKA</b>
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Responsible to the Divisional Engineer (Water & Sewerage) Western through the Senior Engineer [Water] Lautoka , based at Lautoka Office for the construction of new Water Supply System, and upgrading, operation and maintenance of existing facilities in the Western Division. The appointee

should be prepared to take transfer to other Divisions or Head Office to assist professional staff in the planning and design of Water Supply Systems.

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

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

<b>662/2009</b>	<b>SENIOR TECHNICAL OFFICER [SUVA WATER SUPPLY]</b>
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Responsible to the Director Water & Sewerage through the Divisional Engineer [Water & Sewerage] Central Eastern for overall supervision of the maintenance and operation of the Divisions entire needs for chemicals to ensure a smooth operation , monitoring of progress in all plants. Checking of the installation of water works before commissioning works in mains laying.

**Qualification:** Technician Diploma or equivalent qualification in relevant specialisation with at least 2-3 years service at ES03 level and/or relevant skills and experience in this particular field in any other organisation.

**Salary:** ES02 \$26, 505 - \$33, 777

<b>663/2009</b>	<b>TECHNICAL OFFICER HIGHER GRADE [WATER] HQ</b>
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To assist Senior Engineer in the design and administration of various major water supply projects. Design major projects, carry out general office duties and supervise.

**Qualification:** Technician Diploma or equivalent qualification in relevant specialisation. At least 23 years service in ES04 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff and manage capital resources.

**Salary:** ES03 \$20, 335 - \$26, 629

664/2009	<b>SUPERVISOR HIGHER GRADE [SUVA WATER SUPPLY]</b>
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Responsible to the Divisional Engineer [Water & Sewerage] Central Eastern for the maintenance of safe water distribution system, respond to eternal demands for services to optimize public demands in terms of meeting internal requirements, control and monitor funds to meet limits and demands and undertake any other duties assigned from time to time.

**Qualification:** Technician Diploma or equivalent qualification in relevant specialisation. At least 23 years service in ES04 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff and manage capital resources.

**Salary:** ES03 \$20,335 - \$26,629

665/2009	<b>SUPERVISOR [RURAL – WATER] LAUTOKA</b>
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Responsible to the Supervisor Higher Grade (Water) for the day to day running of the water supply system in Lautoka.

**Qualification:** Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

**Salary:** ES05 \$15,691 - \$20,410

666/2009	<b>HYDROLOGIST [CENTRAL DIVISION] SUVA WATER SUPPLY</b>
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Responsible to the Senior Hydrologist for the collection and analysis of Hydrological Data in the Division, implementation of work schedule for station

networks, controlling, construction and maintenance of station and gauging operations.

**Qualification:** Qualifications required for appointment as Technical Officer (Hydrology) and at least 2-3 years service in that grade or equivalent. Consistently good reports and assessed potential and ability to manage a division of work. OR A recognised degree in an appropriate discipline.

**Salary:** ST03 \$20,336 - \$26,806

667/2009	<b>HYDROLOGIST [NATIONAL DATA UNIT] SUVA WATER SUPPLY</b>
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Responsible to the Senior Hydrologist for overseeing the three major activities of the Central/ Eastern Hydrology Section. The General Water Resources Investigation and construction of Hydrological Stations and FEA Project Investigations. Participate in the river level projects at EDP, Oversee National Instrument Depot, and Training of support staff and undertake additional duties that may be assigned by the Senior Hydrologist.

**Qualification:** Qualifications required for appointment as Technical Officer (Hydrology) and at least 2-3 years service in that grade or equivalent. Consistently good reports and assessed potential and ability to manage a division of work. OR A recognised degree in an appropriate discipline.

**Salary:** ST03 \$20,336 - \$26,806

668/2009	<b>SENIOR TECHNICAL OFFICER [SEWERAGE] HQ</b>
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Responsible to the Director Water & Sewerage through the Principal Engineer [Sewerage] HQ for the overall supervision of maintenance and operation of sewerage services to ensure smooth operation, monitoring of progress in all plants. Checking of the Sewerage Treatment plants and assists in Project Planning and implementation.

**Qualification:** Technician Diploma or equivalent qualification in relevant specialisation with at least 2-3 years service at ES03 level and/or relevant skills and experience in this particular field in any other organisation.

Salary: ES02 \$26,505 - \$33,777

WITHDRAWAL OF VACANCIES

FPSOC NO	VACANCY NO	POST
<b>MINISTRY OF EDUCATION, NATIONAL HERITAGE, CULTURE &amp; ARTS AND YOUTH &amp; SPORTS</b>		
4/2009	197/2009	Deputy Secretary – unavailability of qualified applicant
12/2009	553/2009	HOD [Home Economics] ED5C, Nadi Muslim College – filled by sideways transfer of Ms Nazreen Nisha Rehman.
<b>MINISTRY OF WORKS, TRANSPORT &amp; PUBLIC UTILITIES</b>		
4/2009	198/2009	Deputy Secretary [Planning & Design] HQ – resignation of qualified applicant
<b>MINISTRY OF HEALTH</b>		
8/2009	350/2009	Director [Pharmaceutical & Biomedical Supplies] – filled by appointment on secondment by Lieutenant Colonel Jonisio K Mara.

OTHER VACANCIES

FOOD AND AGRICULTURE ORGANISATION OF THE UNITED NATIONS

Post	Forest Resources Officer
Website	-
E-Mail	VA-2188-RAP@fao.org
Due Date	20 <sup>th</sup> July, 2009

Post	Senior Food Systems Economist
Website	-
E-Mail	ESAF-vacancies@fao.org
Due Date	21 <sup>st</sup> July, 2009

Post	Fishery and Aquaculture Officer
Website	-
E-Mail	FIEL-VAs@fao.org
Due Date	21 <sup>st</sup> July, 2009

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

Circular dated: 31/07/2009  
 Before noon: 15/07/2009  
 Circular dated: 15/08/2009  
 Before noon: 31/07/2009

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.