



FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 17/2009

DATE: 15th SEPTEMBER, 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

824/2009	SYSTEMS ANALYST/PROGRAMMER [DEVELOPMENT] MANAGEMENT INFORMATION SYSTEMS - RE-ADVERTISED
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The position reports directly to the Senior Systems Analyst and is responsible for designing, developing and implementing existing & new databases with user friendly features to enable easy access by users for data entry, information viewing and reporting. Perform feasibility study on planned systems. Responsible for prototyping and implementing the computerized system, compile User manuals, provide direction and assistance to Users by conducting effective trainings on computer systems implemented to ensure Users are familiar with operations, procedures and systems access. Compile monthly reports and development plans.

Qualification: A meritorious performer with at least 2-3 years experience as an Asst Programmer and/or relevant skills and experience in this particular field in any other organisation and demonstrates the analytical ability to partake in development and design work.

Salary: IT05 \$23,791 - \$31,730

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

The Permanent Secretary
Ministry of Defence, National Security, Disaster
Management & Immigration
P O Box 2349
Government Buildings
Suva

DEPARTMENT OF DEFENCE

825/2009	SENIOR ADMINISTRATIVE OFFICER [SECURITY FORCES DIVISION]
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Responsible to the Principal Administrative Officer (Security Forces) in facilitating the timely provision of quality defence and police advice, briefs, assessments and information for executive management; efficient management and delivery of defence and policing services in line with the Ministry's Annual Corporate Plan; facilitating the efficient administration and compliance of national obligations under the various International Convention that impact on Law & Order and Defence, including the Chemical Weapons Convention, UN Program of Action on Small Arms, Certain Chemical Weapons, Global Programmes against Corruption, and Transnational Organized Crime; assist in the efficient administration of search and rescue services in line with national requirements; ensures that requests from the Naval Division for funding of aerial surveillance flights are processed in a timely and efficient manner within allocated resources; Assists in the efficient administration and organization of State events and VIP visits under the Ministry's responsibility; oversee the organization of Divisional Staff for the timely and efficient delivery of Divisional responsibilities; ensures that requests for diplomatic clearance and for issue of service liability clearance are processed in a timely and efficient manner.

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

826/2009	SENIOR ADMINISTRATIVE OFFICER [ASSESSMENT]
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Supervise, control and manage the activities and resources of the National Security and Assessment Unit(NSAU); Determine the nature and scope of responsibilities for individual analysts; Initiate research and collective discussion with analysts on topical issues of national interest; Responsible for in-house training of analysts; To provide timely assessments, situation briefs etc on matters pertaining to national security(internal and external); Carry out functions and duties assigned by the Principal Administrative Officer (NSAU) and Responsible for the logistic and administrative requirement of the NSAU.

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

827/2009	SENIOR ADMINISTRATIVE OFFICER [SENIOR DISASTER MANAGEMENT OFFICER] (TEA)
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Responsible to the Director, Disaster Management Office for the effective development, coordinating and implementation of the national disaster management training programme in partnership with government, NGO's and other stakeholders in Fiji. Be responsible for the institutionalizing of disaster risk reduction training programmes in Fiji. Coordinate National Disaster Awareness Week annually. Develop, coordinate and sensitize ongoing disaster awareness programmes to schools, communities, NGO's and relevant stakeholders in Fiji. Develop, coordinate and implement awareness programmes on disaster risk management initiatives, projects and activities.

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

828/2009	ADMINISTRATIVE OFFICER [POLICE]
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Responsible to the Senior Administrative Officer (Security Forces) in facilitating the timely provision of quality police advice, information, briefs, assessments, submissions and information for executive management decisions on Police matters; efficient management and delivery of policing services in line with the Ministry's Annual Corporate Plan; facilitating the efficient administration and compliance of national obligations under the various International Convention that impact on Law and Order, including the Chemical Weapons Convention, UN Program of Action on Small Arms, Certain Chemical Weapons, and Transnational Organized Crime; facilitate and coordinate national security strategies in strengthening our capacity at the borders; facilitate police bilateral and multilateral relations and provide support services to new and existing peace missions, facilitate organizing of Ministerial visits to Police missions abroad. Assist in provision of police support services during national events and facilitate non-police tasking.

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

829/2009	ADMINISTRATIVE OFFICER [CORPORATE]
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Responsible to the Senior Administrative Officer (Corporate Services) for ensuring that up-to-date and meaningful data are readily available and useable in order that the Ministry's mission is achieved. This will

require the incumbent to provide updated Person To Post and Vacancy Return against the approved staff establishment. Ensure the provision of updated organization chart for the ministry to management. Ensure efficient and effective processing of vacant posts in the ministry. Assist in the coordination of the compiling of Annual Report for the ministry. Collate monthly, quarterly reports and civil list for all divisions and departments in the ministry. Ensure the facilitating of the development of staff through training. Facilitates the work of other sections through provision of Administrative Services. Any other duties assigned by the Manager Corporate Services.

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

830/2009	ADMINISTRATIVE OFFICER [ANALYST]
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Properly manage the activities and resources of the National Security and Assessment Unit(NSAU) as allocate; Undertake relevant nature and scope of responsibilities; Undertake research and collective discussion with other analysts on topical issues of national interest; Identify relevant training needs to be collectively collated for in-house training of all analysts; Carry out other functions and duties assigned by the Senior Administrative Officer (NSAU); Responsible for the effective maintenance of all logistic and administrative requirement of the NSAU.

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

831/2009	ACCOUNTS OFFICER
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Ensures financial management by preparing monthly financial statements & returns, instituting internal control in accordance with Financial instructions. Avoid overspending by consulting HODs on budget limitations through Weekly, Quarterly Cash Flows Forecast. Ensure that Ministry of Defence remains within its total budget appropriation as approved by Government by providing timely advise to Senior Management for quality and informed decision. To ensure the co-operation of all staff through motivation, counseling and regular assessments.

Qualification: A degree in Accounting, Finance or Business Studies and preferably a member of the Fiji Institute of Accountants or a recognized or an equivalent/ recognized professional body. **OR** He/She should have served at least 2 years as Assistant Accounts Office and have demonstrated intellectual capacity, drive, determination and flair in existing grade or position. Should be a team player and has acquired consistently good reports.

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

832/2009	SENIOR SECRETARY [PA TO THE PERMANENT SECRETARY]
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Responsible to the Permanent Secretary to provide general secretarial duties including typing, shorthand, taking minutes, filing, process correspondence, arranging appointments, answer and direct general telephone enquiries. Carry out any other functions and duties assigned from time to time.

Qualification: Qualifications required for appointment as Secretary and at least 3 years service in that grade or equivalent. Consistently good reports and proven discretion and ability to work effectively under pressure. 60wpm typing on manual typewriter or 70wpm typing on electronic /electric typewriter. Advanced word processing knowledge and Computer Management Skills is essential. Shorthand skill is advantageous.

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

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

	HEAD TEACHER [ED1B] - 8 POSTS
833/2009	- RISHIKUL PRIMARY SCHOOL
834/2009	- VEIUTO PRIMARY SCHOOL
835/2009	- VASHIST MUNI PRIMARY SCHOOL
836/2009	- SIGATOKA METHODIST PRIMARY SCHOOL
837/2009	-BHAWANI DAYAL PRIMARY SCHOOL
838/2009	- LAUTOKA PRIMARY SCHOOL
839/2009	- NADI SANGAM PRIMARY SCHOOL
840/2009	- NAMAKA PUBLIC SCHOOL

To administer a ED1B primary school; offer professional guidance to staff, teach and liaise with the school committee, parents and the Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the school and supervise the teaching of vernacular language.

Qualification: Qualification as for Head Teacher 6D (Primary) and at least 3 years service with superior assessment in ED2C/ or 4 years in 3C grade or 6 years in 4C-4A or equivalent. A relevant degree from a recognised University is strongly recommended; or experience in relevant tertiary education post or Ministry of Education post with proven superior school administration ability and exceptional professional leadership skills. Completed 3 years rural service or superior assessment in the past 3 years. For a special education post, a relevant tertiary qualification from a recognised University. Superior administrative ability and professional leadership skills. Where relevant, hostel management experience will be preferred. Contribution to Fiji education beyond the immediate school environment and be able to communicate effectively on education issues with the wider community and recognised leaders in Education.

Potential to advance to a higher post.

Salary: ED1B \$35, 955 - \$41, 078

	HEAD TEACHER [ED2C] - 15 POSTS
841/2009	-ANNESLEY METHODIST INFANT SCHOOL
842/2009	-GOSPEL PRIMARY SCHOOL
843/2009	-HOLY TRINITY PRIMARY SCHOOL
844/2009	-MARIST BROTHER'S PRIMARY SCHOOL
845/2009	-MGM PRIMARY SCHOOL
846/2009	-MARCELLIN PRIMARY SCHOOL
847/2009	-ST JOHN BOSCO PRIMARY SCHOOL
848/2009	-SUVA METHODIST PRIMARY SCHOOL
849/2009	-ST AGNES PRIMARY SCHOOL
850/2009	-DILKUSHA BOYS SCHOOL
851/2009	-DILKUSHA GIRLS SCHOOL
852/2009	-VUNIMONO SANATAN DHARAM PRIMARY SCHOOL
853/2009	-ANDREWS PRIMARY SCHOOL
854/2009	-LAUTOKA ANDHRA SANGAM SCHOOL
855/2009	-LAUTOKA CENTRAL PRIMARY SCHOOL

To administer a ED2C primary school; offer professional guidance to staff, teach and liaise with the school committee, parents and the Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the school and supervise the teaching of vernacular language.

Qualification: Qualification as for Head Teacher ED6 (Primary) and at least 3 years service with superior assessment in ED3 or 4 years in ED4 grade or equivalent, based on standard rating scale, relevant degree from a recognised University is strong recommended. Completed 3 years rural service or superior assessment in the last 3 years. Superior school administrative ability and professional leadership skills. Contribution to Fiji education beyond the immediate school environment and be able to communicate effectively education issues with the wider community and recognize leaders in Education. For a Special Education post, a relevant tertiary qualification from a recognized institution where relevant hostel management experience will be preferred. Potential to advance to a higher post.

Salary: ED2C \$33, 390 - \$37, 887

HEAD TEACHER [ED3C]	
- 23 POSTS	
856/2009	-JASPER WILLIAMS PRIMARY SCHOOL
857/2009	-LAUTOKA MUSLIM PRIMARY SCHOOL
858/2009	-LOVU SANGAM SCHOOL
859/2009	-MT ST MARYS SCHOOL
860/2009	-NADI MUSLIM PRIMARY SCHOOL
861/2009	-NADI AIRPORT SCHOOL
862/2009	-NATABUA PRIMARY SCHOOL
863/2009	-SHRI A D PATEL MEMORIAL SCHOOL
864/2009	-ST THOMAS PRIMARY SCHOOL
865/2009	-VOTUALEVU PUBLIC SCHOOL
866/2009	-NASINU MUSLIM PRIMARY SCHOOL
867/2009	-ST JOSEPH THE WORKER PRIMARY SCHOOL
868/2009	-VUCI METHODIST PRIMARY SCHOOL
869/2009	-PENANG SANGAM PRIMARY SCHOOL
870/2009	-TAVUA PRIMARY SCHOOL
871/2009	-TOKO BHARTIYA SCHOOL
872/2009	-VATUKOULA PRIMARY
873/2009	-DUDLEY INTERMEDIATE SCHOOL
874/2009	-NABUA FIJIAN SCHOOL
875/2009	-NERHU MEMORIAL SCHOOL
876/2009	-SSM PRIMARY SCHOOL
877/2009	-SAMABULA PRIMARY SCHOOL
878/2009	-SUVA MUSLIM PRIMARY SCHOOL

To administer an ED4C primary school; offer professional guidance to staff and teach, liaise with the school committee, parents and Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the school and supervise the teaching of the appropriate vernacular language.

Qualification: Qualification as for ED8 and at least 1 year service with a superior assessment in the ED4 or 2 years in ED5E or 5 years in ED5A-D or 6 years ED6D grade. Relevant degree from a recognised University would be an added advantage. Completed 3 years rural service or superior assessment in the last 3 years. Superior administrative ability and professional leadership skills. For a Special Education post, a relevant tertiary qualification from a recognised institution. Where relevant, hostel

management experience will be preferred. Potential to advance to a higher post.

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

HEAD TEACHER [ED4C]	
- 46 POSTS	
879/2009	- DRASA INDIAN SCHOOL
880/2009	-GANDHI BHAWAN PRIMARY SCHOOL
881/2009	-GURUKUL PRIMARY SCHOOL
882/2009	-KOROVUTO PRIMARY SCHOOL
883/2009	-LAUTOKA AHMADIYYA MUSLIM PRIMARY SCHOOL
884/2009	-LAUTOKA FIJIAN SCHOOL
885/2009	-NADI PRIMARY SCHOOL
886/2009	-RT NALEWAVADA PUBLIC SCHOOL
887/2009	-SABETO DISTRICT SCHOOL
888/2009	-SABETO SANGAM SCHOOL
889/2009	-NAMOSOLEVU CATHOLIC SCHOOL
890/2009	-VUDA DISTRICT SCHOOL
891/2009	-MUAIRA DISTRICT SCHOOL
892/2009	-NAKAIKOGO SANATAN SCHOOL
893/2009	-NAUSORI PRIMARY SCHOOL
894/2009	-SARASWATI - MANOCA PRIMARY SCHOOL
895/2009	-BEMANA CATHOLIC PRIMARY SCHOOL
896/2009	-BEMANA DISTRICT SCHOOL
897/2009	-NASIKAWA DISTRICT SCHOOL
898/2009	-ST PETER CHANEL SCHOOL
899/2009	-WAI DISTRICT SCHOOL
900/2009	-NADROUMAI PRIMARY SCHOOL
901/2009	-RUKURUKU PRIMARY SCHOOL
902/2009	-MARIST CONVENT SCHOOL
903/2009	-NAROCAKE DISTRICT SCHOOL
904/2009	-BATIKI DISTRICT SCHOOL
905/2009	-VACALEA PRIMARY SCHOOL
906/2009	-MABULA DISTRICT SCHOOL
907/2009	-ELIKI MEMORIAL SCHOOL
908/2009	-FULAGA DISTRICT SCHOOL
909/2009	-NATUSARA PRIMARY SCHOOL
910/2009	-DELAIVERATA DISTRICT SCHOOL
911/2029	-BUREWAI DISTRICT SCHOOL
912/2009	-NALABA DISTRICT SCHOOL
913/2009	-NASAU DISTRICT SCHOOL
914/2009	-TOKAIMALO DISTRICT SCHOOL
915/2009	-ARYA KANYA PATHSHALA
916/2009	-TAVUA DISTRICT SCHOOL
917/2009	-NALOTAWA DISTRICT SCHOOL
918/2009	-KHALSA PRIMARY SCHOOL
919/2009	-BA MUSLIM PRIMARY SCHOOL
920/2009	-DEENBANDHOO MEMORIAL

	SCHOOL
921/2009	-KALABU FIJIAN SCHOOL
922/2009	-LOMARY PRIMARY SCHOOL
923/2009	-RISHIKUL NADERA PRIMARY SCHOOL
924/2009	-ST THOMAS AQUINAS PRIMARY SCHOOL

To administer an ED4C primary school; offer professional guidance to staff and teach, liaise with the school committee, parents and Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the school and supervise the teaching of the appropriate vernacular language.

Qualification: Qualification as for ED8 and at least 1 year service with a superior assessment in the ED4 or 2 years in ED5E or 5 years in ED5A-D or 6 years ED6D grade. Relevant degree from a recognised University would be an added advantage. Completed 3 years rural service or superior assessment in the last 3 years. Superior administrative ability and professional leadership skills. For a Special Education post, a relevant tertiary qualification from a recognised institution. Where relevant, hostel management experience will be preferred. Potential to advance to a higher post.

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

	HEAD TEACHER [ED5E]
	- 63 POSTS
925/2009	-DEUBA DISTRICT SCHOOL
926/2009	-HILTON SPECIAL SCHOOL
927/2009	-RATU LATIANARA PRIMARY SCHOOL
928/2009	-NASINU GOSPEL PRIMARY SCHOOL
929/2009	-NAMOSI CATHOLIC PRIMARY SCHOOL
930/2009	-RO CAMAISALA PRIMARY SCHOOL
931/2009	-ST JOHN'S ANGLICAN SCHOOL
932/2009	-TACIRUA PRIMARY SCHOOL
933/2009	-VATUWAQA PRIMARY SCHOOL
934/2009	-MAKOI METHODIST PRIMARY SCHOOL
935/2009	-BALATA PRIMARY SCHOOL
936/2009	-DAV PRIMARY SCHOOL
937/2009	-KARAVI PUBLIC SCHOOL
938/2009	-KORONUBU INDIAN SCHOOL
939/2009	-MOTO SANATAN SCHOOL
940/2009	-RARAWAI FSC PRIMARY SCHOOL

941/2009	-SHASTRI MEMORIAL SCHOOL
942/2009	-VEISARU INDIAN SCHOOL
943/2009	-VOTUA CATHOLIC SCHOOL
944/2009	-BA SANAGAM PRIMARY SCHOOL
945/2009	-NAVALA CATHOLIC SCHOOL
946/2009	-RATU FILIMONI MEMORIAL SCHOOL
947/2009	-TAGORE MEMORIAL SCHOOL
948/2009	-NADELEI CATHOLIC SCHOOL
949/2009	-VARAVU MUSLIM SCHOOL
950/2009	-ELLINGTON PRIMARY SCHOOL
951/2009	-DRAUIVI PUBLIC SCHOOL
952/2009	-WAIRUKU INDIAN SCHOOL
953/2009	-NAMALATA CENTRAL SCHOOL
954/2009	-RATU SERU MEMORIAL SCHOOL
955/2009	-KOROTOGO ANDHRA SANGAM SCHOOL
956/2009	-LOMAWAI INDIAN SCHOOL
957/2009	-NAMATAKU DISTRICT SCHOOL
958/2009	-TAGAQE DISTRICT SCHOOL
959/2009	-RAHMATULLANKHAN MEMORIAL
960/2009	-LOMA INDIAN SCHOOL
961/2009	-BAU DISTRICT SCHOOL
962/2009	-DAKUIVUNA DISTRICT SCHOOL
963/2009	-KRISHNA VEDIC SCHOOL
964/2009	-LAWAKI DISTRICT SCHOOL
965/2009	-NAILAGOTABUA DISTRICT
966/2009	-NAILILILI CATHOLIC SCHOOL
967/2009	-NAMARA DISTRICT SCHOOL
968/2009	-RARA DISTRICT SCHOOL
969/2009	-RT FILIMONE LOCO MEMORIAL SCHOOL
970/2009	-RT RAVUAMA MEMORIAL SCHOOL
971/2009	-SARASWATI DILKUSHA PRIMARY
972/2009	-SAWANIVILLAGE SCHOOL
973/2009	-VUNIMONO ISLAMIA SCHOOL
974/2009	-WAIDALICE RAMA KRISHNA SCHOOL
975/2009	-DRASA AVENUE SCHOOL
976/2009	-LAUTOKA ARYA SAMAJ PRIMARY SCHOOL
977/2009	-LAUTOKA CHINESE SCHOOL
978/2009	-LAUTOKA SCHOOL FOR SPECIAL EDUCATION
979/2009	-MAGODRO DISTRICT SCHOOL
980/2009	-MAIGANIA MUSLIM PRIMARY
981/2009	-MULOMULO MUSLIM PRIMARY SCHOOL
982/2009	-MULOMULO PRIMARY SCHOOL
983/2009	-NADI ARYA SAMAJ SCHOOL
984/2009	-NAVITI DISTRICT SCHOOL
985/2009	-SABETO INDIAN SCHOOL
986/2009	-SABETO MUSLIM SCHOOL
987/2009	-VISEISEI PRIMARY SCHOOL

To administer a ED5E primary school, offer professional guidance to staff and teach, liaise with the school committee, parents and the Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the school and supervise the teaching of the appropriate vernacular language.

Qualification: Qualifications as for teacher ED8 and at least 4 years with superior assessment in ED5A-D or 5 years in ED6 grade. Completed 3 years rural service or superior assessment in the last 3 years. Proven administrative ability and management skills. For a Special Education post, a relevant tertiary qualification from a recognised institution. Potential to advance to a higher post.

Salary: ED5E \$24, 681 - \$28, 940

	HEAD TEACHER [ED6D]
	- 74 POSTS
988/2009	-EARLY INTERVENTION CENTRE
989/2009	-MAU PRIMARY SCHOOL
990/2009	-WAIBOGI/WAINIDIRO PRIMARY SCHOOL
991/2009	-NUKULOVA SANATAN SCHOOL
992/2009	-SARAVA SANATAN SCHOOL
993/2009	-VASHIST MUNI MEMORIAL SCHOOL
994/2009	-TAGITAGI PUBLIC SCHOOL
995/2009	-TAVUA ANDHRA SANGAM SCHOOL
996/2009	-VARAVU SANATAN SCHOOL
997/2009	-VULAVULA INDIAN SCHOOL
998/2009	-BA ANDHRA SANGAM SCHOOL
999/2009	-KORONUBU SANGAM SCHOOL
1000/2009	-NACACI HINDU SCHOOL
1001/2009	-NADARIVATU FIJIAN SCHOOL
1002/2009	-NAKOROBOYA PRIMARY SCHOOL
1003/2009	-NARUKU PRIMARY SCHOOL
1004/2009	-NAVOLI INDIAN SCHOOL
1005/2009	-QERELEVU HINDU SCHOOL
1006/2009	-RARAWAI MUSLIM SCHOOL
1007/2009	-TALAIYA MUSLIM SCHOOL
1008/2009	-VATUYAKA SANGAM SCHOOL
1009/2009	-RAKIRAKI MUSLIM PRIMARY SCHOOL
1010/2009	-BUCALEVU PRIMARY SCHOOL
1011/2009	-BUREIVANUA DISTRICT SCHOOL
1012/2009	-DOBUILEVU MUSLIM PRIMARY SCHOOL

1013/2009	-MADHUVANI INDIAN SCHOOL
1014/2009	-NAKOROTUBU DISTRICT SCHOOL
1015/2009	-NAMUANIWAQA VILLAGE SCHOOL
1016/2009	-NANUKU SANAGAM SCHOOL
1017/2009	-NAVATU FIJIAN SCHOOL
1018/2009	-RAKIRAKI DISTRICT SCHOOL
1019/2009	-SUDHA BHARTIYA SCHOOL
1020/2009	-TATAIYA MEMORIAL SCHOOL
1021/2009	-WAIMARI PRIMARY SCHOOL
1022/2009	-KETEI PRIMARY SCHOOL
1023/2009	-MALAMALA PUBLIC SCHOOL
1024/2009	-KOROINASAU PRIMARY SCHOOL
1025/2009	-NABILA PUBLIC SCHOOL
1026/2009	-NALOVO SANGAM SCHOOL
1027/2009	-NAMATA INDIAN SCHOOL
1028/2009	-NAWAI PUBLIC SCHOOL
1029/2009	-SAVUSAVU PUBLIC SCHOOL
1030/2009	-CONUA DISTRICT SCHOOL
1031/2009	-VAKACEREIVALU MEMORIAL SCHOOL
1032/2009	-NALAGI PUBLIC SCHOOL
1033/2009	-KAVANAGASAU S D PRIMARY SCHOOL
1034/2009	-DAVUILEVU METHODIST PRIMARY SCHOOL
1035/2009	-DRAVUNI DISTRICT SCHOOL
1036/2009	-GRAM SANGATHAN SCHOOL
1037/2009	-KABA DISTRICT SCHOOL
1038/2009	-KUKU DISTRICT SCHOOL
1039/2009	-NADUNA DISTRICT SCHOOL
1040/2009	-NADURULOULOU FIJIAN SCHOOL
1041/2009	-NAITASIRI BHARTIYA SCHOOL
1042/2009	-NAVUNISEA DISTRICT SCHOOL
1043/2009	-NUKUI VILLAGE SCHOOL
1044/2009	-VIRIA FIJIAN SCHOOL
1045/2009	-WAILOTUA DISTRICT SCHOOL
1046/2009	-NAUSORI SPECIAL EDUCATION SCHOOL
1047/2009	-VUNIBOKOI DISTRICT SCHOOL
1048/2009	-BUKAMA VILLAGE SCHOOL
1049/2009	-GAUNAVOU PRIMARY SCHOOL
1050/2009	-HINDI MAHA SABHA
1051/2009	-LOMOLOMO PUBLIC SCHOOL
1052/2009	-MASIMASI PRIMARY SCHOOL
1053/2009	-NADELE PUBLIC SCHOOL
1054/2009	-NAMARA VILLAGE SCHOOL
1055/2009	-QALITU PRIMARY SCHOOL
1056/2009	-RALETE PRIMARY SCHOOL
1057/2009	-RT NAMASI MEMORIAL SCHOOL
1058/2009	-TEIDAMU PRIMARY SCHOOL
1059/2009	-TOGO BHARTIYA SCHOOL
1060/2009	-VAKABULI FIJIAN SCHOOL
1061/2009	-WAIRABETIA MUSLIM PRIMARY

To administer a ED6D primary school; offer professional guidance to staff and teach, liaise with the school committee, parents and the Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the school and supervise the teaching of vernacular language.

Qualification: Qualification as for teacher ED8 and at least 1 year service with superior assessment in the ED6A grade or 8 years in ED8. Completed 3 years rural service or superior assessment in the last 3 years. Proven administrative ability and management skills. For a Special Education post, a relevant tertiary qualification from a recognised institution. Where relevant, hostel management experience will be preferred. Potential to advance to a higher post.

Salary: ED6D \$21, 679 - \$25, 633

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

The Permanent Secretary
Ministry of Lands and Mineral Resources
P O Box 2222
Government Buildings
Suva

DEPARTMENT OF LANDS

1062/2009	PRINCIPAL SURVEYOR [CENTRAL/EASTERN]
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Responsible to the Director of Lands & Surveyor General for the supervision and direction of day to day activities of the Divisional Office. Administer state land in the division, Control and organize survey activities, prepare and implement sub divisional schemes for residential, agricultural and other purposes on State Land, monitor developments and attend meetings as and when required. Consent to transfers, sub division, sub letting mortgages and other dealings on state land on behalf of the Director of Lands & Surveyor General.

Submit recommendation for leasing of State Land. Make decision on disputes relating to leased state lands (e.g. boundary and access disputes) or alternatively submit recommendation to Director of Lands and Surveyor General for a decision.

General Supervision of various sections expeditiously and in accordance with Departmental and Government policies and needs. Liaise with other Government Departments on all matter relating to land requirements for public purposes and Government needs. Representative to the Director of Land and Surveyor General in the assigned division

Qualification: Qualifications required for appointment as Senior Surveyor and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation with meritorious performance or relevant degree or postgraduate qualification.

Salary: LB01 \$36, 237 - \$46, 895

1063/2009 1064/2009 1065/2009 1066/2009 1067/2009 1068/2009	SURVEYOR [6 POSTS]
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Responsible to the Divisional Surveyor for carrying out Cadastral, Control and Engineering Surveys, allocate and supervise work of the Survey Staff and attend to any other duties as assigned by the Section Head from time to time.

Qualification: Registered Surveyor (Fiji) or equivalent qualification and recommended for appointment to this grade. **OR** A graduate with full accreditation in a relevant degree course and progressing towards qualifying for registration.

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

1069/2009 1070/2009	SENIOR VALUER [2 POSTS]
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To assess unimproved values of all properties within Towns and Cities and compile valuation rolls of the property subject to rating after each valuation or re-valuation as required under the Local Government Act 1992. Provide maintenance of such valuation rolls as and when required under the Local Government Act 1992. Provide values and apportion UV's of all Crown Land for the purpose of paying rates and grant-in-lieu rates by the Director of Lands. Provide

and present evidence on valuation matters in various courts, tribunal and arbitrators where so required in the course of normal duties. Collect, analyze and compile basic valuation details such as property sales, rentals, building costs, sub-divisional costs, roading and other statistics etc. Supervise and train junior staff. Valuation of properties for leasing, purchase or other purposes as required by Government and Statutory Bodies and negotiation with the owners so affected. Assessment and Re-assessment on Rentals on all State Leases and to provide valuation and recommendation for Loan as required by the Public Trustee and also valuation for Gifts, Deaths and Stamp Duties Act. Determination of rents under the Fair Rents Act and Counter Inflation Act.

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

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

1071/2009 1072/2009 1073/2009	VALUER [3 POSTS]
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Responsible to the Chief Valuer for undertaking general duties relating to valuation of property for various purposes, training and supervision of subordinate staff and undertake any other duties assigned from time to time.

Qualification: Fiji Certificate of Competency in Valuation or equivalent qualification and recommended for appointment to this grade. **OR** A relevant degree and progressing towards qualifying for registration. **OR** Registered Valuer (Fiji) or equivalent qualification in that grade or equivalent **OR** A Graduate with full accreditation in a relevant degree course and progressing toward qualifying for registration.

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

1074/2009	TECHNICAL OFFICER I
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Responsible to the Senior Technical Officer for the supervision of staffs in the capture, verification and

supply of hard copy maps and digital of cadastral and NLC maps into digital forms. Responsible to the public for the supply of digital or hard forms of land information ie. graphical and attribute data captured in the section. Responsible for the update of standard sheets and Vanua view by charting all approved as to survey plans, responsible for the capture of unregistered leases and for any project required for the use of Cadastral or NLC data and any other duties assigned by the Assistant Director Mapping and Land Information.

Qualification: Qualifications required for appointment as Technical Officer Class II and at least 2-3 years service in that grade or equivalent with meritorious performance and/or relevant skills and experience in this particular field in any other organisation. Ability to make sound technical judgements with minimal "professional" guidance.

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

1075/2009 1076/2009	TECHNICAL OFFICER II [TECHNICAL] - 2 POSTS
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Responsible to the Technical Officer I for general land research, and investigation, preparation of plans, diagrams and reports on land matters, compilation and updating cadastral, land tenure and valuation record maps, checking survey plans accuracy, assisting counter service on map searches, distribution and reprography, stereo plotting of topographical maps for mapping developments.

Qualification: Qualifications required for appointment as Technical Assistant and at least 2-3 years service in that grade. Assessed potential to contribute to the management of a section; OR Relevant experience and qualifications that enable an applicant to enter at this grade and perform at an acceptable level, i.e a pass in the Fiji Public Service Draughting Examination and 12 months post qualifications relevant experience.

Salary: ST04 \$15, 689 - \$20, 018

1077/2009 1078/2009 1079/2009 1080/2009	TECHNICAL ASSISTANT [TECHNICAL] - 4 POSTS
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The appointees would be required to perform general drafting work, research on land, collect and compile related information, localities, leases and other diagrams, elementary mapping, planning, checking and general computation, survey plan drawings, tenure recordings, charting and general reprographic duties.

Qualification: A pass in Fiji School Leaving Certificate, Form 7 or equivalent; OR Relevant experience with a minimum of 5 years in an appropriate area and demonstrated ability.

Salary: STO5 \$8,092 - \$15,001

1081/2009 1082/2009 1083/2009 1084/2009 1085/2009 1086/2009	TECHNICAL ASSISTANT [SURVEY] - 6 POSTS
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Responsible to the Senior Surveyor for carrying out minor land boundary and general surveys under direct supervision of a qualified surveyor, and drawing plans of surveys and related assignments carried out.

Qualification: A pass in Fiji School Leaving Certificate, Form 7 or equivalent; OR Relevant experience with a minimum of 5 years in an appropriate area and demonstrated ability.

Salary: STO5 \$8,092 - \$15,001

1087/2009	ADMINISTRATIVE OFFICER [LANDS OFFICER] DIVISIONAL SURVEYOR NORTHERN
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Preparing and supervising the drawing of documents such as leases, extension of leases, licenses, tenancies, easements, developments leases and surrender. Follow up compliance of lease condition, serve notices under relevant Acts such as Land

Transfer Act, State Lands, Property Law, ALTA and execute re-entries where necessary. Attend to Agricultural Tribunal and Court Cases on Land Matters. Preparation of monthly, quarterly and Annual Reports for Lands Section.

Qualification: Qualifications required for appointment as Executive Officer with a pass in service exam E and at least 2-3 years service as an Executive Officer or equivalent or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Administrative Officer level. OR A good University degree in Management/Public Administration/Business Studies or equivalent

Salary: SSO3 \$20,335 - \$25,990

1088/2009	ASSISTANT ACCOUNTS OFFICER
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General Supervision of the Accounts Salaries/Wage Staff. Prepare salary reconciliation, IDC reconciliation and verifying of salary, wages input. Checking and Passing of payment vouchers. Preparation of Quarterly reports for capital projects. Maintain & replenish imprest account. Signing of cheques. Prepare FNPF contributions paid to FNPF at the end of the month. Any other duties required by the Accounts Officer and the Senior Accounts Officer.

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: ACO4 \$17,687 - \$22,724

1089/2009 1090/2009	SYSTEM ANALYST PROGRAMMER [2 POSTS]
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Responsible for analyzing the clients business and identifying the user needs. Design, build, test, install and document the application and support the user's during the transaction stage. Advice/ Liaise with the

user on new work and or enhancements to be done on the existing systems.

Plan, allocate and obtain resources in conjunction with the FLIS Manager and Applications Manger, according to prevailing systems. Ensure that standards and methodology are enforced and quality assurance procedures are followed. Report on data inconsistency and omission and developing routines and procedures for management. Keep abreast of development in Land Information Systems and IT, carry out ministerial support duties.

Qualification: A meritorious performer with at least 2-3 years experience as a Asst Programmer and/or relevant skills and experience in this particular field in any other organisation and demonstrates the analytical ability to partake in development and design work.

Salary: ITO5 \$23, 791 - \$31, 730

1091/2009	TYPIST
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Responsible for typing of documents and letters, locating files, answering telephone calls and directing calls to officers. Assist Section Staff in attending to members of the public. Typing of reports, Re-assessment of notices, Sales and Purchase and Ease Agreements. Fax Correspondence, filing of correspondence and relieving of Secretaries.

Qualification: Fiji School Leaving Certificate of Completion (English at 30 % and at least 50% in 2 other subjects] or New Zealand School Certificate [English plus 2 other subjects] and at least 35wpm typing on manual typewriter or 40wpm typing speed on electronic/electric typewriter. Knowledge of word processing and Computer Management Skills are essential. Shorthand skill is advantageous.

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

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WITHDRAWAL OF VACANCIES

FPSOC NO	VACANCY NO	POST
PUBLIC SERVICE COMMISSION		
8/2009	375/2009	Systems Analyst/Programmer [Development - Management Information Systems] – promotee decline the offer

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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: 30/09/2009
 Before noon: 15/09/2009
 Circular dated: 15/10/2009
 Before noon: 30/09/2009

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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.
