



## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 18/2009

DATE: 30<sup>th</sup> 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 10<sup>th</sup> April, 2009, all appointments and promotions will be on three [3] years contract subject to performance review annually with effect from 10<sup>th</sup> April, 2009.

**Parmesh Chand**  
Permanent Secretary for 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**

MINISTRY OF FINANCE

<b>1092/2009</b>	<b>CHIEF ECONOMIC PLANNING OFFICER [OVERSEAS DEVELOPMENT ASSISTANCE]</b>
------------------	--

Reporting to the Deputy Secretary for Finance [Budget] the position is responsible for the efficient operation of the Aid Unit. The varied duties of the position include provision of sound advice to the Permanent Secretary on aid policies and related issues; analyze the effectiveness of the aid policies in the preceding year and make appropriate recommendations for the current term; provide advice to the Minister for Finance on aid related matters; prepare draft cabinet paper, submissions, answers to parliamentary questions, correspondence, speeches and other media enquires; supervise and co-ordinate and evaluate all project proposals for bilateral multilateral aid funding; initiate ongoing consultation with all respective bilateral and multilateral aid donors and oversee the monitoring implementation of all bilateral and multilateral aid funded projects; ensure all aid programmes are reflected in the monthly aid management information system report; check to ensure that all proposal in PSIP for aid funding are consistent with donors, focal sector and objectives; submit monthly report on aid receipt and related matters to SACC; identifying development issues that are of relevance to the Fiji Government; undertake economic research into various critical issues identified by management.

**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

<b>1093/2009</b>	<b>SENIOR ECONOMIC PLANNING OFFICER [HIGHER SALARIES COMMISSION]</b>
------------------	--

The officer assists the Manager, Higher Salaries Commission in providing professional secretariat support and services to the Higher Salaries Commission and stakeholders by: Conducting assessment on submissions received and make recommendations through the Manager, Higher Salaries Commission on remuneration packages and board fees for determination by the Higher Salaries Commission, Conducting job evaluation using available J.E methods. Maintaining effective communication with the Higher Salaries Commission members on meeting schedules and providing sound policy advice to Boards and Councils of organizations under the jurisdiction of the HSC, on remuneration policies, guidelines and implementation of Commission decision. Supervising the Economic Planning Officer on research materials required on policy issues for the Manager, HSC and the Higher Salaries Commission. Supervising the support staff on timely distribution of meeting papers and promulgations of decisions as well as provide guidance on administration matters. Coordinating awareness workshops on remuneration issues for Board Directors and staff training both locally and overseas in consultation with the Training Division, preparing the annual budget requirements for approval by the Manager and the HSC Annual Report.

**Qualification:** Qualifications required for appointment as Economic Planning Officer and at least 2-3 years service in that grade or equivalent or a relevant degree and/or relevant skills and experience in this particular field in any other organisation. Assessed

potential and ability to progress beyond Senior Economic Planning Officer level.

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

**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**

1094/2009	<b>SENIOR ECONOMIC PLANNING OFFICER [MULTILATERAL – OVERSEAS DEVELOPMENT ASSISTANCE]</b>
-----------	--

The incumbent will be responsible to the Principal Economic Officer [Multilateral]. The duties of the officer include providing the focal point for liaison within government central agencies, multilateral donor agencies and umbrella non-government organizations with regards to multilateral aid matters; ensuring that all multilateral project proposals are consistent with government policies through proper evaluation and analysis; assist to develop policies, systems and procedures through management and coordination of multilateral proposals to the Budget and Aid Coordinating Committee; gathering and receiving multilateral data information from line ministries and multilateral donor agencies; incorporation and reviewing all multilateral aid funded projects, and programmes in the Aid Management Information System [AMIS]; and deriving monthly and quarterly report from the AMIS database on all multilateral programmes in terms of funds disbursement, number of newly approved projects and completed projects.

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

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

1095/2009	<b>ECONOMIC PLANNING OFFICER [MACROECONOMIC FORECASTING &amp; ANALYSIS]</b>
-----------	---

Responsible to the Principal Economic Planning Officer (Macroeconomic forecasting and Analysis) for the provision of sound economic and financial advice regarding macroeconomic issues to government. The duties include providing analysis of macroeconomic and fiscal policy issues, as well as structural and regulatory issues which impact on economic development; providing economic analysis and advice related to the domestic and international macroeconomic environment and fiscal settings; assisting in the formulation of the fiscal framework and revenue forecast in the preparation of annual budgets; assist in producing annual budget documents.

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

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

1096/2009	<b>ECONOMIC PLANNING OFFICER [ECONOMIC SERVICES]</b>
-----------	--

The incumbent will be responsible to the Principal Economic Planning Officer (Economic Services). The duties of the officer include planning, coordination and preparation of annual budgets, monitoring of expenditure performance of assigned ministries/departments under the Economic Services Sector to ensure consistency with the overall sectoral objectives and initiate remedial action where appropriate, assessment and analysis of funding requests and prepare recommendations for approval and assist in the evaluation of sectoral program policies to review its effectiveness relative to government priorities. The appointee will also represent the Ministry of Finance at various committees and meetings.

**Qualification:** A Good Degree in Economics/Statistics or equivalent is essential and it is expected that all posts in this grade will be filled by

officers showing potential to reach at least Principal level with relevant skills and experience in this particular field in any other organisation.

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

<b>1097/2009</b>	<b>ECONOMIC PLANNING OFFICER [GENERAL ADMINISTRATION]</b>
------------------	---

The incumbent will be responsible to the Principal Economic Planning Officer (General Administration). The duties of the officer include planning, coordination and preparation of annual budgets, monitoring of expenditure performance of assigned ministries/departments under the General Administration Sector to ensure consistency with the overall sectoral objectives and initiate remedial action where appropriate, assessment and analysis of funding requests and prepare recommendations for approval and assist in the evaluation of sectoral program policies to review its effectiveness relative to government priorities. The appointee will also represent the Ministry of Finance at various committees and meetings.

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

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

<b>1098/2009</b>	<b>ECONOMIC PLANNING OFFICER [SOCIAL SERVICES]</b>
------------------	--

The incumbent will be responsible to the Principal Economic Planning Officer (Social Services). The duties of the officer include planning, coordination and preparation of annual budgets, monitoring of expenditure performance of assigned ministries/departments under the Social Services Sector to ensure consistency with the overall sectoral objectives and initiate remedial action where appropriate, assessment and analysis of funding requests and prepare recommendations for approval and assist in the evaluation of sectoral program policies to review its effectiveness relative to government priorities. The appointee will also

represent the Ministry of Finance at various committees and meetings.

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

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

<b>1099/2009</b>	<b>ECONOMIC PLANNING OFFICER [INTERNATIONAL TRADE]</b>
------------------	--

This position is responsible to the Senior Economic Planning Officer (Trade Policy) for the analysis and formulation of international trade policies focusing on priority areas directly affecting the government budget. The duties of the post include collating and analysing data, research materials and country reports; assisting in the formulation and analysis of government revenue policies and expenditure programmes; representing the Ministry of Finance at various committees and meetings; and other duties assigned by senior management from time to time.

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

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

<b>2000/2009</b>	<b>PRINCIPAL ACCOUNTS OFFICER [DEBT] DEBT MANAGEMENT SUPERVISOR</b>
------------------	---

This is a challenging position for a highly motivated person, with good experience in finance and government debt management. The incumbent will be responsible to the Manager of the Debt and Cashflow Management Unit (DCFMU) within the Ministry of Finance, responsible for the national debt. Initially, this will involve assisting with the establishment and development of a fully integrated Unit within the MoF and to build capacity within the Unit to improve the internal debt and cash

management infrastructure and systems to meet the changing needs of the nation. He/She will advise the Permanent Secretary Finance and Government on the composition and structure of domestic and foreign debt. The incumbent will also develop and determine new debt issuance programmes in accordance with government policy and in consultation with the Reserve Bank of Fiji, and ensure that debt interest payments and repayments are met when they are due. The successful applicant will be responsible for identifying and managing risks associated with the debt and for effective cash management across government. Previous experience with policy matters and the assessed ability to give advice to Permanent Secretary Finance at political level is required as is experience of negotiations/discussions with senior staff of government and non-government agencies with matters pertaining to government economic, fiscal and debt management advice. Officers should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage human resources including the set-up and establishment of the Unit with the appropriate staff, ethos and culture commensurate with the status of a sovereign debt management operation, and physical resources effectively is required, as is the ability to plan, think and perceive strategically in those posts at this level which have a bias towards senior management rather than policy and considerate work. Experience in finance and capital markets to establish a programme to address the many debt and risk management issues facing the Unit.

**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

2001/2009	<b>SENIOR ACCOUNTS OFFICER [DEBT] SENIOR DEBT ANALYST</b>
-----------	---

This is a challenging position for a highly motivated person, with good experience in finance and government debt management. The incumbent will be responsible to the Principal Accounts officer in the Debt and Cashflow Management Unit (DCFMU) within the Ministry of Finance, responsible for the national debt. Initially, this will involve assisting with the establishment and development of a fully integrated Unit within the MoF and to build capacity within the Unit to improve the internal debt and cash management infrastructure and systems to meet the changing needs of the nation. He/She will advise the Permanent Secretary Finance and Government on the composition and structure of domestic and foreign debt. The incumbent will also develop and determine new debt issuance programmes in accordance with government policy and in consultation with the Reserve Bank of Fiji, and ensure that debt interest payments and repayments are met when they are due. The successful applicant will be responsible for identifying and managing risks associated with the debt and for effective cash management across government. Previous experience with policy matters and the assessed ability to give advice to Permanent Secretary Finance at political level is required as is experience of negotiations/discussions with senior staff of government and non-government agencies with matters pertaining to government economic, fiscal and debt management advice. Officers should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage human resources including the set-up and establishment of the Unit with the appropriate staff, ethos and culture commensurate with the status of a sovereign debt management operation, and physical resources effectively is required, as is the ability to plan, think and perceive strategically in those posts at this level which have a bias towards senior management rather than policy and considerate work. Experience in finance and capital markets to establish a programme to address the many debt and risk management issues facing the Unit

**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

2002/2009	<b>SENIOR ACCOUNTS OFFICER [ASSET MANAGEMENT UNIT]</b>
-----------	--

Responsible to the Principal Accounts Officer [Asset Management Unit] for monitoring government investments in government commercial companies and entities, reviewing their performances and providing advice on related issues. Assist in the valuation of government investments and coordinate the privatization process being implemented on government owned entities. Compile data for the development of policies for better management control, check the accuracy of financial data supplied by government companies and critically review draft Cabinet papers.

**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

2003/2009 2004/2009	<b>ACCOUNTS OFFICER [ASSET MANAGEMENT UNIT] - 2 POSTS</b>
------------------------	---

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

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

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

2005/2009	<b>ACCOUNTS OFFICER [SYSTEMS ADMINISTRATOR]</b>
-----------	---

The incumbent will be reporting to the System Administrator (CS-DRMS) in the Debt and Cashflow Management Unit (DCFMU) in the Ministry of Finance. He/She has the overall responsibility of assisting the System Administrator in maintaining and supporting the existing debt recording management system, commonly known as CS-DRMS, as well as all debt related information within the Government's

computerized information environment. He/She will ensure timely update of both the Domestic & External Debt database as well as ensure that relevant databases which capture important debt related information are updated accordingly for analysis purposes. The incumbent must also be prepared to undertake analysis and sensitivity testing of Government's various categories of debt portfolio recorded in the CS-DRMS system as and when required. He/She must also be able to prepare regular reports for analytical as well as administrative purposes.

**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

FIJI PROCUREMENT OFFICE

	<b>SENIOR SUPPLIES OFFICER [CONTRACT] - 5 POSTS</b>
<b>2006/2009</b>	<b>-STANDING ORDERS</b>
<b>2007/2009</b>	<b>-GENERAL TENDERS</b>
<b>2008/2009</b>	<b>-SOCIAL AGENCY</b>
<b>2009/2009</b>	<b>-PUBLIC WORKS</b>
<b>2010/2009</b>	<b>-DEFENCE, POLICE, MILITARY &amp; PRISONS</b>

The Senior Supplies Officer (Contract) is responsible to the Manager Tenders Unit in managing the WoG tender process including proposal development and tender evaluation and the provision of advice regarding Tender Boards. The incumbent is expected to develop and manage supplier contract and supplier performance, establish tender policies and processes with properly documented guidelines support and advice in conjunction with the Policy Unit. The position takes the lead role in tender development, tender evaluation and contract development. He/She must have a thorough working knowledge of Fiji government procurement policy rationale and be able to work with cross-functional and cross agency tender teams where required. He/She is also expected to

work closely with line agencies in drawing up their Annual Procurement Plans (APPs), consolidating them and tendering for common goods on their behalf and must maintain relationships with key suppliers, "customer" agencies and key stakeholders. The appointee should be able negotiate and agree contractual terms and conditions with suppliers ensuring there is clear regard for the nature, application and implications of the contract and the relevant contract law, be well versed with the mechanics of tendering and contract management and be IT literate and technically skilled.

**Qualification:** Qualifications for appointment as a Supplies Officer with typically 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with assessed ability to progress beyond Senior Supplies Officer grade.

**Salary:** SK02 \$26,063 - \$33,154

<b>2011/2009 2012/2009</b>	<b>SENIOR SUPPLIES OFFICER [LOGISTIC PLANNING] - 2 POSTS</b>
--------------------------------	--

The Senior Supplies Officer (Logistic Planning) is responsible to the Manager Logistics Unit for undertaking logistics planning and working with the other line agencies in scheduling the receipt, transportation, storage and security of goods. He/She must contribute to the establishment of detailed logistics policies and processes and must establish and maintain effective logistics scheduling of contracts for WoG common use goods and international purchasing for line agencies including leading the preparation of planning/scheduling for the physical receipt of goods, preparation/collation of documentation and other requirements in preparation for receipt of goods, preparation of timetable and contract for the transportation and storage of goods after customs clearance and managing the security and protection of goods. The appointee should have a thorough working knowledge of Fiji government procurement policy rationale, must be able to demonstrate leadership in logistics planning and the effective use of management information to improve the logistics processes, be able to assist in the development of the logistics component of the policy framework in conjunction with the Policy Unit and review and maintain logistics policies and processes

on a regular basis. He/She should possess practical experience and knowledge of procurement process and the promotion of procurement best practice and knowledge and experience in project planning and/or production scheduling. The appointee should also have experience in the management of supplier, customer and/or stakeholder relationship, be well versed with the mechanics of logistic policy and processes and contract requirements and be IT literate and technically skilled.

**Qualification:** Qualifications for appointment as a Supplies Officer with typically 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with assessed ability to progress beyond Senior Supplies Officer grade.

**Salary:** SK02 \$26,063 - \$33,154

2013/2009	<b>SENIOR SUPPLIES OFFICER [TEAM LEADER]</b>
-----------	--

The Senior Supplies Officer (Team Leader) is responsible to the Manager Logistics Unit in supporting the logistics strategy, inventory management and logistics operations for goods received as paid for WoG. This position takes the lead role in logistics planning, supplies management, custom clearance, warehousing and transport operations to support WoG procurement and international purchasing. He/She must establish an effective logistics operation within the Fiji Procurement Office including establishing an effective logistics policies and processes, demonstrating leadership in the management of logistics supplies and inventory, implementing an effective inventory control system and using management information to improve supplies and inventory management. The appointee should have a thorough working knowledge of Fiji government procurement policy rationale, must have cognisance of the specific requirements of each supply contract and manage customs clearance in relation to the documentation, payment of customs duties and release of bonded goods and be able to design, implement and manage inventory control systems to maintain optimised levels of stock while being responsive to agency requirements. He/She should possess knowledge and practical experience in logistics and inventory management to design, implement or manage inventory control systems and experience and knowledge of procurement processes

and promoting procurement best practice. The appointee should also have experience in the management of supplier, customer and/or stakeholder relationship, be well versed with the mechanics of strategic supplies, inventory management, customs clearance and transportation and be IT literate and technically skilled.

**Qualification:** Qualifications for appointment as a Supplies Officer with typically 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with assessed ability to progress beyond Senior Supplies Officer grade.

**Salary:** SK02 \$26,063 - \$33,154

2014/2009	<b>SENIOR POLICY OFFICER</b>
-----------	------------------------------

The Senior Policy Officer is responsible to the Manager Policy Unit in developing detailed procurement policies for WOG, preparing and providing policy guidelines advice and support within FPO and to line agencies, measuring effectiveness of policies, implementing performance and capability improvement and developing and implementing procurement training. The incumbent is expected to draft and implement WoG procurement policies processes and procedures within FPO and all the line agencies, implement WoG procurement strategy and policy, deliver procurement planning to meet FPO strategic objectives on time and within budget and demonstrate ability to implement change in agency procurement activities by provision of skilled policy advice. The position is responsible for researching and identifying best practice and encouraging trends in procurement, applying it appropriately with the context of WoG procurement in Fiji, monitoring and measuring effectiveness of procurement policies and identifying improvements to procurement policy in conjunction with the Compliance Unit. He/She is expected to research and develop policies and procedures on Private Finance Initiative/Public Private Partnership (PFI/PPP) and implement Private Finance Initiative/Public Private Partnership (PFI/PPP) policy and procedures. He/She must revise TNA and Training Programmes based on compliance audit findings and management feedback from performance appraisal process and conduct ongoing procurement training function within FPO and the line agencies, in accordance with the training programme.

He/She is expected have practical experience in a senior public service role which includes procurement responsibilities, experience and knowledge of procurement processes and procurement best practice, experience in working with procurement and/or contract law and experience in developing, implementing and monitoring policies, processes and procedures. The appointee should possess problem solving ability, time and priority management skills, enthusiasm for continuous improvement and driving change and be IT literate and technically skilled.

**Qualification:** Qualifications required for appointment as a Research Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization. Particular specialist experience will be required for posts, and the ability to manage and train staff.

**Salary:** SC02 \$27, 597 - \$38, 315

2015/2009	POLICY OFFICER
-----------	----------------

The Policy Officer is responsible to the Senior Policy Officer in assisting the development of detailed procurement policies for WOG, preparation of policy guidelines and the provision of advice within FPO and to line agencies. He /She is expected to assist in the provision of policy advice and support, measure the effectiveness of policies and implement performance and capability improvement and assist in the development and implementation of procurement training. The incumbent should be an effective team member in the drafting and implementation of the WOG procurement policies and procedures within FPO and all the line agencies and be heavily involved in the drafting and implementation of a WoG procurement strategy and policy with the ability to work independently with line agency staff and assist in delivering the procurement planning to meet FPO strategic objectives on time and within budget. He/She is required to assist in the implementation of the guidelines for the preparation of annual procurement plans, assist in developing and maintaining the detailed Fiji WoG procurement principles, policies and guidelines, in conjunction with the other teams within FPO and other agency stakeholders where relevant, undertakes research and analysis to support policy development and review and Research and develop policies and procedures on Private Finance Initiative/Public Private Partnership (PFI/PPP).He/She should be able

to implement Private Finance Initiative/Public Partnership policy and procedure, revise the procurement training needs analysis and training programmes based on compliance audit findings and management feedback from performance appraisal process and assist in organising and conducting procurement training within FPO and the line agencies.

**Qualification:** A recognised and good Degree in an appropriate discipline and/or relevant skills and experience in this particular field in any other organization with the potential to become a specialist in their selected field.

**Salary:** SC03 \$18, 646 - \$31, 240

	<b>SUPPLIES OFFICER [CONTRACT] - 5 POSTS</b>
2016/2009	-STANDING ORDERS
2017/2009	-GENERAL TENDERS
2018/2009	-SOCIAL AGENCY
2019/2009	-PUBLIC WORKS
2020/2009	-DEFENCE, POLICE, MILITARY & PRISONS

The Supplies Officer (Contract) is responsible to the Senior Supplies Officer (Contract) in supporting the management of the tender process including proposal development, tender evaluation and advice to the Government Tenders Board (GTB) and assisting in the development and management of supplier contracts and supplier performance. He/She must be an effective team member and contribute to and/or take responsibility for tender development, tender evaluation, contract development and management. The appointee should have a working knowledge of Fiji government procurement policy rationale and must be able to work with cross-functional and cross agency tender teams where required. The position also requires working with line agencies to draw up their Annual Procurement Plans (APPs), consolidate them and tender for common goods on their behalf and maintain relationships with key suppliers, "customer" agencies and key stakeholders. He/She should be able to negotiate and agree contractual terms and conditions with suppliers ensuring there is clear regard for the nature, application and implications of the contract and the relevant contract law, assess performance (costs and outputs) against contracts and project plans and agree corrective

actions with suppliers as required and use management information tools to forecast agency demand and supply requirements. He/She must have proven ability in the provision of advice; possess some knowledge of procurement, contract law, contract management and tendering processes and the assessed ability to provide assistance to the Senior Contract Officer.

**Qualification:** Qualifications required for appointment as a Stores Officer and a pass in Fiji School Leaving Certificate with at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed ability to progress beyond Supplies Officer grade.

**Salary:** SK03 \$20,335 - \$26,806

2021/2009	<b>SUPPLIES OFFICER [WAREHOUSE/INVENTORY]</b>
-----------	---

The Supplies Officer (Warehouse/Inventory) is responsible to the Senior Supplies Officer (Team Leader) for supporting the logistics strategy, inventory management and logistics operations and leading the logistics planning, supplies management, custom clearance, warehousing and transport operations to support WoG procurement and international purchasing. The incumbent is required to establish an effective Warehouse operation within the Logistic Unit of the Fiji Procurement Office including, operating effective logistics policies and processes in relation to inventory management, demonstrating ability to undertake the processes of logistics, supplies and inventory, implementing an inventory control system and using management information to improve supplies and inventory management. The appointee must possess a working knowledge of Fiji government procurement policy rationale, be able to develop and maintain good relationships with key transport, warehousing and other stakeholders, design, implement and manage inventory control systems to maintain optimised levels of stock while being responsive to agency requirements and develop and maintain best practice logistics processes in conjunction with the Tenders Unit. He/She should understand and be responsive to the specific requirements of each supply contract, manage the delivery and storage of goods as required, maintain an effective inventory management system, work with the Tenders Unit to monitor

delivery & performance against contracts and other documentation, manage the efficient delivery of goods to agencies and ensure accuracy of despatch documentation and inventory management records. He/She is expected to have relevant administration experience in transport, warehouse and/or inventory processes which ideally includes undertaking customs clearance responsibilities.

**Qualification:** Qualifications required for appointment as a Stores Officer and a pass in Fiji School Leaving Certificate with at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed ability to progress beyond Supplies Officer grade.

**Salary:** SK03 \$20,335 - \$26,806

2022/2009 2023/2009	<b>SUPPLIES OFFICER [CUSTOMS CLEARANCE] - 2 POSTS</b>
------------------------	---

The Supplies Officer (Customs Clearance) is responsible to the Senior Supplies Officer (Team Leader) in facilitating custom clearance including administration of all shipping and freight documentation, payment of duties, and release of bonded goods. The position is required to establish an effective logistics operation within the Fiji Procurement Office including, establishing effective customs clearance policies and processes, demonstrating ability to undertake customs clearance efficiently and effectively and effective liaison with line agency procurement staff and management. The appointee should have a working knowledge of Fiji government procurement policy rationale, should be able to develop and maintain efficient and effective customs clearance procedures, develop and maintain best practice logistics processes in conjunction with the Tenders Unit and having cognisance of the specific requirements of each supply contract and develop and maintain good relationships with key transport, warehousing and other stakeholders. The position also requires the undertaking of customs clearance for the line agencies in relation to the administration of all shipping and freight documentation, payment of customs duties and release of bonded goods and the close liaison with procurement staff from line agencies to ensure the integration of processes and the reduction of issues such incorrect receipt of goods. He/She is expected

to have relevant administration experience in transport, warehouse and/or inventory processes which ideally includes undertaking customs clearance responsibilities.

**Qualification:** Qualifications required for appointment as a Stores Officer and a pass in Fiji School Leaving Certificate with at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed ability to progress beyond Supplies Officer grade.

**Salary:** SK03 \$20,335 - \$26,806

2024/2009	<b>STORES OFFICER [TRANSPORT]</b>
-----------	---------------------------------------

The Stores Officer (Transport) is responsible to the Senior Supplies Officer (Team Leader) in running the transport operations to support WoG procurement and international purchasing. The appointee is expected to establish an effective transportation operation within the Fiji Procurement Office including establishing efficient transportation processes and operations and demonstrating ability to support the Logistics Unit in running transport operations. The appointee should have a working knowledge of warehousing and transport processes and requirements, assist in developing and maintaining good relationships with key transport providers and assist in the management, delivery and storage of goods as required. He/She must Work with the Tenders Unit to monitor delivery and performance against contracts and other documentation, organise efficient delivery of goods to agencies and ensure accuracy of despatch documentation and inventory management records. He/She is also expected to have relevant experience in supply and/or inventory management, freight forwarding or distribution or other relevant transport operations and have relevant experience in the transport industry and possess a valid driving license. A minimum of two years practical experience in a role which may include transportation management and some experience in designing, implementing or managing transportation systems is desirable.

**Qualification:** Qualifications for appointment as Storeman with a pass in Trade Test 1 and at least 2-3 years service in that grade or equivalent. Consistently good reports and an assessed ability to contribute in a management role.

**Salary:** SK04 \$15,619 - \$19,341

2025/2009 2026/2009	<b>SENIOR AUDITOR - 2 POSTS</b>
------------------------	-------------------------------------

The Senior Auditor is responsible to the Manager Compliance Unit in assessing and reporting on compliance with procurement policy, processes and procedures and the risks of non compliance and providing procurement advice to the policy, tenders and logistics functions within FPO, and to Tenders Board, government agencies and Ministers. He/She is expected to complete procurement audits in accordance with the compliance audit programme, improve procurement activities within line agencies including value for money, cost reduction and process efficiency, by provision of compliance advice in conjunction with the wider FPO team and deliver compliance functions to meet the FPO strategic and operational objectives. The incumbent is expected to undertake compliance audits in accordance with the compliance programme, manage assigned procurement audits with agencies or against FPO on other contracts and ensure management of contracts and projects are at an acceptable standard to minimise risks. He/She is expected to have a thorough working knowledge of Fiji government procurement policy rationale, contribute to the development and ongoing improvement of procurement policies and processes and provide advice on the effectiveness of and improvements to tendering processes and inventory control systems. The position is responsible for the undertaking of compliance audits in accordance with the compliance programme, managing assigned procurement audits with agencies or against FPO on other contracts and ensuring management of contracts and projects are at an acceptable standard to minimise risks. He/She is expected to possess a minimum of two years practical experience in a senior operational role which includes development of compliance systems and auditing, experience in audit or in developing compliance programmes, or in performance monitoring and process improvement, sound knowledge of procurement processes and procurement best practice, understanding of contract law and financial experience including general understanding of financial statements and calculating key financial ratios and assessment of financial performance. The appointee should possess leadership and strategic management skills, problem

solving ability, time and priority management skills and be IT literate and technically skilled.

**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

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

**The Government Printer  
Government Printing & Stationery Department  
G P O Box 98  
Suva**

2027/2009	<b>ASSISTANT ACCOUNTS OFFICER</b>
-----------	-----------------------------------

Responsible to the Accounts Officer on a daily basis on the progress of assigned tasks to insubordinate and advise on the financial status of the department funds, customers accounts receivables and accounts payables. Ensure that monthly reconciliation and reports are compile and submitted on time. Liaise with research and Purchasing Officer in respect of purchase and settlement of Accounts payable. Supervise staff and assess their performance.

**Qualification:** A minimum of a degree in accounting or related discipline or equivalent from a recognized institution. **OR** A pass in service exam U. Appointee must have served at least one year in SS05 grade and have passed H1 & H2 service and have demonstrated intellectual capacity, drive, determination and flair in existing grade or position; or successfully completed Form 7 examination with a pass in accounting.

**Salary:** AC04 \$17,687 - \$22,724

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

**The Permanent Secretary  
Ministry of Indigenous Affairs  
P O Box 2100  
Government Buildings  
Suva**

2028/2009	<b>PRINCIPAL ADMINISTRATIVE OFFICER [MANAGER SCHOLARSHIP] INDIGENOUS AFFAIRS SCHOLARSHIP SECTION</b>
-----------	--

This position heads the Scholarship Section and reports directly to the Permanent Secretary on scholarship matters. It is expected that the successful applicant will ensure that all operational matters are efficiently and effectively carried out through appropriate Unit Heads, provide sound policy advice and effective secretariat functions to the iTaukei Education Committee. Monitor academic performances of overseas and local scholarship recipients, provision of timely disbursement of fees and allowances to ensure that student welfare are well looked after monitor the effective use and prudent scrutiny of all scholarship funds and management of resources. The position interacts extensively with the public which includes the local and overseas educational tertiary institutions and internal Sections Heads, its primary focal point is the Ministry for Education and PSC on training matters. Opportunities and areas of interest for the position is to develop an interest and engage in depth research on the total iTaukei education profile to assist the Ministry identify special educational needs in areas requiring iTaukei input. Represent the Ministry to relevant meetings, workshops and seminars and submit monthly and annual reports for Management Board meetings, which includes the allocation and usage of scholarship funds and provide executive support services on issues that impact the Section.

**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

<b>2029/2009</b>	<b>SENIOR ADMINISTRATIVE OFFICER [NATIVE LANDS &amp; FISHERIES COMMISSION]</b>
------------------	--

This position provides advisory support to the Chairman Native Lands & Fisheries Commission through the Deputy to determine disputes relating to native land, *qoliqoli* and chiefly titles under the Native Lands Act Cap 133. It is responsible for maintaining a number of important Registers with respect to iTaukei people: *Vola ni Vakalawataki ni Qele iTaukei*, *Vola ni Kawa Bula*, *Vola ni Bubului*, *tukutuku Raraba ni Yavusa*, and *Vola ni Qele Va-kawa*. Promote accountability and transparency in the timely address with stakeholders and enhance better data management. Ensures researched data on disputes are well prepared before enquiries and Adjudication of Disputes commences. Monitor and manage the section work and their adherence to work ethics and conduct, all records under custody – its usage, maintenance and preservation. The responsibility to be custodian of the five (5) registers requires education, awareness, directions and advice programmes to be conducted and disseminated in an efficient and effective manner (includes *Bubului* exercises). The appointee requires demonstrated knowledge of iTaukei cultures and the ability to communicate sensitively and effectively with the iTaukei community and its people.

**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

<b>2030/2009</b>	<b>ADMINISTRATIVE OFFICER [RESEARCH] INSTITUTE OF ITAUKEI LANGUAGE &amp; CULTURE</b>
------------------	--

The position reports to the Director Institute of iTaukei Language & Culture through the Senior Administrative Officer to provide research on different aspects of iTaukei art & craft from field and archives through proper documentation and subsequent dissemination to the general public. Part of its principal accountabilities are through research & documentation carry out research in archives and field, and the compilation of cultural information in the areas specified: *Fijian music and songs, Dances, Games, Fishing, Pottery, Bark cloth manufacture, Costume & Ornament, Food Preparation, Oral Tradition, weaving*: undertaken accurately, and edited prior to dissemination to the general public. On policy advice & Support develop policy advice on cultural research and related issues for Director as and when required to assist him in making sound recommendations to Ministry. For Communication & Awareness provide regular education programmes by producing and presenting in the weekly *Noda Vosa* Programme, and the quarterly *Na Mata* publications, and public lectures to interested individuals and institutions to promote awareness on Fijian language and culture. Monthly Reports are prepared to facilitate the submission of timely monthly reports to the Director so that works of the Institute are clearly scrutinized and vetted for purposes of effective performance management system implementation. Responsible for the Institute's OHS status. Handles financial transaction and records and liaises with Senior Accounts officer of the Ministry. Attend Meetings and Conferences to participate effectively in national, regional and international conferences/meetings, as and when required by the Ministry, by presenting papers and/or proposals on issues of utmost important to the Institute and those relevant to the duties of the incumbent.

**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

2031/2009	<b>ADMINISTRATIVE OFFICER [STUDENT COUNSELLOR] SCHOLARSHIP SECTION</b>
-----------	--

Responsible to the Manager Indigenous Affairs Scholarship through the Senior Administrative Officer (Operations) for the provision of academic counseling to sponsored students in local and overseas tertiary institutions; monitor the academic performance of sponsored students and play a lead role in identifying and counseling at-risk students; assist in designing a program that will help them meet their academic goals; analyse academic results at the end of each semester to determine scholarship entitlement; delivery of support services such as orientation of new students at the beginning of every semester, attending careers expo, and organize extra tutorials. The position requires demonstrated knowledge of indigenous cultures, ability to communicate sensitively and effectively with indigenous people and communities, including the requirements for consultation and negotiation in a contemporary Fijian society.

**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

2032/2009	<b>ADMINISTRATIVE OFFICER [OVERSEAS SCHOLARSHIP] SCHOLARSHIP SECTION</b>
-----------	--

Responsible to the Manager Indigenous Affairs Scholarship through the Senior Administrative Officer (Overseas Scholarship) for processing overseas scholarship applications; assist in providing secretariat support in the selection process; organize pre-departure orientation for new students; liaise with overseas institutions regarding the academic progress of students and payment of fees; process allowance and tuition fees; maintain up-to-date record

of all sponsored students and attend careers expo. The position requires demonstrated knowledge of indigenous cultures, ability to communicate sensitively and effectively with indigenous people and communities, including the requirements for consultation and negotiation in a contemporary Fijian society.

**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

2033/2009	<b>EXECUTIVE OFFICER [VANUA] NATIVE LANDS &amp; FISHERIES COMMISSION</b>
-----------	--

The position uniquely deals with matters iTaukei and assists in the maintenance, update and preservation of Vanua matters, therefore requires demonstrated knowledge of indigenous cultures, ability to communicate sensitively and effectively with indigenous people and communities. Reporting to the Chairman, Native Lands and Fisheries Commission through the Senior Administrative Officer, Vanua the successful appointee assists and ensures the timely provision of policy advice on customary title ownership, encumbrances and vanua vakawa through indexing and update of records. Travels and assists in the adjudication of disputes: customary titles disputes, land disputes and fishing boundaries disputes; involves engaging consultations and research through Provincial Council offices, address formal enquiries and attend to land dispute cases when received.

**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

2034/2009	<b>TECHNICAL OFFICER I [UN-SURVEYED LAND DEMARICATION] PROJECT UNIT, NATIVE LANDS &amp; FISHERIES COMMISSION</b>
-----------	--

The successful applicant will be responsible to the Chairman Native Lands & Fisheries Commission, through the Senior Technical Officer (Projects) ensuring that all technical support and policy advice on un-surveyed native land demarcation is provided in a timely manner. Landowners' expectation is very critical therefore the successful applicant plays a pivotal role in ensuring that government policy initiatives are successfully implemented through proper dialogue and understanding of each province and its geographical structure. Demarcation work must be carried out with precision in line with the Yalayala Vakaviti, facilitate equipment, machines and appropriate clothing with OHS statutory compliances, co-ordinate survey and demarcation work with the Director for Lands and team officials. Work closely with the Provincial Offices to ensure the field visits are conducted as programmed and the Vanua are well informed of the procedures undertaken. Report on a fortnightly basis on all field work and assigns village boundary demarcation with team members ensuring that work is implemented as scheduled. Major challenges and hurdles encountered are the disagreements with Landowners' therefore the successful applicant must be prepared of such encounters in the course of its duties. As such you are required to be well versed with and display demonstrated knowledge of *iTaukei* cultures and the ability to communicate sensitively and effectively with the *iTaukei* community and its people.

**Qualification:** Qualifications required for appointment as Technical Officer Class II 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. Demonstrated ability to supervise and control staff and resources.

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

**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

	<b>PRINCIPAL [ED1A] - 2 POSTS</b>
2035/2009	<b>-BA PROVINCIAL SECONDARY SCHOOL</b>
2036/2009	<b>-CATHEDRAL SECONDARY SCHOOL [RE-ADVERTISED]</b>

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 positive collegial relationships among staff members and with the wider community. Establishes as appropriate code of conduct for staff and students.

**Qualification:** Qualification as for HOD1 post and at least 3 years competent service with a superior assessment in the 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 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 educational 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

<p>2037/2009 2038/2009</p>	<p><b>PRINCIPAL [ED1D]</b> - 2 POSTS - INDIAN COLLEGE - VUNIMONO HIGH SCHOOL [RE-ADVERTISED]</p>
--------------------------------	--

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 a 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 educational 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

<p>2039/2009 2040/2009</p>	<p><b>PRINCIPAL [ED2B]</b> - 2 POSTS - BAULEVU HIGH SCHOOL - NILSEN COLLEGE [RE-ADVERTISED]</p>
--------------------------------	---

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 for HOD1 post and at least 6 years competent service with a superior assessment in the ED4 or 4 years in 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 educational issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

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

<p>2041/2009</p>	<p><b>PRINCIPAL [ED3C]</b> -WAINIMAKUTU JUNIOR SECONDARY SCHOOL [RE-ADVERTISED]</p>
------------------	---

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

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

**The Permanent Secretary  
Ministry of Social Welfare, Women & Poverty Alleviation  
P O Box 14068  
Suva**

<b>2042/2009</b>	<b>SENIOR WOMEN INTEREST OFFICER [HEADQUARTERS]</b>
------------------	---

The position is responsible to the Director in assisting in the formulation of policies on accessibility of women to services through gender analysis of policies and ensuring the mainstreaming of women's concern are included in the planning process and policy areas and that gender parties and inequalities for women are reduced. The incumbent is also required to coordinate and evaluate projects on women and gender in collaboration with other stakeholders, represent the Department in Development Committees. Participate in consultations with other government agencies, provide assistance in the assessment of the impact on women and men on Government policies, programmes and projects by undertaking gender analysis; represent Government and advice gender specific discussion papers at the inter-sectoral, national, regional and international forums; assist in the annual budget preparation, facilitate the funding of the women's development projects by assessing projects from community based organizations and recommending them for grants; monitor and evaluate projects and acquittal of funds; communicate the Ministry's and Department's roles and functions to ensure continuing community and public awareness/understanding and assist and coordinate the delivery of an efficient system of annual business

reporting to ensure timely input of annual report requirement.

**Qualification:** Qualifications required for appointment as Women's Interest Officer and at least 2 – 3 years service in that grade or equivalent or relevant degree and / or relevant skills and experiences in this particular field in any other organizations. Assessed potential and ability to progress beyond Senior Women's Interest Officer. An understanding of gender issues is desirable.

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

<b>2043/2009</b>	<b>SENIOR WOMEN INTEREST ASSISTANT [WESTERN]</b>
------------------	--

Responsible to the Women's Interest Officer on the collection, analysis and updating of data and information with respect of gender equality programme and activities, Prepare work programme for each Women Interest Assistant assisting in the conducting of training programmes, provide support to increase networking with key partners in development at the community level. Maintain a central database and information system at the Divisional office to reflect progress of implementation of key gender equality and women's empowerment programmes and activities.

**Qualification:** Qualifications required for appointment as Women's Interest Assistant and at least 2 – 3 years service in that grade or equivalent and / or relevant skills and experience in this particular field in any other organization.

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

<b>2044/2009 2045/2009</b>	<b>WOMEN INTEREST ASSISTANT [ 2 POSTS] -BA -CENTRAL EASTERN</b>
--------------------------------	---

Responsible to the Women's Interest Officer on the provision of advisory and technological services to women in the community on matters related to household development, family enhancement, and small business development. Prepare and organize training for women in the area on all of the above;

provide basic research/information on women in area to determine relevant program; identify women's need at district level and decide, implement and evaluate relevant programs to meet those needs provide specialized input into the design. Liaise with Women's groups and other agencies involved with Women in Development in the area to ensure coordinated action.

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

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

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

**The Permanent Secretary  
Ministry of Primary Industries  
Private Mail Bag  
Raiwaqa**

DEPARTMENT OF AGRICULTURE

<b>2046/2009</b>	<b>SECRETARY [PA TO DIRECTOR HUMAN RESOURCES]</b>
------------------	---

Responsible to the Director Human Resource & Finance for all secretarial duties including typing, shorthand, taking of minutes of meetings, filing, attending to telephone calls/enquiries, operating office machines, arranging appointments and maintaining inward/outward mail register.

**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

<b>2047/2009</b>	<b>SENIOR AGRICULTURAL OFFICER [QUARANTINE] SUVA</b>
------------------	--

Responsible to Principal Agricultural officer (Quarantine) for the general control, planning and coordinating quarantine activity and provide administrative, technical and moral support to quarantine staff. Promote the delivery of consistent, effective and efficient border quarantine monitoring and surveillance programmes. Administer quarantine awareness programme and emergency response plan. Identify staff training needs, initiate and formulate training courses. Work in close collaboration with public and private sectors on matters relating to imports of plant and plant products, to commodity pathways in particular the approved list under the existing Bilateral Quarantine Arrangement (BQA). Attend to budgetary funding and monitor the performance of immediate subordinate meeting the output target specified in the work plan. Procure and disseminate appropriate technical information for quarantine inspectors and act as a liaison officer in between the Agricultural Quarantine Inspection Service and Stakeholders

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

**Salary:** PR02 \$26,063 - \$34,175

<b>2048/2009</b>	<b>AGRICULTURAL TECHNICAL OFFICER [QUARANTINE] LAUTOKA</b>
------------------	--

Responsible to the Senior Agricultural Officer (Quarantine – West) through the Agricultural Officer (Lautoka) for the compilation and analysis of all reports of border control operations which include boarding duties at wharves and outports, monitoring and surveillance, audit of various pathways, special attendance activities, treatment and produce certifications and special interceptions report. Prepare work programs and budget for subordinate

staff in line with work program of QID-Fiji. Proper placement of Quarantine officers to provide maximum security and the most efficient coverage of all areas under his or her jurisdiction/control through proper planning and appointments. Supervision and monitoring of all operations and staff in Lautoka Office and provide coaching and counselling when required. Attend to all public/stakeholders enquiries and provide timely advice and response. Organise monitoring and surveillance within the port areas and ensure compliance with OHS regulations. Organise, implement and initiate Emergency Response Planning (ERP). Assist in the preparation of and conduct delivery of Quarantine awareness programmes to the general public, stakeholder and schools of various aspects of Quarantine that they should be aware of. Update, maintain and audit import and export registers. Report to AO (Lautoka) on any apparent deficiencies in the Quarantine procedures and any unusual incidents or interceptions for onward submission to management. Liaising with various stakeholders (shipping agents) for the prompt and efficient delivery of Quarantine services to clients.

**Qualification:** Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

**Salary:** PR04 \$15, 689 - \$20, 018

<b>2049/2009</b>	<b>AGRICULTURAL TECHNICAL OFFICER [QUARANTINE] SUVA PERMITS</b>
------------------	---

Responsible to the Senior Agricultural Officer (Quarantine – Suva) through the Agricultural Officer (Suva) for the preparation and distribution of import permit application forms to Importers and informing them on import permit requirements, standards and conditions. Receive, screen and verify import permit applications. Conduct risk analysis on all import permit applications and submit any new or high risk commodity applications to the Quarantine Committee for comments, recommendations and approval.

Process and issue import permits as recommendations given by the Quarantine Committee or Director Quarantine and ensure that proper import conditions are attached with correct treatments indicated according to the commodity imported. Carry out audit of all warehouses/nurseries where imported plants and plant products are kept and liaise directly with Importers, exporters, NGO's, Entomologists and Plant Pathologists on import permit issues. Compile and submit progress/monthly/quarterly reports to AO (CEN). Advise the Officer in Charge on other urgent matters needing immediate attention and follow-up.

**Qualification:** Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

**Salary:** PR04 \$15, 689 - \$20, 018

<b>2050/2009</b>	<b>AGRICULTURAL TECHNICAL OFFICER [QUARANTINE] SAVUSAVU</b>
------------------	---

Compile and analyse all reports of border control operations in the Northern Division including boarding duties at the wharves in Savusavu, Wairiki, Malau and Nabouwalu including all airports and yachts. Prepare work programs and budget for all operations in the Northern Division in line with the work program and ensure proper allocation of resources to provide maximum security and efficient coverage of all areas through proper planning and implementation. Supervise and monitor all operations and staff in Savusavu and provide coaching and counselling when required. Attend to all public/stakeholders enquiries and provide timely advice and response. Organise monitoring and surveillance within the whole of the Northern Division and initiate and implement Emergency Response Plan. Prepare and conduct Quarantine awareness programs to general public, stakeholders and schools on Quarantine issues that they should be aware of. Update, maintain and audit import and export registers and report on any apparent deficiencies in Quarantine procedures and

any unusual incident or interceptions to the Senior Agricultural Officer (Central) for submission to management for formulating policy matters. Regularly liaise with stakeholders (shipping agents) for prompt and efficient delivery of Quarantine services to clients.

**Qualification:** Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

**Salary:** PR04 \$15,689 - \$20,018

2051/2009	<b>AGRICULTURAL TECHNICAL OFFICER [BQA CO-ORDINATOR] NADI</b>
-----------	---

Reports to the Senior Agricultural Officer (Western) through Agricultural Officer (Nadi) and carries out registration of farmers programs for commodities under BQA Agreements between Fiji and New Zealand. Carry out Audits of programs and HTFA Treatment on all registered commodities under BQA Agreements including inspection, transfers, and analysis of all BQA commodities at the treatment areas to ensure that commodities certified must comply with import countries requirements, comply with International Standard and Phytosanitary Measures and farmers are also advised of the rejection rate and corrective measures to be implemented. Supervise handling of produce after harvest and after treatment before exports are sent to overseas markets. Carry out surveys on all registered farms for any non-compliance to be rectified so that the integrity of the Phytosanitary certificates are not jeopardised and prepare and submit physical and financial reports and budget for the BQA Program.

**Qualification:** Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation.

Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

**Salary:** PR04 \$15,689 - \$20,018

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

**The Permanent Secretary  
Department of Fisheries & Forest  
P O Box 2218  
Government Buildings  
Suva**

2052/2009	<b>PRINCIPAL FORESTRY OFFICER [NORTHERN]</b>
-----------	--

This post is the Divisional Head in the Administrative Division [Divisional Forestry Offices] reporting directly to the Deputy Conservator of Forests [Operations]. The post exists as a strategic operational arm of the Department, the core function of which is to implement the policies on forest management, harvesting, extension and utilization of forest resources. The specific functions are management of natural forests; licensing and control of natural and plantation forest harvesting; collection of scaling fees and royalties; monitoring of saw milling, timber treatment and other wood using processors; and offering forestry advice to various stakeholders. The appointee is required to produce Divisional Work programmes and budget estimates, ensure compliance in accordance with work programmes through periodic monitoring, submission of reports on work programmes, facilitate effective participation of the private sector by communicating Department's Policy framework and ensuring compliance and assist Divisional Commissioners in undertaking tasks related to Natural Disaster and General Election activities.

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

**Salary:** PR01 \$35,466 - \$44,787

2053/2009	<b>PRINCIPAL FORESTRY OFFICER [SILVICULTURE]</b>
-----------	--

Responsible to the Deputy Conservator of Forests (Services) for the planning, designing, monitoring and controlling of all Silviculture Research Programmes in accordance to the Five Year Research Development Programme in order to develop forest commodities of economic and social significance and to provide technical support to end users. The incumbent is also responsible for developing, planning, directing and controlling research into systems of sustainable development of forest commodities such as plantations, indigenous forests, social and economic values of selected priority tree species like sandalwood and fuel wood species. He/She is also required to formulate sound policies, guidelines and strategies in line with the Corporate Plan, develop research goals and activities by working out cost effective strategies, conduct and promote research into forest development and conservation of the forest resource base through designing, controlling, co-ordination and monitoring research activities in forest seed, nursery practices, management and Silviculture trials of plantation species, tree improvement, sustainable natural forest management practices and forest protection. The incumbent will also manage funds provided in the Division's budgetary allocation in line with the planned programmes, develop appropriate and workable field procedures through the analysis of research results, ensure effective staff management by being involved in staff recruitment, setting performance standards, coaching and ensuring staff training and compilation of the Division's Quarterly and Annual Reports.

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

**Salary:** PR01 \$35,466 - \$44,787

2054/2009	<b>FORESTRY OFFICER [FORESTRY TRAINING CENTRE]</b>
-----------	--

The incumbent is responsible to the Senior Forestry Officer – Training for the effective and successful implementation of Technician Course and Refresher Courses for the Departmental Staff. The officer will also ensure the development review and constant scrutinization of training curriculum and modules to maintain high standards and to reflect changing technology of forestry science and also to ensure the smooth implementation of planned training programs through close liaison and organization of Technician training staff with relevant organizations for planned field trips and site visits. He/She must manage funds in line with the planned programmes through discussing with management and acting accordingly, ensure the compilation of administrative and course reports for the Technician Course to the Senior Forestry Officer, ensure timely submissions of the Division's Quarterly and Annual Reports and other information required by Management. The incumbent will also be responsible the health and well being of the participants both local and regional students and will work closely with other organization to source relevant training materials and facilitators.

**Qualification:** Qualifications required for appointment as Forester and at least 23 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with demonstrated ability to supervise and control staff and ability to perform effectively in rural situations; **ORA** good degree in Forestry.

**Salary:** PRO3 \$20,335 - \$26,810

2055/2009	<b>ADMINISTRATIVE OFFICER</b>
-----------	-------------------------------

Responsible to the Principal Administrative Officer to assist in establishing, maintaining and controlling Administrative Support Services and Personnel Functions in compliance with Rules, Regulations, Procedures and Instructions currently in force. Assist the Principal Admin Officer in the provision of Administrative support services, carrying out central human resources functions. Provide advice on policy guidelines, Rules, Regulations and Legislation in regards to human, financial and asset management.

Supervision of Administrative Staff, including wage earners. Oversee Registry and Leave section functions. Assist the Principal Administrative Officer in analyzing the training needs of the employees, recruitment of staff, preparation of staff board papers, disciplinary cases, preparation of sections Business Plan and providing secretariat services to the Management Staff Board and Head of Department Meeting.

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

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

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

**The Permanent Secretary  
Department of Public Utilities & Energy  
P O Box 3850  
Samabula**

DEPARTMENT OF PUBLIC UTILITIES

2056/2009	<b>DIRECTOR [WATER &amp; SEWERAGE]</b>
-----------	--

Responsible to the Permanent Secretary for Public Utilities for all matters relating to Water Supplies and Sewerage services in Fiji. Duties are mainly managerial and administrative nature associated with the planning, design and documentation of projects, oversee all aspects of constructional operation and maintenance, provision of professional and technical advice to the Permanent Secretary and undertake any other duties assigned from time to time.

**Qualification:** Corporate Membership of the Institute of the Civil or Municipal Engineers or a recognised professional qualification in Civil Engineering with 15 years practical experience and/or 3 years experience at Assistant Director's level. Extensive experience in the design and construction of major water supply

and sewerage scheme. Proven administrative experience and ability to manage and control staff.

**Salary:** EPO1 \$57, 297 - \$72, 154

2057/2009	<b>SENIOR ENGINEER [WATER] NORTHERN</b>
-----------	---

Responsible to the Divisional Engineer (W&S) North for the operation, maintenance and construction of the water supply systems in the Northern, provision of profession and technical advice on all water operational and maintenance matter, management and control of financial resources, staff training and supervision and undertake any other related works which from time to time become necessary in the running of Water Supply in the Division.

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

**Salary:** EPO4 \$30, 836 - \$41, 068

2058/2009	<b>SENIOR ENGINEER [SEWERAGE] OPERATION &amp; MAINTENANCE, SUVA WATER SUPPLY &amp; SEWERAGE SECTION, KINOYA</b>
-----------	---

Responsible to the Divisional Engineer (W&S) C/E for the operation, maintenance and construction of the sewerage systems in the Central Eastern, provision of profession and technical advice on all sewerage operational and maintenance matter, management and control of financial resources, staff training and supervision and undertake any other related works which from time to time become necessary in the running of Sewerage System in the Division.

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

**Salary:** EPO4 \$30, 836 - \$41, 068

2059/2009	<b>SENIOR SECRETARY</b>
-----------	-------------------------

Responsible to the Permanent Secretary for Public Utilities for receiving telephone calls, taking and transcribing shorthand notes, making correspondence, making appointments, registering, filing and dispatching of all correspondence, arranging appointments for the Permanent Secretary for official visits/meetings and undertake any other 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:** SSO3 \$20, 335 - \$25, 990

.....  
 .....  
**WITHDRAWAL OF VACANCIES**  
 .....

FPSOC NO	VACANCY NO	POST
<b>MINISTRY OF EDUCATION, NATIONAL HERITAGE, CULTURE &amp; ARTS AND YOUTH &amp; SPORTS</b>		
15/2009	749/2009 &	Principal [ED1C] – Indian College &

	753/2009	Vunimono High School – withdrawn and re-advertised.
15/2009	754, 755 & 756/2009	Principal [ED2D] Ba Provincial Sec., Baulevu High & Cathedral Sec School - Withdrawn and re-advertised.
15/2009	779/2009	Principal [ED3C] Nilsen College – Withdrawn and re-advertised.
15/2009	797/2009	Principal [ED4C] Wainimakutu Junior Sec School – Withdrawn and re-advertised.

.....  
 .....  
**OTHER VACANCIES**  
 .....

**FOOD AND AGRICULTURE ORGANISATION OF THE UNITED NATIONS**  
 .....

<b>Post</b>	<b>Statistician</b>
<b>Website</b>	-
<b>E-Mail</b>	<b>ESSS-Chief@fao.org</b>
<b>Due Date</b>	<b>30<sup>th</sup> October, 2009</b>

<b>Post</b>	<b>Livestock Officer</b>
<b>Website</b>	-
<b>E-Mail</b>	<b>VA-2232-SNO@fao.org</b>
<b>Due Date</b>	<b>26<sup>th</sup> October, 2009</b>

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

<b>Circular dated:</b>	<b>15/10/2009</b>
<b>Before noon:</b>	<b>30/09/2009</b>
<b>Circular dated:</b>	<b>31/10/2009</b>
<b>Before noon:</b>	<b>15/10/2009</b>

.....

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

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

.....