



FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 15/2009

DATE: 15th AUGUST ,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

694/2009	PRINCIPAL ADMINISTRATIVE OFFICER [MANAGER – IN-SERVICE TRAINING] CENTRE FOR TRAINING & DEVELOPMENT
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The incumbent is the Manager of the In-Service Training Unit and is responsible to the Director Training Division. The incumbent is responsible for the overall supervision of timely and quality in-service training policies and operation processes. Advise and facilitate training offers and coordinate with local, donor agencies and institutions for long and short term training program offers in accordance with TPAF Levy requirements. Monitor and evaluate Training Reports of in-service and overseas course awardees and assist in implementation. Responsible for the supervision, coordination and implementation of Public Service Examinations in accordance with the PSC Training Policy. Monitor, implement and review the management of in-service trainings for Public Servants. Assist in the preparation, monitoring and control of CTD budget and management of registry.

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

695/2009	PRINCIPAL ADMINISTRATIVE OFFICER [MANAGER – WORKFORCE PLANNING SCHOLARSHIP UNIT]
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Responsible to the Director Training for the management of the Workforce Planning Scholarship Unit. Manages the Fiji Government Scholarship Scheme through the implementation of the Fiji Government Scholarship Committee decisions and policies, reviewing and improving system and processes of the Scholarship Unit and the management of the resources maximizes the utilization of resource through planning and organizing financial, physical and the human resources, effectively manage the Student Loan Scheme, and the review and improvement of the loan recovery mechanism, administer Aid Funded Scholarships, support and provides Management through effective reporting and information system, representation at academic boards and committees of local training institutions and the provision of an effective point of contact for the High Commissions and Embassies that are based in Suva, and provide secretariat services to the Fiji Government Scholarship Committee, ensures a competent and motivated staff through implementation of applicable HR practices, and the provision of a service to scholarship awardees/parents and the public.

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

696/2009 697/2009	ADMINISTRATIVE OFFICER [TRAINING ADVISOR] CENTRE FOR TRAINING AND DEVELOPMENT] - 2 POSTS
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Facilitate processing of short term overseas course offers received from external agencies to enhance and strengthen institutional capacity building by identifying and securing relevant training programs with Donor Agencies upon request from Government Agencies according to Training Needs identified in the agency's training plan. Ensure that quotas allocated to the Government of Fiji by donor agencies are fully utilized by processing course offers received on time to Government Agencies/NGOs/private sectors in accordance with the bilateral agreements between the Government of Fiji and other government institutions. Establish linkages with resident embassies and training providers and sponsors and training desk officers of line Ministries, Fiji Embassies abroad through the Ministry of Foreign Affairs. Facilitate processing of overseas long term training programs. Ensure Bond documents are accurately prepared and signed by all parties. Maintain a training and bond register. Maintain an efficient data base for short term, long term training and bondees. Historical data is to be properly computerized with relevant information up to date and accessible when required. Prepare and submit monthly reports, maintain up-to-date statistics by continuously updating the course officer Register and spreadsheets on statistics for nominations processed and approvals issued as required under the Fiji National Training Act. Proper maintenance of government assets assigned to position. Provide policy advice to MIST on matters relating to desk responsibilities including submission of budgets and deputise for MIST when required.

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

698/2009	ADMINISTRATIVE OFFICER [APPOINTMENT UNIT] HUMAN RESOURCES MANAGEMENT DIVISION
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The appointee will be responsible to the Principal Administrative Officer [Appointment Unit] of the Human Resource Management Division through the Senior Administrative Officer for the provision of quality advice in relation to the Commission's functions in terms of the State Service Degree No.6 and the statutory functions on human resource management. Assist in the management of the Appointment Unit and supervise subordinate staff to achieve the Unit's core deliverables. The incumbent is responsible for research, analysis and assessments of Commission Submissions in conformity to the substantive policies and Commission's Decreed statutory functions. Assist in the development and the formulation of human resource policies, legislation, terms and conditions and other policy initiatives relative to the Unit's functions. Provide advice on all appointment and promotion matters for all positions in civil service up to SS01 and equivalent and below. Preparation of Commission submissions as and when required particularly in the areas of regradings, salary upgrading, acting and relieving appointments, postings and transfers, resignations, deemed resignations, retirements, pre-retirements leave, leave and salary adjustments on upgraded qualifications. Vetting of Ministerial and Departmental Commission submissions is also conducted at this point. Assist in the compilation of monthly and quarterly reports to the Commission for the Unit's key responsibilities; any other duties assigned by the Principal Administrative Officer.

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

699/2009	ADMINISTRATIVE OFFICER [CORPORATE SERVICES DIVISION]
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The primary role of the position is to ensure the provision of efficient and effective administrative support to the Corporate Services Division. The appointee will be responsible to the Manager Corporate Services Division through the Senior Administrative Officer for the timely processing of all vacant positions in the Public Service Commission. The appointee will assist in organizing/conducting interviews and assist in writing of Staff Board Submissions. The incumbent will maintain and update the Vacancy Return Register and will be responsible for the Compilation of monthly, quarterly reports and monthly update of Person to Post (p2p) Exercise. Update and maintain a Staff Establishment Register for established and un-established staff that is within the approved ceiling for the Public Service Commission. The appointee will also be responsible for the compilation of PSC annual training plan/Calendar & arranges formalities of training courses. Supervision of all Government Wage Earners, Coordinate Office Accommodation and Office requirements, Coordinate and supervise Office beautification; any other duties assigned by the Manager Corporate Services Division.

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

700/2009	ADMINISTRATIVE OFFICER [INSURANCE] EMPLOYEE RELATIONS DIVISION]
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Responsible to the Director Employee Relations through the Principal Administrative Officer [Clients

Services] for the operation and management of the PSC Group Insurance Scheme (PSGIS) for government employees; coordinate membership recruitment drives; organize pocket meetings in liaison with Insurance Brokers/Providers and Departmental Insurance Liaison Officers [DILO]; promotion and marketing of the insurance scheme; attend to all queries by the PSGIS members and potential members; process Insurance death benefit claims; draw deed of indemnity on behalf of the PSGIS for late member's beneficiaries; arrange distribution of the insurance death benefit claims to the rightful beneficiary [ies]; liaise with the Public Trustees Office for the custody of beneficiary monies; assist in the evacuation and repatriation of the members for medical treatment overseas; submission of reimbursement claims with the Insurance brokers/Providers on behalf of the PSGIS member's conduct market research on the various insurance providers and brokers for comparative analysis in preparation for the annual renewal negotiations and agreement on both, the Term Life and Health Insurance Programs; prepare Commission Submissions and Information Papers on insurance matters when required. In addition, the incumbent is required to provide interpretation and application of Terms and Conditions of Employment of assigned cases from the ministries/departments; and any other duties as assigned from time to time in relation to Insurance and industrial relation matters.

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

701/2009	ADMINISTRATIVE OFFICER [SCHOLARSHIP UNIT]
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The primary role of the position is generally to facilitate and administer Fiji Government Scholarship awards (USP) efficiently and effectively in accordance with Fiji Government Scholarship Policies. The appointee will also have to ensure the smooth operation and effective computation of the monetary bond amount and compile annual statistics and

scholarship register. Ensure that the Manager Scholarship Unit is suitably informed and/or consulted and supported on scholarship matters and development policies, strategies and activities through constant and verbal/written consultation. The appointee will have to ensure proper compliance to statutory requirements and in line with training needs of that national workforce, represent PSC on academic boards/committees of other Ministries/Embassies and attend to payment of bills and allowances. The position reports directly to the Senior Scholarship Officer.

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

702/2009	SECRETARY [PA TO DIRECTOR TRAINING]
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Accountable for all the efficient secretarial operations and functions for the Director Training in ensuring that tasks as assigned by the Director are implemented within the set timeframes and with the highest levels of output quality. To manage all the daily activities and requirements of the Director Training's office and in particular to arrange appointments, arrange appointments, travel for the Director Training, maintain confidential files, ensure all outward correspondence from the Director's office is correctly distributed internally and assist with protocol arrangements for all visiting dignitaries. To maintain office tidiness and discretion with confidential correspondence; maintain an appointment diary. Remind Director Training of important meetings such as the HOD, staff board and any other meetings that received from time to time and ensure that necessary documents and files are well prepared and ready before hand. The incumbent will also perform the duties of the transport officer and supervision of the driver for the training division, assist Training Officers in the provision of logistics for all trainings/workshops and courses and assist in customer service.

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

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

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

**The Permanent Secretary
Ministry of Finance
P O Box 2212
Government Buildings
Suva**

703/2009	PRINCIPAL ACCOUNTS OFFICER [TREASURY]
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The appointee will be responsible for coordinating the daily operations of the Treasury division. These include the payment of accounts, grants, salaries and pensions. Monitoring of the whole of Government daily cash flow system in liaison with banks, provision of timely and sound advice to management, training of staff, supervise the dissemination of financial and accounting information reports and will also be required to analyze all requests for advance payments. Coordinate the preparation of the Annual Budget together with the posting of Budget loading. The appointee will also be responsible for the preparation of reports in accordance with the Finance Act and will take the lead role in the preparation of audit responses for the division.

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 organisation, 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

704/2009	SENIOR ACCOUNTS OFFICER [FINANCIAL POLICY ASSURANCE UNIT]
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Responsible to the Principal Accounts Officer for drafting financial policies relating to the financial management reform that are consistent with the Fiji Accounting Standards, monitoring the implementation of these policies and providing policy advice to senior management on issues relating to the Financial Management Act, the Finance Instructions and other reform initiatives and changes. The incumbent will also be required to implement change management strategies by drafting articles for the FMR newsletter and presenting in various forums on the reforms and implementation progress and provide secretariat services to various Committees on the reforms.

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 organisation; 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

705/2009	ASSISTANT ACCOUNTSOFFICER [FINANCIAL POLICY ASSURANCE UNIT]
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This position is responsible to the Senior Accounts Officer (FPAU) for undertaking and improving FMR training initiatives and promoting the FMR through awareness programmes. The officer provides secretarial support to the FMR Training Committees and should be able to present progress reports as and when required. The officer will also be required to contribute to the review of current accounting policies by facilitating the collection of relevant information and data from Ministries/Departments. The officer is expected to provide and contribute to administrative functions of the Unit, and any other duties required by the Director FPAU.

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

706/2009	SECRETARY [PA TO MANAGER, FINANCIAL POLICY ASSURANCE UNIT]
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The role of the position is to provide secretarial support to the Manager (Financial Policy Assurance Unit), as well as to attend to telephone enquiries; assist other staff in typing of official correspondence as and when essential; compile leave and absence returns for the Unit; provide directions to clients/customers. Monitoring and maintaining accurate and documented records arising out of department/ministerial or consultative meetings. The appointee is required to maintain confidentiality, and must display a cautious and polite manner in all contacts with great customer service skills; and any other duties assigned by the Manger, FPAU.

Qualification: Diploma in Secretarial Studies and assessed as having considerable potential **OR**

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

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

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

**The Permanent Secretary
Ministry of Provincial Development & Multi-Ethnic Affairs
G P O Box 18060
Prouds Buildings
Suva**

DEPARTMENT OF MULTI-ETHNIC AFFAIRS

707/2009	PRINCIPAL ADMINISTRATIVE OFFICER
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Responsible to the Director of Multi-Ethnic Affairs in providing corporate leadership and management of Projects, Scholarship and Administration Units. Duties include formulation and implementation of the Multi-Ethnic Community Development Projects in consultation with Divisional Commissioners, District Officers, relevant Ministries/Departments and National and District Advisory Councillors. Compile information papers for appointment of National Advisory Councillors and District Advisory Councillors and Committee members for the Fiji Multi-Ethnic Cultural Centres. The appointee will be required to provide Secretariat support and administration of Multi-Ethnic Affairs Scholarship to poor and disadvantaged Indo-Fijian and Minority candidates. Provide administrative support services, facilitate staff matters such as retirement, resignation, leave and advertising of vacancy, and ensure that the Staff Board meets on monthly basis on all administrative matters such as Promotion, Extension of Acting and

Temporary Relieving Appointments, Disciplinary and implementation in accordance with the delegation of powers. An effective operation of Registry, implementation of Occupational Health and Safety at Work Act, effective control of Transport, Stores Equipment, implementation of PMS, FMR and ensure Board of Survey is carried out annually. Assist the Director of Multi-Ethnic Affairs in preparation of quarterly reports, information papers, Annual Reports, Minutes of Meetings and reports for presentation to the National Advisory Councils. Provide secretariat support services to the National Advisory Councils with timelines and efficiency.

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

708/2009	ADMINISTRATIVE OFFICER [DEVELOPMENT]
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Responsible to the Director, Multi-Ethnic Affairs for the overall management of the Development Section of the Department, ensure that District Advisory Council meetings are held in each of the eighteen districts at least twice a year, organize at least one training program for Chairpersons/Deputy Chairpersons during the two District Advisory Council meetings held annually, projects received to be fully documented and approved by the Development Committee to be submitted to Ministry of Finance for RIE approval on time and subsequently disbursement of project payments, progress reports to be submitted to Ministry of Finance and National Planning office and Office of the Prime Minister on quarterly basis, preparation of yearly budget and cash flow, ensure that two National Advisory Council meetings are held on time and provide effective support services, sound policy advice and support and quality service.

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

709/2009	ACCOUNTS OFFICER
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Responsible to the Director Multi-Ethnic Affairs for all accounting functions of the Department, supervision and guidance of Accounting Staff and provide advise on financial matters to non-accounting staff, maintain control on the Department's expenditure, assist in the preparation of Department's Budget, responsible for adjustment of excess expenditure through Virement Warrants, request for additional Provision if required and prepare and submit RIE to Ministry of Finance for approval, answer Audit Queries, ensure appropriate financial management by preparing monthly financial statements & returns, instituting internal control in accordance with Finance Manual 2004, Finance Act and Financial Instructions, preparation of quarterly cash flow forecast within timelines.

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 - \$29,73

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

**The Chief Registrar
High Court of Fiji
P O Box 2215
Government Buildings
Suva**

710/2009	COUNSELLOR [FAMILY COURT] SUVA
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Responsible to the Director, Court Counseling Services for providing conciliation and counseling assessment, attending the divisional court circuits and counseling and is also responsible for oral and written assessment reports for the courts. Attend Case assessment conferences and joint conciliation. Practices and promotes effective communication within and outside the team through appropriate communication strategies and systems, promotes the counseling system, liaise and negotiate with identified individuals and groups to achieve desirable outcomes. The incumbent is required to practice appropriate professional demeanor and provide community education and consultation about the impact of separation and the services provided by the Family Courts.

Qualification: Qualification required for appointment as Assistant Counselor or a recognized equivalent qualification with at least 2-3 years experience in that grade; or; relevant skills and experience in this particular field in any other organization; OR A degree in Social Science or related discipline with assessed potential to progress at least one grade beyond Counselor position.

Salary: HW03 \$23,867 - \$30,727

711/2009	ASSISTANT COUNSELLOR [FAMILY COURT] LAUTOKA
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Responsible to the Director, Court Counseling Services through the Senior Court Officer, Family Court, Lautoka, for providing Conciliation and counseling assessment, attending the divisional court circuits and counseling and is also responsible for

Oral and Written Assessment reports for the Courts. Attend Case assessment conferences and joint conciliation. Practices and promotes effective communication within and outside the team through appropriate communication strategies and systems, promotes the counseling system, liaise and negotiate with identified individuals and groups to achieve desirable outcomes. The incumbent is required to practice appropriate professional demeanor and provides community education and consultation about the impact of separation and the services provided by the Family Courts.

Qualification: A Diploma in Social Services or a recognised equivalent qualification and at least 23 years experience as a Welfare Officer Class II or relevant skills and experience in this particular field in any other organisation with consistently good reports and leadership ability. **OR** A University Degree in Social Science or related discipline with assessed potential to progress at least one grade beyond Welfare Officer Class I; **OR** A Certificate in Social Work accreditation with at least 5 years work experience as a Welfare Officer Class II or relevant experience in this particular field in any other related organisation.

Salary: HW04 \$20, 335 - \$26, 906

712/2009	STATISTICIAN
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Responsible to the Director Corporate Services for collecting, processing, analyzing and interpreting Statistical monthly returns of all Court cases throughout Fiji. Ensuring that statistics are entered in the appropriate excel worksheets and a summary compiled to reflect on each court caseloads. Liaise and confer with officers responsible for statistics in each Registry/Court to allow for the effective and correct flow of information. He/She is also responsible for developing and designing effective methodologies of data collection to allow for accurate and descriptive data. The incumbent will monitor and evaluate statistics output and outcomes to ensure that set performance and timelines are met and assist in the compilation of Annual Reports, and any other reports as and when required.

Qualification: Qualifications required for appointment as Assistant Statistician and at least 2-3 years service as an Assistant Statistician or equivalent or relevant degree and/or relevant skills and experience in any

other organisation. Assessed potential and ability to progress beyond Statistician grade.

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

713/2009	EXECUTIVE OFFICER
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Responsible to the Senior Administrative Officer in assisting in the recruitment and selection process of Departmental support staff in the Department. He/She will maintain and update the Staff Establishment Register, Person to Post [P2P] and Vacancy Return. The incumbent will oversee the processing of Leave and safe custody of Personal and Leave Files for support staff. Act ad Transport Officer and responsible for updating of Vehicle Log Books, Running Sheets and proper maintenance of Departmental fleet of vehicles when due. He/She will consult with PSC on Staff Matters and attend to queries raised by officers or from members of the public and any other duties assigned from time to time.

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

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

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

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

	PRINCIPAL [ED1D] - 13 POSTS
714/2009	ADI CAKOBAU SCHOOL
715/2009	ALL SAINTS SECONDARY SCHOOL
716/2009	KAMIL MUSLIM COLLEGE
717/2009	LABASA COLLEGE
718/2009	LABASA SANGAM [SKM] COLLEGE

719/2009	NADI SKM COLLEGE
720/2009	PT VISHNU DEO MEMORIAL SCHOOL
721/2009	QUEEN VICTORIA SCHOOL
722/2009	RATU KADAVULEVU SCHOOL
723/2009	RATU SIR LALA SUKUNA MEMORIAL SCHOOL
724/2009	SUVA GRAMMAR SCHOOL
725/2009	SWAMI VIVEKANANDA COLLEGE
726/2009	TILAK HIGH SCHOOL

To administer a ED1D Secondary School and provide educational and professional leadership for the enhancement of improved staff and student performance. Fosters a positive school climate and safe environment that facilitate the fulfillment of school goals and stakeholders expectations. Ensures the efficient and effective management of the school, co-ordinate staff movement and to teach. The appointee is responsible for fostering and maintaining positives collegial relationships among staff members and with the wider community. Establishes an appropriate code of conduct for staff and students.

Qualification: Qualification as for HOD 1 post and at least 5 years competent service with superior assessment in ED2 or 2 years in ED1A-C grades or equivalent based upon standard rating scale; or equivalent experience in tertiary education post or Ministry of Education posts with proven superior administrative ability and professional leadership skills. Completed 3 years rural service or a superior assessment in the past 3 years. Applicants with relevant postgraduate qualifications will have an advantage. Where relevant, hostel management experience will be preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

Salary: ED1D \$38, 378 - \$44, 037

	PRINCIPAL [ED1A] - 16 POSTS
727/2009	ASSEMBLIES OF GOD HIGH SCHOOL
728/2009	BUCALEVU SECONDARY SCHOOL
729/2009	DAV COLLEGE BA
730/2009	HOLY CROSS COLLEGE
731/2009	JASPER WILLIAM HIGH SCHOOL
732/2009	LAUCALA BEACH SECONDARY SCHOOL

733/2009	LEVUKA PUBLIC SCHOOL
734/2009	NABUA SECONDARY SCHOOL
735/2009	NASAVUSAVU SECONDARY SCHOOL
736/2009	NASINU SECONDARY SCHOOL
737/2009	SARASWATI COLLEGE
738/2009	SEAQAQA CENTRAL COLLEGE
739/2009	ST THOMAS HIGH SCHOOL
740/2009	TAILEVU NORTH COLLEGE
741/2009	VASHIST MUNI COLLEGE
742/2009	VOTUALEVU C OLLEGE

To administer a ED1A Secondary School and provide educational and professional leadership for the enhancement of improved staff and student performance. Fosters a positive school climate and safe environment that facilitate the fulfillment of school goals and stakeholders expectations. Ensures the efficient and effective management of the school, co-ordinate staff movement and to teach. The appointee is responsible for fostering and maintaining positives collegial relationships among staff members and with the wider community. Establishes as appropriate code of conduct for staff and students.

Qualification: Qualification as for HOD 1 post and at least 3 years competent service with a superior assessment in ED2 or 3 years in ED3 grades or 4 years in ED4 or equivalent based upon standard rating scale; or equivalent experience in tertiary education post or Ministry of Education posts with proven superior administrative ability and professional leadership skills. Completed 3 years rural service or a superior assessment in the past 3 years. Applicants with relevant postgraduate qualifications will have and advantage. Where relevant, hostel management experience will be preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

Salary: ED1A \$35, 438 - \$40, 746

	PRINCIPAL [ED1C] - 11 POSTS
743/2009	A D PATEL COLLEGE
744/2009	BHAWANI DAYAL ARYA COLLEGE
745/2009	CUVU COLLEGE
746/2009	DAV COLLEGE SUVA
747/2009	DUDLEY HIGH SCHOOL
748/2009	GOSPEL HIGH SCHOOL
749/2009	INDIAN COLLEGE

750/2009	KHALSA COLLEGE
751/2009	SIGATOKA METHODIST HIGH SCHOOL
752/2009	SILA CENTRAL HIGH SCHOOL
753/2009	VUNIMONO HIGH SCHOOL

To administer a ED1C Secondary School and provide educational and professional leadership for the enhancement of improved staff and student performance. Fosters a positive school climate and safe environment that facilitate the fulfillment of school goals and stakeholders expectations. Ensures the efficient and effective management of the school, co-ordinate staff movement and to teach. The appointee is responsible for fostering and maintaining positives collegial relationships among staff members and with the wider community. Establishes an appropriate code of conduct for staff and students.

Qualification: Qualification as for HOD 1 post and at least 4 years competent service with a superior assessment in ED2 grades or 2 years in ED1A or equivalent based upon standard rating scale; or equivalent experience in tertiary education post or Ministry of Education posts with proven superior administrative ability and professional leadership skills. Completed 3 years rural service or a superior assessment in the past 3 years. Applicants with relevant postgraduate qualifications will have an advantage. Where relevant, hostel management experience will be preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

Salary: ED1C \$36, 852 - \$42, 375

	PRINCIPAL [ED2D] - 12 POSTS
754/2009	BA PROVINCIAL SECONDARY SCHOOL
755/2009	BAULEVU HIGH SCHOOL
756/2009	CATHEDRAL SECONDARY SCHOOL
757/2009	KOROVUTO COLLEGE
758/2009	RAKIRAKI PUBLIC HIGH SCHOOL
759/2009	LOMARY SECONDARY SCHOOL
760/2009	RA HIGH SCHOOL
761/2009	RAMPUR COLLEGE
762/2009	RATU NAVULA SECONDARY SCHOOL
763/2009	SIGATOKA ANDHARA COLLEGE

764/2009	ST BEDES COLLEGE
765/2009	SUVA SANGAM COLLEGE

To administer a ED2D Secondary School and provide educational and professional leadership for the enhancement of improved staff and student performance. Fosters a positive school climate and safe environment that facilitate the fulfillment of school goals and stakeholders expectations. Ensures the efficient and effective management of the school, co-ordinate staff movement and to teach. The appointee is responsible for fostering and maintaining positives collegial relationships among staff members and with the wider community. Establishes an appropriate code of conduct for staff and students.

Qualification: Qualifications as for HOD 1 post and at least 6 years competent service with a superior assessment in ED4 or 5 years in ED3 grades or 2 years in ED2A/ED2B or equivalent based upon standard rating scale; or equivalent experience in tertiary education post or Ministry of Education posts with proven superior administrative ability and professional leadership skills. Completed 3 years rural service or a superior assessment in the past 3 years. Applicants with relevant postgraduate qualifications will have an advantage. Where relevant, hostel management experience will be preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

Salary: ED2D \$34, 223 - \$39, 459

	PRINCIPAL [ED2B] - 10 POSTS
766/2009	LAUTOKA ANDHARA SANGAM COLLEGE
767/2009	NADROGA ARYA COLLEGE
768/2009	ROTUMA HIGH SCHOOL
769/2009	KORO HIGH SCHOOL
770/2009	NAKASI HIGH SCHOOL
771/2009	NAVOSA CENTRAL COLLEGE
772/2009	RABI HIGH SCHOOL
773/2009	ST VINCENT COLLEGE
774/2009	WAIQELE SECONDARY SCHOOL
775/2009	YATSEN SECONDARY SCHOOL

To administer an ED2B Secondary School and provide educational and professional leadership for

the enhancement of improved staff and student performance. Fosters a positive school climate and safe environment that facilitate the fulfillment of school goals and stakeholders expectations. Ensures the efficient and effective management of the school, co-ordinate staff movement and to teach. The appointee is responsible for fostering and maintaining positives collegial relationships among staff members and with the wider community. Establishes an appropriate code of conduct for staff and students.

Qualification: Qualification as for HOD 1 post and at least 6 years competent service with a superior assessment in the ED4 or 4 years ED3 grades or equivalent based upon standard rating scale; or equivalent experience in tertiary education post or Ministry of Education posts with proven superior administrative ability and professional leadership skills. Completed 3 years rural service or a superior assessment in the past 3 years. Applicants with relevant postgraduate qualifications will have an advantage. Where relevant, hostel management experience will be preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognised leader sin Education would be an added advantage. Potential to advance to higher posts.

Salary: ED2B \$32, 261 - \$37, 088

	PRINCIPAL [ED3C] - 13 POSTS
776/2009	DELANA METHODIST HIGH SCHOOL
777/2009	NADARIVATU HIGH SCHOOL
778/2009	NAITASIRI SECONDARY SCHOOL
779/2009	NILSEN COLLEGE
780/2009	SAQANI HIGH SCHOOL
781/2009	VUNIMOLI ISLAMIA SECONDARY SCHOOL
782/2009	CICIA JUNIOR SECONDARY SCHOOL
783/2009	KADAVU PROVINCIAL SECONDARY SCHOOL
784/2009	NAKAUVADRA HIGH SCHOOL
785/2009	RATU MARA COLLEGE
786/2009	SIGATOKA VALLEY JUNIOR SECONDARY SCHOOL
787/2009	SOLEVU JNR SECONDARY
788/2009	THOMAS BAKER MEMORIAL

To administer an ED3C Secondary School and provide educational and professional leadership for

the enhancement of improved staff and student performance. Fosters a positive school climate and safe environment that facilitate the fulfillment of school goals and stakeholders expectations. Ensures the efficient and effective management of the school, co-ordinate staff movement and to teach. The appointee is responsible for fostering and maintaining positives collegial relationships among staff members and with the wider community. Establishes an appropriate code of conduct for staff and students.

Qualification: Qualification for HOD[1] post and at least 5 years in ED5E or 4 years competent service with a superior assessment in the ED4 grade or 2 years in ED3A or B grades or equivalent based upon standard rating scale. Completed 3 years rural service or attained a superior assessment in the past 3 years. Where relevant, hostel management experience will be preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

Salary: ED3C \$30, 707 - \$35, 403

	PRINCIPAL [ED4C] - 9 POSTS
789/2009	DAUVATA JUNIOR SECONDARY SCHOOL
790/2009	WAINIBUKA JUNIOR SECONDARY SCHOOL
791/2009	AHMADIYYA MUSLIM SCONDARY SCHOOL
792/2009	DAWASAMU JUNIOR SECONDARY SCHOOL
793/2009	NOCO JUNIOR SECONDARY SCHOOL
794/2009	RATU LUKE JUNIOR SECONDARY SCHOOL
795/2009	VALEBASOGA JUNIOR SECONDARY SCHOOL
796/2009	VATUKALOKO JUNIOR SECONDARY SCHOOL
797/2009	WAINIMAKUTU JUNIOR SECONDARY SCHOOL

To administer a ED4C Secondary School and provide educational and professional leadership for the enhancement of improved staff and student performance. Fosters a positive school climate and safe environment that facilitate the fulfillment of school goals and stakeholders expectations. Ensures

the efficient and effective management of the school, co-ordinate staff movement and to teach. The appointee is responsible for fostering and maintaining positives collegial relationships among staff members and with the wider community. Establishes an appropriate code of conduct for staff and students.

Qualification: Qualification as for HOD 1 post and at least 3 years service with a superior assessment in the ED5 or 1 year in ED4B grade or equivalent based upon standard rating scale. Completed 3 years rural service or a superior assessment in the past 3 years. Proven superior administrative ability and professional leadership skills. Where relevant, hostel management experience preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively in education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

Salary: ED4C \$27, 480 - \$31, 533

WITHDRAWAL OF VACANCIES

FPSOC NO	VACANCY NO	POST
MINISTRY OF WORKS, TRANSPORT & PUBLIC UTILITIES		
7/2009	338/2009	Senior Engineer [Roads] Lautoka – absence of suitably qualified applicants.
OFFICE OF THE PRIME MINISTER		
13/2009	588/2009	Permanent Secretary – posting of Mr Pio Tikoduadua to fill the vacant position.
MINISTRY OF HEALTH		

5/2009	250/2009	Director Nursing – withdrawn.
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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: 31/08/2009
 Before noon: 15/08/2009
 Circular dated: 15/09/2009
 Before noon: 31/08/2009

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 or telephone Alumita Tamanikaiyaroi on 3314588 ext 238 of the Public Service Commission.