



FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 16/2009

DATE: 31st 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 Deputy Secretary
Office of the President and Vice President
P O Box 2513
Government Buildings
Suva

798/2009	PRINCIPAL ADMINISTRATIVE OFFICER [PRIVATE SECRETARY TO HIS EXCELLENCY THE VICE PRESIDENT
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Responsible to the Official Secretary in ensuring the observance of protocol in the process of facilitating the Vice President's constitutional and ceremonial roles, correctly and appropriately briefed His Excellency the Vice President in the performance of his function. A responsible and dynamic image is presented for the Office with all its dealings with international, public and private organization. Facilitate the proper administration of the Office and staff development and staff responsibilities. Ensure that an appropriate level of funds is secured and efficiently utilized to cover the operating requirement of the Office of the President and Vice President. The incumbent is required to ensure that briefs are proper, correct and ethical and does not compromise the function of the Office of the Vice President.

This position requires a matured personal attribute, good knowledge of Fijian and official protocol, tact and equable temperament are also vital to the post. A working knowledge of government administration and finance system is also important.

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

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

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

MINISTRY OF FOREIGN AFFAIRS,
INTERNATIONAL CO-OPERATION & CIVIL
AVIATION

799/2009	CHIEF ADMINISTRATIVE OFFICER [DIRECTOR ECONOMICS & TRADE]
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Manage and advance Fiji's Economic and External Trade Policy and relations with its international partners. This includes progressing Fiji's trade negotiations and economic relations with major partners such as the EU, Australia, New Zealand, and through Fiji's "look north" policy with China, India and ASEAN countries. The Director will oversee Fiji's bilateral, regional and multilateral (under WTO) trade relations. In this regard, the Director will lead and/or support Fiji's representation in international trade negotiations and meetings and advance Fiji's economic and trade position and interest therein.

In addition, the Director would be responsible for progressing external economic relations in the spheres of Development Cooperation, including Aid for Trade, Investment and Tourism with Fiji's existing and potential international development and economic partners. The Director will monitor and analyze the international trade environment, identify potential international market access arrangements, maintain monitoring of international trends and developments, and provide information, reports and briefing papers. The incumbent will promote trade diversification in such analyses, provide representation at meetings of regional and international organisations to support the Government's position and negotiate for improved economic relations and standing for Fiji. S/he will provide economic and external trade information to the Deputy Permanent Secretary, Economics and Trade Division and supervise work within the Economics and Trade Division of the Ministry. The incumbent will maintain contacts and consultation with the private sector to ensure exchange of information to encourage external trade and

diversification and to convey advice to the Ministry on action that could be taken to facilitate private sector participation. The Director will also be responsible for the convening of the Government's Trade Development Committee (TDC), which is a crucial inter-Ministerial body that oversees the formulation, negotiation and implementation of Fiji's trade related economic policies. Through the Extended TDC, the Director will also ensure that private sector and civil society inputs are also factored into Fiji's trade policy framework and development. The Director will also encourage effective communication with staff, and assisting in performance management and staff development, timely reporting and implementation of Ministry policy and achievement of the Ministry economic and external trade goals described in the Corporate Plan. S/he will provide advice to the Permanent Secretary of the Ministry through the Deputy Permanent Secretary, Economics and Trade Division, on trade and economic issues based on research and analysis of data available in fulfillment with Government policy.

Qualification: Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required, is experience of negotiation/discussion with senior staff of Government and Non-Government Agencies. Officers should have shown well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decision. Proven ability to manage manpower and physical resources effectively is required in positions at this level, which have a bias towards Senior Management rather than policy and considerate work. The best graduate with specialist degrees entering the Service at SS04/03 or equivalent levels may achieve this level after not less than 13 years of service including at least 3 years at Principal level in their discipline. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during the career.

Salary: US04 \$45, 198- \$54, 776

PUBLIC SERVICE COMMISSION

800/2009	PRINCIPAL ADMINISTRATIVE OFFICER [MANAGER STAFF ESTABLISHMENT] MANAGEMENT IMPROVEMENT DIVISION
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The position is responsible to the Director of the Management Improvement Division in the effective implementation of good management practices to enhance management effectiveness in ministries and departments. The appointee is directly responsible for the co-ordination and control of the civil service establishment through the application of staff establishment management policies, and the research and advice on the formulation of new staffing policies. The appointee is expected to ensure increased awareness of staff establishment management policies by ministries and departments, ensure coordination of efforts on staff establishment and its budgetary provisions between PSC and the Budget Division of the Ministry of Finance and National Planning, co-ordinate project appointments and submissions on management consultancies service wide, the timely publications of Fiji Government Gazette, Fiji Public Service Official Circular and the annual Staff Establishment Register. The post holder is also required to provide quality and timely advice internally to the Director Improvement Division and staff of the Division, and externally to senior management staff of the Ministries and Departments on human resource management issues and practices. As head of the Staff Establishment Management unit, the appointee supervises the performance of assigned desk officers and encourages a work culture conducive to teamwork and high performance level.

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 \$34, 757- \$43, 892

801/2009 802/2009	SENIOR ADMINISTRATIVE OFFICER [SENIOR EMPLOYEE RELATIONS ADVISOR] EMPLOYEE RELATIONS DIVISION - 2 POSTS
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Responsible to the Director Employee Relations through the Principal Employee Relations Advisor in making informed decisions by providing effective support and advice on employee relations matters. Assist in the implementation of decisions on employment relations matters through timely research/analysis/recommendation for superior's approval and timely submission of quality information/discussion/commission papers and attendance to subsequent action required. Facilitate departmental decision-making through the provision of timely, accurate and sound quality advice as and when required by Ministries and Departments including interpretation and clarification of terms and conditions of employment for both established and Government Wage Earners. This includes examining of rules, regulations, directions and legislations alongside major initiatives of Government. The appointee will also assist as resource personal on Employee Relations matters. Ensure trade dispute cases before the Tribunal are thoroughly prepared in consultation with Director Employee Relations and Principal Employee Relations Advisor well before the hearing date. Assist in ensuring the effective resolution of grievances and trade disputes through research, consultation with relevant parties and prompt submission of responses to the Ministry of Labour & Industrial Relations. Assist in advocating for Government at the Mediation Court and Tribunal on trade disputes involving Government. Provide regular updates on desk responsibilities to Director Employee Relations through the submission of monthly reports inputs, and to the Commission, where appropriate and issues specific reports. Develop

a harmonious relationship with Trade Unions by addressing their needs and demands promptly in order to avoid a trade dispute.

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

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

803/2009	SENIOR ADMINISTRATIVE OFFICER [HUMAN RESOURCE MANAGEMENT DIVISION]
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The appointee will be responsible to the Principal Administrative Officer [Appointment Unit] of the Human Resource Management Division for the provision of quality advice in relation to the Commission's constitutional and statutory functions in relation to human resource management. Assist in the management of the Appointment Unit and supervise 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 constitutional and statutory functions. Assist in the development and the formulation of 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 civil service wide up to SS01 and equivalent and below. Preparation of Commission submissions as and when required particularly in the areas of waiver of MQR and salary upgrading and vetting of ministerial and departmental commission submissions on the same. Vetting of pension documents application for leave overseas; 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 Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree and/or relevant skills and experience in this particular field in any other organisation. Assessed potential

and ability to progress beyond Senior Administrative Officer.

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

804/2009 805/2009	ADMINISTRATIVE OFFICER [STAFF ESTABLISHMENT UNIT] MANAGEMENT IMPROVEMENT DIVISION - 2 POSTS
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Responsible to the Principal Management Advisor for co-ordinating and monitoring the progress of the Public Service rightsizing policy by providing guidance on departmental staff establishment – Effective Staff Establishment Management Control; facilitating the effective implementation of management practices in assigned Ministries and Departments through the conduct and facilitation of training and skill transfer – Dissemination of management theories and concept practices; contribute to the alignment of Ministries and Departments management structures, strategies and systems by facilitating efficiency study and effectiveness reviews as necessary; contribute to effective management decision making by providing constructive, quality and timely advise on given subjects and strengthen capacity building in Ministries and Departments through continued consultation and communication on management policies.

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

806/2009 807/2009	ADMINISTRATIVE OFFICER [TRAINING OFFICER – UNIT 1] CENTRE FOR TRAINING & DEVELOPMENT - 2 POSTS
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The successful appointee will report to the Director Training and Development through Manager – Workforce Training and Development and Senior Administrative Officer, Training and Development. The appointee will be required to facilitate training and development in order to promote excellence in Public Service delivery. This will include assisting in obtaining training needs, designing training programmes, conduct and evaluation of training. Assist in the preparation of course and monthly reports and provide consultation services to stakeholders. To maximize return on TPAF Levy and grants, the successful appointee will assist in facilitating training programmes in accordance with the Fiji National Training Act and approved by the Public Service Training and Examination Board.

The Officer is required to be registered or eligible to be registered as a training instructor and a training officer with the Training and Productivity Authority of Fiji [TPAF]; should have good speaking and presentation skills with hands on experience on the use of training equipment; facilitated at least six months of continuous training sessions; have participated in productivity improvement programmes such as OCC, 5S, Benchmarking, Green Productivity, Six Sigma, etc.

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

808/2009	EXECUTIVE OFFICER [OFFICE] OFFICE ACCOMODATION DIVISION
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Responsible to the Director Office Accommodation through the Principal Administrative Officer in the provision of office space for government Ministries and Departments. Assist the Administrative Officer with all duties relating to property management, administrative work for the division, maintaining statistics for office and residential accommodation, complying data for Corporate Plan, annual works plans and monthly reports. Provide feedback to the Director on work progress by discussing, reviewing and revision of work plan ensuring achievement of set goals.

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

809/2009	LIBRARY ASSISTANT [TRAINING DIVISION]
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This position reports to the Senior Training Officer to ensure that the library is continuously upgraded and equipped with latest resource materials for research purpose and effective delivery of CTD training programs. The successful applicant is required to facilitate Training Officers, resource personnel and other staff of the Public Service with books and other research materials as and when need arises; development and computerization of the Library information system using relevant Library services software; facilitate effective library networking system throughout the service and linking with other major Libraries in the country; ensure there is continuous upgrading and development of the CTD Library both physical and resource materials; ongoing subscription of textbooks, magazines, journals, etc; and carry out customer/client and other support services.

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

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

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

**The Permanent Secretary
Ministry of Foreign Affairs, International Co-
operation & Civil Aviation
P O Box 2220
Government Buildings
Suva**

810/2009	SENIOR ADMINISTRATIVE OFFICER [ECONOMICS]
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Responsible to Director Economics and Trade through Principle Assistant Secretary (Economics). The incumbent is responsible for Providing advice and information on trade and economic policy issues based on research and analysis of up-to-date data, in accordance with Government policy, Research and analyze the international trade environment, multilateral trade rules (WTO), international market access arrangements, and international trends and developments, in order to provide information, reports and briefing papers that aim to promote trade and economic diversification and growth for Fiji, Research and analyze compliance requirements of the WTO by liaising with relevant stakeholders in Fiji, and advise them of Fiji's obligation and policies under the multilateral trading system of the WTO, Research and analyze the international trade environment, and maintain monitoring of trends and developments, and provide information to the Minister and Permanent Secretary and to Missions overseas, Promote trade diversification in such analyses, draft cabinet submissions, ministerial speeches and communications for the PM and Minister, provide advice and recommendations on Fiji's position on external trade issues to the Director Economics & Trade, the Deputy Secretary, Economics and Trade and the Permanent Secretary, Providing representation at meetings of regional and international organisations to support the Government's position and negotiate for improved economic relations and standing for Fiji, Actively participating in trade negotiations, especially in the preparation of background papers on trade and development matters relating to the negotiations of bilateral, regional and multilateral trading agreements, Facilitating and supporting the Trade Development Committee (TDC), which was a crucial inter-

Ministerial body that oversees the formulation, negotiation and implementation of Fiji's trade related economic policies, in addition to facilitating and supporting WTO Implementation Committee, and WTO Notification Committee which oversees the implementation of Fiji's WTO commitments, Timely reporting and implementation of Ministry policy and achievement of Ministry economic and external goals described in the Corporate Plan; monitor WTO changes and progress and provide analysis, reports and recommendations to senior levels of Government especially in relation to economics and trade issues, Maintaining contacts and consultation with the private sector and the civil society to ensure exchange of information to encourage external trade and advising the Ministry on actions that could be taken to facilitate private sector and business promotion. This involved attendance of various official functions, meetings etc.

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

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

811/2009	SENIOR ADMINISTRATIVE OFFICER [PROTOCOL]
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The incumbent is responsible to the Director Protocol and Consular Services in assisting the running of the Division. Assist in administering of the Diplomatic Privileges and Immunities Act and Vienna Convention to the Resident Diplomatic Community, International and Regional Organisations. Assist in the provision of Protocol and consular services to the Resident Fiji Diplomats overseas. Oversee the registration and documentation of Staff in the Diplomatic Missions, International and Regional Organisations. Liaise with relevant government agencies in the clearance of military aircrafts, war vessels, research vessels and visiting Defense Personnels. Liaise with Diplomatic Missions on VIPs, special envoys and other important dignitaries visiting the country. Liaise with Police on security services, provide protocol facilitation at airports and coordinate appointments and meetings for visiting dignitaries. Prepare programme for Presentation of Credentials at Government House and related Courtesy calls/meetings. Assist in the implementation of State Protocol. Assist the Chief of

Protocol in the organizing of State/Official functions. Prepare credence papers, Recall and Commission papers for Ambassador Designates/High Commissioner Designates from Fiji for overseas postings. Process Honorary Consul Applications for vetting, submission to Prime Minister's Office; prepare Commission papers and further liaison with receiving states. Prepare quarterly report for the Protocol Division. Prepare administrative logistics for government officials traveling overseas. Disseminate information required by Line Ministries, Missions Overseas, Regional and International Organisations on Protocol related matters. Attend to administrative matters from Protocol Office in Nadi, VIP and Borron House and assist the Chief of Protocol when required on any other matters.

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

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

812/2009	SENIOR ADMINISTRATIVE OFFICER [CORPORATE SERVICES]
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Responsible to the Director Corporate Services for the coordination of staff movements for both Headquarters and Missions overseas within the staff establishment, providing human relations management services; assist in staff supervision in the Corporate Services Division including the unestablished cadre. As required, authorise expenditure on consumables including stationery, and on motor vehicle maintenance, undertake correspondence in relation to human resources and administration matters, liaise with other Government agencies on human resources and administrative matters, ensure that the Ministry car pool is well maintained and managed, assist to make administrative and human resources arrangements for posting of diplomatic staff overseas, oversee and ensure maintenance and management of all properties vested in the Ministry, supervise the management of the information system including records and correspondence flows, coordinate staff training with the Public Service Commission.

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

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

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

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

813/2009 814/2009	SENIOR AUDITOR - 2 POSTS
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Responsible to the Audit Manager for the planning and audit of Government Ministries/Departments and statutory authorities; supervise the work of staff in a section; arrange for their training and any other duties as assigned by senior officers. Appointees should implement effectively new audit methodologies.

Qualification: A degree in accounting and membership with the Fiji Institute of Accountants or a recognised professional body. He or she must have 2-3 years experience as an auditor and has managed the conduct of audits in this period. **OR** Qualifications required for appointment as an Auditor and at least 2-3 years service in that grade or equivalent. Consistently good reports and assessed potential and ability to progress beyond Senior Auditor level.

Salary: AC02 \$29, 935 - \$37, 982

815/2009	ASSISTANT PROGRAMMER
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Responsible to the Auditor General through the Deputy Auditor General for the overall operations of the IT and Information Section. The incumbent will be responsible for the purchase and record keeping of all IT accessories and ensure its proper distribution. He/she will ensure that all complaints are properly

attended to. The incumbent will be responsible for maintaining the OAG library. He/she will be required to provide necessary support services of plans, procedures contributing to production of quality reports. Ensure that reports are formatted on time. He/she will be responsible for the updating of the OAG website. Ensure maintenance, performance, integrity and security of systems. Configuration and installation of network computers and printers and Maintenance of network drive. Ensure that off site back ups are done monthly. Maintain asset system inventory and maintenance register. Liaise with ITC on GOVNET policies.

Qualification: Qualifications as required for appointment as a Computer Operator plus 2-3 years experience; OR A degree holder with relevant experience in computing in any other organisation and/or relevant skills and experience in this particular field in any other organisation.

Salary: IT06 \$20, 313 - \$24, 540

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

**The Permanent Secretary
Ministry of Justice, Electoral Reform & Anti-Corruption
G P O Box 11869
Suva**

816/2009	ADMINISTRATOR GENERAL
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Responsible to the Permanent Secretary for Justice for the administration of the Companies Act, Business Names Act, Patent Act, Trade Marks Act, Newspapers Registration Act, Credit Union Act, Friendly Society Act, and Bankruptcy Act. Responsibilities also includes the proper performance of statutory and non-statutory functions pertaining to the abovementioned Acts; ensure the proper administration and maintenance of all records and registers which are under the custody of the Registrar of Companies Office and the Official Receiver's Office and the ready accessibility of these records and registers to members of the public. Other duties and accountabilities include the provision for accurate legal advice/opinions, timely issuance of notice, preparation of annual budgetary proposals, review of office structure and systems updating of office manuals, review of corporate plans and Management

Plan and Strategic Plan, capacity building of staff and review of existing legislation to ensure our compliance with international obligations.

Qualification: Professionally qualified under the provisions of the Legal Practitioner's Act. Serving officers must have served at least 2-3 years as Principal Legal Officer or equivalent and/or 6 years practical lawyer in any other organization Preference will be given to applicants with experience in Litigation work or could demonstrate similar aptitude and practical understanding of intellectual property related laws and conventions, administration of estates and trusts including investments, bankruptcy law and liquidation, company law and practice, lands transfer matters, etc..

Salary: LG01 \$57, 297 - \$72, 154

817/2009	ADMINISTRATIVE OFFICER
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The position is responsible for all administration and staffing matters in the Justice Department. Organize and co-ordinate training programs for the staff including preparation of TNA/TNS forms, take minutes of Meetings, act as Office Superintendent and maintain confidential files. The incumbent will also be responsible for the maintenance of vehicles and monitoring of vehicle running sheets; he/she will act as the Departments insurance liaison officer. He/She will act as Secretary of the Department's Staff Board and will be responsible for preparing submissions to PSC on staffing 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

818/2009	SENIOR ASSISTANT REGISTRAR [COMMISSIONER OF STAMP DUTIES]
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This position is responsible to the Permanent Secretary for Justice and the primary role is to administer the Stamp Duties Act and Moneylenders Act. The position is accountable for collecting stamp Duty due to government on documents required by the Stamp Duty Act to be presented for stamping; checks that the correct duty is levied; ensures proper account procedures for the public money received is maintained; The position is also responsible for reporting directly to the Permanent Secretary for Justice on the progress of the operations of the Stamp Duties Office, manages human resources by supervising, directing, delegating, developing and training communicating with staff, initiating action, selecting and recruiting staff. Also reports to the Minister for Finance via the Permanent Secretary for Justice on the general administration of the stamp duties division. This position also takes accounts of our ongoing strive to maximize efficiency and client satisfaction in the service we provide.

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

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

819/2009	ASSISTANT REGISTRAR [DEPUTY REGISTRAR OF TITLES]
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The position is responsible to the Registrar of Titles in the provision of efficient and accurate services to the public on matters relating to the following; Land Transfer Act, Unit Titles Act, Property Law Act, Charitable Trust Act, Bill of Sale Act, Crop Lien Act, Charitable Trusts Act, Religious Bodies Registration Act, Agriculture Landlord and Tenant Act, Native Lands Trust Act, Succession, Probate and Administration Act, Wills Act, Roads Act, Mining Act, and Towns Act; the registration and maintenance of records or Registers of Titles and Deeds in Fiji, and making these records available to the public upon

request; handling of all queries; deals with complaints and grievances; compile data for the Sections monthly and Annual reports; Supervises staff and checking revenues collected on a daily basis.

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

820/2009	ADMINISTRATIVE OFFICER [DEPUTY OFFICIAL RECEIVER] SUVA
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This position is responsible to the Administrator-General for the administration of the Bankruptcy Act and the Companies Act with respect to winding up of Companies in Fiji, and the administration of Bankruptcy matters. The position is also responsible for court attendances, calling of meetings of creditors, maintaining accounts of persons declared Bankrupt or Companies with winding-up orders; managing assets for the recovery of debts, distribution of liquidated assets to creditors and contributories; ensures that the function of winding-up, receiverships and winding-up are sufficiently recorded; ensure publications in the media are properly done, ensures timely service of documents before hearing in court dates; provide necessary assistance and sound advice to clients; Secure wage payments for bankrupts to the office of the Official Receiver; The position requires the incumbent to have a very good understanding of the winding up procedures and a sound knowledge of accounting procedures.

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

821/2009	EXECUTIVE OFFICER [DIVISIONAL REGISTRAR] WEST
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The position is responsible to the Registrar General, Suva for the performance of the Registrar's role in the Western Division with regards to the registration of Births, Deaths and Marriages, Deed Polls, Addition of Child's Names, Correction of Errors in the Births, Deaths and Marriages records; in addition the position ensures the provision of effective and efficient service of the department to the members of the public; maintains proper record of registrations from the Distinct Officers in the West; Constantly liaises with the Registrar General for any changes that could improve service delivery, filing of section reports, quarterly returns; solemnizing of marriages; Solemnizing of marriages; monitor of staff leave rosters and Supervision of staff;

Qualification: Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 2-3 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

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

822/2009	SECRETARY
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Responsible to the Deputy Secretary for all timely secretarial duties including role of facilitating general typing duties; management of Directors appointments, maintaining a proper filing system, handling of all files and electronic mails, inward and outward correspondences for the Director, attending to counter, handling of confidential correspondence and files, and the maintenance of a professional working environment.

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 Education, National Heritage, Culture & Arts and Youth & Sports
Private Mail Bag
Government Buildings
Suva**

823/2009	SENIOR EDUCATION OFFICER [ED2A] EDUCATION RESOURCE CENTRE
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Responsible to the Director [Curriculum Advisory Services] to coordinate, develop and strengthen the overall process of timely printing and delivery of all educational materials as need by CDU and Ministry of Education for the purpose of improving and promoting quality education for students and teachers of Fiji. Ensure that educational materials for schools are available at all times. Stock materials to be reprinted as and when needed. Liaise with CDU and Ministry of Education regarding assistance for printing machinery and other needs. Analysis of ways and means to try to better performance of staff and unit as a whole. Ensure that workers are OHS compliant and satisfied with their work areas and job description.

Qualification: Recognised degree with relevant subject majors and teacher training. A postgraduate qualification will be an added advantage. At least 8 years competent teaching experience with 6 years in ED6A -D grade or 5 years in ED5A-E grade or 3 years in ED4A -C grade or 2 years in ED3A -D grade with superior assessment based upon standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports.

Applicants with at least 3 years of rural service will be preferred. Ability to communicate effectively on education issues with the wider community and recognised leaders in Education. Potential to advance to higher posts.

Salary: ED2A \$31, 475 - \$36, 289

CORRIGENDA

Published in the Fiji Public Service Official Circular No.15/2009 of 15th August, 2009 incorrect salary under:

- Vacancy No.705/2009 – Assistant Accounts Officer [Financial Policy Assurance Unit] should read as:

“Salary: AC04 : \$17, 687 - \$22, 724”

WITHDRAWAL OF VACANCIES

FPSOC NO	VACANCY NO	POST
PUBLIC SERVICE COMMISSION		
15/2009	694/2009	Principal Administrative Officer [Manager-In-Service Training] CTD – post part of retirement listing
15/2009	695/2009	Principal Administrative Officer [Manager-Workforce Planning Scholarship Unit] – post part of retirement listing.

MINISTRY OF HEALTH		
21/2008	465/2008	Senior Systems Analyst [Hardware] HQ – No suitably qualified applicant
8/2009	389/2009	Chief Medical Officer [Medicine] CWM Hospital – No applications received.
8/2009	391/2009	Principal Medical Officer [Anaesthetic] Labasa Hospital – No applications received.
8/2009	398/2009	Senior Medical Officer [Nausori Maternity Unit] – No applications received
8/2009	400/2009	Senior Medical Officer [St Giles Hospital] (1) – No suitably qualified applicant
8/2009	401/2009	Senior Medical Officer [St Giles Hospital] (2) – No suitably qualified applicant
8/2009	404/2009	Senior Medical Officer [Surgical] Labasa Hospital – No applications received
8/2009	405/2009	Senior Medical Officer [Anaesthesia] Labasa – Post will be filled by Dr Antonette Garcia from Philippine
8/2009	409/2009	Senior Medical Officer [Pathology] CWM Hospital – No applications received

8/2009	410/2009	Senior Medical Officer [Pathology] CWM Hospital – No applications received.
MINISTRY OF SOCIAL WELFARE, WOMEN & POVERTY ALLEVIATION		
3/2009	181/2009	Senior Welfare Officer [Labasa] – No suitably qualified applicant
3/2009	184/2009	Welfare Officer 1 [Vunidawa] – Mr Clement Dari, sideways transferred to fill the post
3/2009	183/2009	Senior Welfare Officer [South/West] – Non-availability of qualified applicant
MINISTRY OF WORKS, TRANSPORT & PUBLIC UTILITIES		
1/2009	31/2009	Senior Scientific Officer [Forecast Services] – Mr Robin Nataniela was automatically promoted to the post. after meeting the MQR as the post is bracketed.
12/2009	482/2009	Director of Energy – withdrawn and to be re-advertised at a later date.

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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:	15/09/2009
Before noon:	31/08/2009
Circular dated:	30/09/2009
Before noon:	15/09/2009

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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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