



FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 14/2009

DATE: 31st 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 Vitae (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 10th April, 2009, all appointments and promotions will be on three [3] years contract subject to performance review annually with effect from 10th April, 2009.

Parmesh Chand
Permanent Secretary for the Public Service

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

PUBLIC SERVICE COMMISSION

669/2009	PRINCIPAL ECONOMIC PLANNING OFFICER [HIGHER SALARIES COMMISSION]
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The position heads and manages the Secretariat. Directs its operations and acts as Secretary to the Higher Salaries Commission [HSC]. Primarily the successful appointee establishes policies and procedures and ensure that effective communications of such to all HSC entities. Ensure compliance with the HSC Act; supervises and monitors research and annual market surveys in conjunction with PWC; vets submissions, analysis and other labour market issues for policy decisions and interpretation; ensures that cases for determination by the Commission are well researched and analyzed; co-ordinate and convey schedules of Commission meetings and client hearings; ensure cabinet papers analyzed and comply with Cabinet policy requirements; act as liaison officer for Commission and its stakeholders and prepare the annual report to be ready always at 31st March annually.

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

670/2009	ECONOMIC PLANNING OFFICER [HIGHER SALARIES COMMISSION]
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Responsible to the Manager Higher Salaries Commission through the Senior Economic Planning Officer in ensuring accuracy of data input into the system and the proper maintenance of confidential records on a regular basis. The appointee will monitor and provide compliance feedback on remuneration by conducting systematic checks of organizations and executive positions that fall under the ambits of the Higher Salaries Commission. The appointee will conduct search and prepare briefs on macroeconomics indicators for the information of the Commission. The appointee will be responsible for updating the HSC positions and organizations annually in consultation with the Solicitor General. The appointee will also assist the Manager and Senior Officers through provision of data analysis, preparations of submissions, preparations of annual and monthly reports, updating web information on consultation with MIS and assist in the general administrative and service support of the Commission.

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

671/2009	ADMINISTRATIVE OFFICER [ETHICS & DISCIPLINE]
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Responsible to the Manager, Ethics and Discipline by providing efficient and effective Administrative support; Preparation of Commission submissions on disciplinary matters; Promulgation of Commission decisions; should be able to Conduct Investigation and compile Investigation reports when and where the need arises ; liaise with various Ministries and Department on matters pertaining to discipline and other related issues; Provide Policy advice to Ministries and departments on disciplinary procedures; provide sound and accurate advice to the Manager Ethics and Discipline on matters relating to disciplinary action; Ensure timely and accurate

submission by Ministries/Departments on disciplinary submission.

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

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

**The Permanent Secretary
Ministry of Labour, Industrial Relations, & Employment
P O Box 2216
Government Buildings
Suva**

672/2009	ENGINEER [CHEMICAL HYGIENE]/LABOUR OFFICER [OHS]
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Responsible to the Senior Technical Officer/Senior Labour Officer [OHS] – Chemical Assessment & Control – for the on-going registration of industrial and Agricultural chemicals and updating of the National Chemical Inventory under the OHS Legislation. Duties also include advice to local and overseas manufacturers, importers, exporters, suppliers, including national and international authorities on OHS and environmental requirements for chemical products and processes for use in workplaces; advise importers, manufacturers and suppliers of chemicals on notification and assessment requirements for new chemicals or the declaration of a chemical for priority assessment; provide professional advice on chemical assessment reports to guide enforcement decision; provide chemical and OHS audit services to clients; assist enforcement of chemical provisions under the OHS Legislation; liaise with national authorities on policies and best practice to maintain a quality national chemical management system and provide professional support service to the OHS Field Operations staff. The incumbent is also responsible for providing professional inputs relating to OHS and

environment issues on chemicals in the development and enforcement of national OHS policies and assist the training of staff and clients; participation in Joint OHS Partnership Projects with industries; OHS promotion and research and perform such other duties that may be assigned from time to time. Assist the Principal Technical Officer – Chemical Hygiene on the administration of the Health & Safety at Work Act 1996 and the Health & Safety at Work (Control of Hazardous Substances) Regulations 2006.

Qualification: A recognised degree in Chemical or Environment Engineering or relevant specialisation with relevant work experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree. Experience knowledge in OHS/IR would be desirable.

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

673/2009	PRINCIPAL TECHNICAL OFFICER [TRAINING, ACCREDITATION, CHEMICAL & OCCUPATIONAL HYGIENE]
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The incumbent is responsible to the Director OHS & Workmen's Compensation, and should regularly consult with DOHS. Prepare regular reports; be responsible for the management of resources including funds, inventory assets and human resources development. Development of quality strategies and OHS risk management policies aimed at achieving Corporate goals on issues associated with training, promotion & OHS accreditation, chemical assessment & their control and occupational hygiene issues. Ensure the capacity of the Section is maintained at a sustainable level through timely preparation of Budget submissions, acquisition of resources and their efficient management. Consult with DOHS & Workmen's Compensation on prudent utilization of the "the Fund" (Part V of HASWA 1996). Ensure the level of knowledge, skills and competency within the Service is maintained at quality levels through progressive and strategic HRD of all staff. Ensure Section staffs undergo relevant informal and formal training, attend and present at seminars, workshops and liaise closely with the training division of the Ministry in line with the OHS Service HRD Plan. The incumbent has a close link with all institutions that offer training to ensure a dynamic approach to OHS training; prepare and continuously monitor and review annual training programs for the Section to ensure continuous improvement to delivery of

services. The incumbent will represent the Ministry at Government meetings, consultations with employer organizations, employee organizations, institutions, relevant agencies, and other stakeholders and to liaise with local and international agencies and stakeholders on hazardous substance controls and chemical assessment reports for effective implementation of local policies. Required to improve and continuously review the OHS Accreditation System. Set targets and monitor performance under the Unit's Business Plan, Training Plan, and Individual Staff Work Plans. Closely work with the Ministry's management team on strategic planning, on policy development and development of Ministry's database related to unit functions. Conduct review and develop operational standards, systems and processes to improve and sustain quality outputs within the Service. Ensure quality delivery of the powers and functions of Health and Safety Inspectors under Section 42 of the Health and Safety at Work Act (1996). To attend to other duties delegated by the Director OHS & Workmen's Compensation.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Technical Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills, with relevant degree and experience in this particular field or in any other organisation. Consistently good reports and demonstrated ability to control and manage technical staff and value resources

Salary: ES01 \$36,695 - \$46,689

674/2009	PRINCIPAL TECHNICAL OFFICER [WORKERS COMPENSATION/NOHSAB]
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The incumbent is responsible to the Director OHS & Workers Compensation, and make regular reports and be responsible for the management of resources including funds and inventory assets and human resources development, and development of quality strategies and OHS risk management policies aimed at achieving Corporate goals on reducing accidents and injuries in the workplaces through liaising with the enforcement service under Manager Field Operations Central Eastern, Northern and Director Labour Officer Western. The person is expected to deliver effective social justice through the timely settling of the Workers Compensation cases reported to the ministry. Ensure the capacity of the Section is maintained at a sustainable level through timely

preparation of Budget submissions, acquisition of resources and their efficient management. Consult with DOHS & Work Comp on prudent utilization of the "the Fund" (Part V of HASWA 1996). The incumbent is to provide effective and efficient secretariat support to the National Occupational Health and Safety Advisory Board (NOHSAB). Ensure the level of knowledge, skills and competency within the Service is maintained at quality levels through progressive and strategic HRD and in-house skill training of all staff. Ensure Section staff undergo relevant informal and formal training, seminars, workshops and liaise closely with the training division of the ministry in line with the OHS Service HRD Plan. The incumbent will represent the Ministry at government meetings, consultations with employer organizations, employee organizations, institutions, relevant agencies and other stakeholders and to liaise with local and international agencies and stakeholders OHS and Workmen's Compensation Act including the implementation of local policies. Required to improve and continuously review the Worker's Compensation system and process for effective delivery of service. Set targets and monitor Performance under the Units Business Plan, Training Plans and Individual Staff Work plans. Closely work with the Ministry's management team on strategic planning, on policy development and development of Ministry database related to unit functions. Conduct review and develop operational standards, systems and processes to improve and sustain quality outputs within the Service. Ensure quality delivery of the powers and functions of Health and Safety Inspectors under Section 42 of the Health and Safety at Work Act (1996). To attend to other duties delegated by the Director OHS & W/Comp.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Technical Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills, with relevant degree and experience in this particular field or in any other organisation. Consistently good reports and demonstrated ability to control and manage technical staff and value resources.

Salary: ES01 \$36,695 - \$46,689

675/2009	PRINCIPAL LABOUR OFFICER [LABOUR POLICY & PRODUCTIVITY]
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The position is accountable to the Director Labour Policy, Productivity & Training for the management of resources including assets and human resources development and also to lead, direct and manage the Unit to achieve its primary role of promoting productive and safe workplaces through effective and efficient training programmes and timely advice to employers LMCC, quality LMCC and Productivity awareness and appropriate promotional programmes targeting key market segments in the private and public sectors. It also includes assistance and support, through the provision of sound policy advice to the Director Labour Policy; Productivity & Training to effectively lead the Ministry implement Government policies and deliver required services, especially, on Productivity issues associated with training, promotion & Productivity accreditation. Represent the Ministry at consultations with employer organizations, employee organizations, institutions, relevant agencies and other stakeholders. Review and develop operational standards, systems and processes to improve and sustain quality outputs within the Service. Closely work with the Ministry's management team on strategic planning and policy matters. Ensure the level of knowledge, skills and competency within the Service is maintained at quality levels through progressive and strategic HRD of all staff. Ensure a high standard of service delivery with efficient, effective and equitable management of the Section. Supervise the function of the Section to ensure it effectively and efficiently functions within available resources and achieving targets set out in the Ministry's Annual Corporate Plan and the Units Business plan. Lead the review of current systems and processes and the designing of new ones to ensure systems and processes are benchmarked to international best practice and recognized standards for quality delivery. Develop and maintain an enjoyable, safe, lively and productive workplace environment in the Unit by working smarter with quality output. The position has a close link with all institutions that offer training to ensure a dynamic approach to Productivity Training. Required to submit quality monthly and annual activities report to the Director Labour Policy, Productivity & Training, analyzing the section's performance relative to the Annual Corporate Plan output performance measures and targets. Ensure Section staff undergo relevant informal and formal training, seminars, workshops

and liaise closely with the training division of the Ministry in line with the Productivity Service HRD Plan. Assist the Director Labour Policy, Productivity and Training Service in the development of strategies and Productivity management policies aimed at achieving the corporate goals. Required to improve and continuously review the Productivity Accreditation system. To attend to other duties delegated by the Director Labour Policy, Productivity and Training Service in an efficient and effective manner.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Labour Officer and at least 2-3 years service in that grade or equivalent or relevant degree or postgraduate qualifications and/or relevant skills and experience in this particular field in any other organisation. Assessed ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. An understanding of the problems of industrial relations is essential and proven to be a meritorious performer.

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

676/2009	PRINCIPAL LABOUR OFFICER [LABOUR STANDARDS & COMPLIANCE UNIT]
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The incumbent's responsibility is to assist and support, through the provision of sound policy advice, the Director Labour Compliance Service, Deputy Secretary, Permanent Secretary and the Minister to effectively lead the Ministry implements Government policies and deliver services in the administration and compliance of the minimum labour standards under the Employment Relations Promulgation 2007 (ERP). To manage and lead the Unit with its District Offices spread throughout Fiji in the conduct of labour/workplace inspections and investigation of labour complaints (breach of minimum standards) and employment grievances. Conduct prosecution of criminal offences under the ERP in the Employment Relations Tribunal. Will also be required to act as an Advocate for workers' grievances, when warranted, in the Tribunal. To attest foreign contracts of service and also investigate breaches of these contracts. The incumbent will also be required to lead the Unit in the provision of information, advice, awareness or training to employers and workers or their organizations on matters under the ERP. Will also take a lead role in the formulation of enterprise or national policies,

codes and strategies on employment relations matters. Represent the Ministry at governmental meetings, consultations with employer organizations, worker organizations, institutions, relevant agencies and other stakeholders. Ensure the capacity of the Unit is maintained at a sustainable level through timely preparation of Budget submissions, acquisition of resources and their efficient management. The incumbent is to review and develop operational standards, systems and processes to improve and sustain quality outputs within the Unit. Closely involved with the management team on strategic planning and policy matters. Lead the review of current systems and processes and the designing of new ones to ensure systems and processes are benchmarked on best practices and internationally recognized standards for quality delivery. Accountable to the Director (Labour Compliance Service) for the management and welfare of Unit staff, management of resources and progressive HRD. Progressive and strategic HRD of staff and support staff to ensure the level of knowledge, skills and competency within the Service is maintained at quality levels. Ensure the level of knowledge, skills and competency within the Service is maintained at quality levels through progressive and strategic HRD of all staff. Ensure Section staff undergo relevant informal and formal training, seminars, workshops and liaise closely with the Training Division of the Ministry in line with the Labour Compliance Service HRD Plan. Provide efficient, effective and equitable management of the Section to ensure a high standard of service delivery. Performance management within the Unit to ensure that the desired outputs of the Section are implemented through coordination and direction of resources, the monitoring of adherence to budget and ensuring that action is taken to keep performance in line with the approved budget.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Labour Officer and at least 2-3 years service in that grade or equivalent or relevant degree or postgraduate qualifications and/or relevant skills and experience in this particular field in any other organisation... Assessed ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. An understanding of the problems of industrial relations is essential and proven to be a meritorious performer.

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

677/2009	SENIOR LABOUR OFFICER [LABOUR COMPLIANCE] WESTERN
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The position, based in Lautoka is responsible to the Divisional Labour Officer Western and the Manager Labour Compliance Division for the management of the Labour Compliance Services for the Division. To provide quality advice on Labour Compliance issues to employers, employees and their organisations, Director (Labour Compliance Service) through the Manager Labour Compliance Division. Participates in the formulation of policies, procedures and processes relating to the Ministry's activities to ensure the efficient and effective operation of the services is consistent with the objectives of the Ministry. The incumbent is to conduct meetings with employers and employees for the resolution of labour complaints/employment grievances. To deliver awareness training programmes on employment relations matters to the Ministry staff and stakeholders. Will also be required to convene informal mediation for the resolution of conflict situations in the case of threats of industrial actions. The incumbent will investigate and institute legal proceedings against offenders under the Employment Relations Promulgation 2007 and will also act, when required, as an Advocate for workers on employment grievances in the Employment Relations Tribunal. The incumbent prepares reports on specific issues as and when required for the information of the Director Labour Compliance, Deputy Secretary and Permanent Secretary for briefing the Minister on the subject should the need arises.

Qualification: Qualifications required for appointment as Labour Officer and at least 23 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 Labour Officer. An understanding of the problems of industrial relations is essential for some posts. OR A Degree in Industrial Relations/Office Health and Safety (OHS) with 2 years experience in this particular field.

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

678/2009	SENIOR LABOUR OFFICER [EMPLOYMENT RELATIONS]
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The position, based in headquarters, is responsible to the Director (Labour Compliance Service) for the effective and efficient operation of the Employment Relations (ER) Division. To provide quality advice to employers, unions and their organizations, Director Labour Compliance and subordinate staff on employment relations matters. The officer is required to assess and analyze reports of employment disputes made under the Employment Relations Promulgation and make appropriate recommendations to the Permanent Secretary through the Director Labour Compliance for acceptance for referral to either the Mediation Unit or the Employment Relations Tribunal or reject the reports and referred back to the parties. He/She is responsible for compilation of statistical data on reports of employment disputes, strikes and lockouts. He/She is required to conduct speedy investigations on the breaches to various provisions of the Promulgation and preparation of Ministerial Orders for declaration of unlawful strikes or lockouts and prepare timely reports on those matters. To deliver awareness training programmes on employment relations matters to the Ministry staff and stakeholders. Will also be required to convene informal mediation for the resolution of conflict situations in the case of threats of industrial actions. The incumbent may also perform the duties of a Divisional/District Labour Officer (Labour Compliance), when required, and to investigate and institute legal proceedings against offenders under the Employment Relations Promulgation 2007. He/she will also act, when required, as an Advocate for workers on employment grievances in the Employment Relations Tribunal. He /She are required to prepare reports on specific employment relations issues as and when required by the Director Labour Compliance. The incumbent will also deputise for the Director Labour Compliance as and when required

Qualification: Qualifications required for appointment as Labour Officer and at least 23 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 Labour Officer. An understanding of the problems of industrial relations is essential for some posts. OR A Degree in Industrial Relations/Office Health and Safety (OHS) with 2 years experience in this particular field.

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

679/2009	SENIOR LABOUR OFFICER [LABOUR ADMINISTRATION]
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The position, based in headquarters, is responsible to the Director (Labour Compliance Service) for the effective and efficient operation of the Labour Administration Division dealing with wages councils, trade unions and industrial associations. To provide quality advice to employers, employees, and their organizations, Director Labour Compliance Service, Deputy Secretary and Permanent Secretary on matters in connection with Trade Unions, Collective Agreements, Wages Councils under the Employment Relations Promulgation 2007 and Industrial Associations under the Industrial Associations Act. Also participates in the formulation of policies and procedures relating to the Ministry's activities as part of the Corporate Management Group to ensure the efficient and effective operation of the Service consistent with the objectives of the Ministry. The incumbent is also the Secretary of the ten (10) Wages Councils and is expected to provide quality advice to the Sole Chairman of the Wages Councils and all the Wages Councils and be responsible for their administrative functions and the effective implementation of their resolutions and decisions. Responsible for the administration and control of Trade Unions matters including their registration, suspension and cancellation. Also responsible for the vetting and registration of Collective Agreements. The incumbent may also perform the duties of a Divisional/District Labour Officer (Labour Compliance), when required, and to investigate and institute legal proceedings against offenders under the Employment Relations Promulgation 2007. May also act as an Advocate for workers on employment grievances, when required, in the Employment Relations Tribunal.

Qualification: Qualifications required for appointment as Labour Officer and at least 23 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 Labour Officer. An understanding of the problems of industrial relations is essential for some posts. OR A Degree in Industrial Relations/Office Health and Safety (OHS) with 2 years experience in this particular field.

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

680/2009	SENIOR LABOUR OFFICER [DIVISIONAL LABOUR OFFICER] CENTRAL EASTERN
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The position, based in Suva, is responsible to the Manager Labour Compliance Division for the management of the Divisional Office. To provide quality advice on Labour Compliance issues to employers, workers and their organisations, Director (Labour Compliance Service) through the Manager Labour Compliance Division, participates in the formulation of policies, procedures and processes relating to the Ministry's activities to ensure the efficient and effective operation of the service is consistent with the objectives of the Ministry.

The incumbent is to conduct meetings with employers and workers for the resolution of labour complaints/employment grievances. To deliver awareness training programmes on employment relations matters to the Ministry staff and stakeholders. Will also be required to convene informal mediation for the resolution of conflict situations in the case of threats of industrial actions.

The incumbent will institute legal proceedings against offenders under the Employment Relations Promulgation 2007 and will also act, when required, as an Advocate for workers on employment grievances in the Employment Relations Tribunal. The incumbent prepares reports on specific issues as and when required for the information of the Director Labour Compliance Service, Deputy Secretary and Permanent Secretary for briefing the Minister on the subject should the need arises.

Qualification: Qualifications required for appointment as Labour Officer and at least 23 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 Labour Officer. An understanding of the problems of industrial relations is essential for some posts. OR A Degree in Industrial Relations/Office Health and Safety (OHS) with 2 years experience in this particular field.

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

681/2009	SENIOR TECHNICAL OFFICER [CHEMICAL HYGIENE]
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This position involves the management of resources

for the effective operations of the National Industrial Chemicals Management System for the Assessment and Control of Chemicals under Part IX of the Health and Safety at Work Act, 1996. It also involves the management of resources for the effective operations of the chemical assessment/control and occupational hygiene services required by the public as part of statutory obligation and or clients on a user pay basis. The incumbent is responsible to the Principal Technical Officer/Manager Training, Accreditation and Chemical Hygiene in providing quality advice on policy matters. Supervision of staff and resources management. The incumbent coordinates and facilitates chemical assessment/control and occupational hygiene services as well as preparation of best practice guidelines to achieve improved workplace conditions and better management of industrial chemicals and occupational hazards in the workplaces. The person is expected to strengthen workplace capacities through coordinating proactive hazard management inspections, audit & specialized consultancies and initiating joint partnership projects with key industries; facilitate the enforcement of chemical provisions under the OHS and associated health and safety legislations by effective and efficient investigation and prosecution process and improve Internal (NOHSS) resource capacity through better networking within and providing professional support service to the OHS Field Operations and Workers Compensation staff

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

682/2009 683/2009 684/2009	TECHNICAL OFFICER HIGHER GRADE [FIELD OPERATIONS SERVICES] BA, LABASA & CENTRAL EASTERN - 3 POSTS
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Responsible to the Senior Technical Officer – OHS Field Operations Services for undertaking the following duties; effectively implementing the provisions of the Health and Safety at Work Act 1996 and associated OHS legislations in all workplaces; timely investigations of all workplace fatalities, serious injuries and diseases in liaisons with the emergency OHS responsive service; provide quality advise and

assist employers and workers in their obligations and performance under the Health and Safety at Work Act 1996; provide fair and just enforcement and prosecution of OHS cases; provide prompt investigations and necessary support to resolution of compensation cases; conduct quality statutory engineering inspections of special plant and machinery under the Act, such as steam boilers, pressure vessels, lifts, hoists, cranes, lifting gears, amusement rides, etc; undertake registration of classified workplaces, specified/classified plant and machinery, substances/chemicals in accordance with the OHS legislation; undertake target OHS inspection and OHS audits on high risk workplaces, including the annual sawmill inspections; assist the OHS Risk Management Service in the conduct of Non-Destructive Testing (NDT), Occupational Hygiene, OHS Training or promotion in the enforcement of plant/machinery and workplace design vetting and other OHS consultancies; facilitate the collation of workplace OHS data for input into the national OHS database; conciliate between aggrieved parties on immediate threat situation under "Section 25" of the Act and other OHS issues; perform such other duties that may be 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

685/2009	LABOUR OFFICER [EMPLOYMENT RELATIONS]
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Responsible to the Senior Labour Officer (Employment Relations) on employment relations matters. The officer is required to assess and analyze reports of employment disputes made under the Employment Relations Promulgation and make appropriate recommendations to the Permanent Secretary through the Director Labour Compliance for acceptance for referral to either the Mediation Unit or the Employment Relations Tribunal or reject the reports and referred back to the parties. He/she will be monitoring strike and lockout situations and compile situation reports for the Permanent Secretary through the Director Labour Compliance and assist

the Senior Labour Officer in the preparation of the Ministerial Orders for the declaration of unlawful strikes and lockouts. May also be required to serve as a District Labour Officer and to undertake investigation and prosecution of offenders under the Employment Relations Promulgation 2007. May also act as Advocate, when required, for workers with employment grievances in the ER Tribunal. Will be required to undertake training of subordinates and conduct awareness programmes for stakeholders on employment relations matters. May be required to serve as Secretary to Boards and Committees.

Qualification: Qualifications required for appointment as Assistant Labour Officer and at least 23 years service as Assistant Labour Officer 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 at least one grade beyond Labour Officer. Or A Degree or Diploma in Industrial Relations/Office Health and Safety (OHS) with 2 years experience in this particular field.

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

686/2009 687/2009	LABOUR OFFICER [LABASA & SAVUSAVU] - 2 POSTS
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Responsible to the Divisional Labour Officer (Northern) and the Manager Labour Compliance Division in the enforcement of the Employment Relations Promulgation 2007. Undertake and supervise labour and workplace inspections and investigation of labour complaints and employment grievances. Facilitate the processing of workmen's compensation cases through investigations and appearing in the ER Tribunal on workmen's compensation claims. Investigation and prosecution of offenders under the Employment Relations Promulgation 2007. May also act as Advocate, when required, for workers with employment grievances in the ER Tribunal. Will be required to undertake training of subordinates and conduct awareness programmes for stakeholders on employment relations matters. May be required to serve as Secretary to Boards and Committees

Qualification: Qualifications required for appointment as Assistant Labour Officer and at least 23 years service as Assistant Labour Officer 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 at least one grade beyond Labour Officer. Or A Degree or Diploma in Industrial Relations/Office Health and Safety (OHS) with 2 years experience in this particular field.

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

688/2009 689/2009	ASSISTANT LABOUR OFFICER [NADI & CENTRAL EASTERN] - 2 POSTS
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Assist the District Labour Officer in managing the District Office. The position is effectively engaged in undertaking workplace inspections, investigation and settling of labour complaints and employment grievances. To provide information, advice, awareness or training to employers and workers or their organizations on matters under the Employment Relations Promulgation 2007 and the subsidiary regulations. May be designated as Inspection/Dispute Team Leader supervising Labour Inspectors. The incumbent also conducts meetings with employers and workers on labour complaints/employment grievances and ensures the compliance of labour standards in the relevant labour legislation. He/she will be required to investigate and prepare cases for prosecution of offenders under the Employment Relations Promulgation. Facilitate the processing of workmen's compensation cases through investigations and appearing in the ER Tribunal on workmen's compensation claims.

Qualification: Qualifications required for appointment as Labour Inspector 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.

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

690/2009	TECHNICAL OFFICER [BA]
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Responsible to the Technical Officer Higher Grade. Ensures that quality statutory inspection are conducted on pressure vessels, steam boilers, air receivers, cranes and gears and other equipments stipulated under the Act. The position also ensures

the delivery of quality OHS services like OHS awareness, etc is provided to clients as and when required. It also includes quality enforcement of the Act.

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

691/2009	PRINCIPAL ADMINISTRATIVE OFFICER [CORPORATE SERVICES]
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The position is accountable to the Deputy Secretary and Permanent Secretary. It ensures that core units and other sections of the ministry are assisted to implement management and personnel practices to enhance effectiveness in the Ministry's managerial autonomy and to ensure accessibility of relevant funds. This involves the monitoring of the size of the Ministry through effective Staff Establishment control, implementation of effective staff recruitment and selection procedures, staff training and development, scrutinizes management effectiveness reviews on management structures, strategies and systems. A major component of the position is the provision of constructive quality and timely advice to the Permanent Secretary and Deputy Secretary and Section Heads and externally to centralized agencies on management of human, financial and other resources and for the maintenance of best practices that relates to the Ministry. This position monitors the performance of the Corporate Service Division and encourages and stimulates work culture conducive to maintaining high morale and acceptable staff performance. It is also responsible for monitoring and evaluation of staff behaviour and performance through regular reports and ACRs and for implementation and co-ordination of the Performance Management System and for the co-ordination of the Finance Management Reform measures. The position acts as a Secretary to the Senior Manager's weekly meetings.

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

692/2009	ACCOUNTS OFFICER
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Responsible to the Senior Accounts officer to carry out accounting functions in accordance with Finance Management Act 2004 and Financial Instructions 2005, General Orders, Supplies & Services Instructions and Government Stores Instructions. Monitor expenditure, timely lodgment of revenue, proper payment of wages & salaries and FNPF Contributions, payment of VAT and maintenance of all related records. Ensure a timely reconciliation and submission to Finance through the Senior Accountant of Trust Funds Accounts, IDC Account, Revolving Fund Account, and Drawing Accounts, reconciliation of Cash Book, bank Accounts and preparation of un-presented checks, 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 Budget. To be fully versed with FMIS in terms of a Super User level on both PO and AP Modules, funding, invoicing and payment modules, Cash Flow & Budget Loading and extraction of COMSUM, COMMIT, COMPST and Agency 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 Assistant Accounts Officer and have demonstrated intellectual capacity, drive, determination and flair in existing grade or position. Should be a team player and has acquired consistently good reports.

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

693/2009	SENIOR SECRETARY [PA TO THE PERMANENT SECRETARY]
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Responsible to the Permanent Secretary for provision of effective and efficient secretarial and administrative support services. 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. She is also to maintain an effective communication system for receiving and distributing mails and files. Must maintain very good telephone etiquette.

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

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WITHDRAWAL OF VACANCIES

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FPSOC NO	VACANCY NO	POST
MINISTRY OF HEALTH		
18/2007	637/2007	Chief Medical Officer [Medicine] Labasa Hospital – promotee, Dr Kushmer Singh, tendered his resignation after proceeding on twelve months

		leave without pay
MINISTRY OF WORKS, TRANSPORT & PUBLIC UTILITIES		
7/2009	341/2009	Engineer [Roads] Walu Bay – absence of suitably qualified applicants.
6/2009	306/2009	Engineer [Construction] Labasa – absence of suitably qualified applicants.
6/2009	298/2009	Engineer [Mechanical] Labasa – absence of suitably qualified applicants.
6/2009	321/2009	Supervisor [Electrical] Walu Bay – absence of suitably qualified applicants
6/2009	307/2009	Engineer [Construction] Lautoka – absence of suitably qualified applicants.
6/2009	299/2009	Engineer [Mechanical] Lautoka – sole applicants application form received two weeks late.
MINISTRY OF INDUSTRY, TOURISM, TRADE & COMMUNICATION		
5/2009	263 - 264/2009	Assistant Inspector [Trade Measurement & Standards] Northern & Central Division [2 posts] –

		unavailability of suitably qualified applicants.
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Items for publication in the next issue of the Fiji Public Service Official Circular should reach the Commission as follows:

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

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

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

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