



FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 20/2009

DATE: 31st OCTOBER, 2009

ISSUED BY THE PUBLIC SERVICE COMMISSION

THE FIJI PUBLIC SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER

VACANCIES

ADVERTISEMENTS must be submitted on plain paper together with GP Form 140 for each vacancy.

APPLICATIONS for vacancies must be made on GP142 Form stating the appropriate reference number and submitted via the Head of the Employee's Department. All applicants must include their Curriculum Vitae (CV) with GP142 Form.

CLOSING DATE for all applications for the posts advertised in this circular will be 14 days from the date of publication shown above. Late applications will not be considered.

JOB DESCRIPTIONS Additional information may be obtained by contacting the Ministry or Department concerned.

CIRCULATIONS Permanent Secretary's and Heads of Departments are to ensure that copies of this circular are made available to all employees by distributing them as widely as possible. A copy should be placed on the Ministry/Department's Notice Board. Those going on in-service training abroad should make arrangements to be informed of matters of interest to them.

RECRUITMENT AND PROMOTION POLICY The Fiji Public Service is an equal employment opportunity employer and vacancies are opened to all Fiji citizens. The following extracts from the State Service Decree No.6 of 2009 should be considered in all cases.

"The recruitment of persons to a state service, the promotion of persons within a state service and the management of a state service must be based on the following principles:

- (a) *Government policies should be carried out effectively and efficiently and with due economy;*
- (b) *appointments and promotions should be on the basis of merit and equal opportunity;*
- (c) *men and women equally, and the members of all ethnic groups should have adequate and equal opportunities for training and advancement;*

APPOINTMENT AND PROMOTION The following extracts from Regulation 5 of the Public Service (General) Regulations, 1999 should be carefully observed by all recommending employees.

Subsection (1): The appointment or promotion of a person to an office pursuant to Part 6 Section 12 of the State Service Decree No.6 of 2009 must be made on the basis of merit after an open, competitive selection process, and in accordance with Part 6, Section 9 of State Service Decree No.6 of 2009.

Subsection (2): An appointment or promotion may only be made if -

- (a) the vacancy in the office, or a vacancy in an office with the same duties, was notified in a Public Service Official Circular within the last year as open to any citizen of the State;
- (b) an assessment has been made of the relative suitability of the candidates for the duties, after interview or using another competitive selection process;
- (c) the assessment was based on the relationship between the candidate's work-related qualities and the work-related qualities genuinely required for the duties;
- (d) the assessment focused on the relative capacity of the candidates to perform the duties.

Subsection (3): The following work-related qualities may be taken into account in making an assessment referred to in sub regulation (2): -

- (a) skills and abilities;
- (b) qualifications, training and competencies;
- (c) standard of work performance;
- (d) capacity to perform at the level required;
- (e) demonstrated potential for further development;
- (f) ability to contribute to team performance.

Subsection (4): Sub regulation (3) does not prevent any other relevant matter being taken into account.

Subsequently in accordance with the State Services Decree No.6 of 10th April, 2009, all appointments and promotions will be on three [3] years contract subject to performance review annually with effect from 10th April, 2009.

Parmesh Chand
Permanent Secretary for the Public Service

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

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

STRATEGIC FRAMEWORK FOR CHANGE
COORDINATING OFFICE

2141/2009	DEPUTY SECRETARY
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The Deputy Secretary is responsible to the Permanent Secretary and Minister for the Office of the Prime Minister for the successful performance of the Department in the monitoring and evaluation of ministries / departments and all implementing agencies on the implementation of the Strategic Framework for Change and Roadmap for Democracy and Sustainable Socio – Economic Development through the effective management of all resources and also by providing leadership and direction to staff and ensuring compliance to all relevant Acts, Regulations, Instructions and Manuals. The Deputy Secretary is specifically expected to: provide timely policy advice that are relevant and accurate to the Permanent Secretary and the Minister; keep the Permanent Secretary and Minister fully informed on critical or agreed matters with the Department; effectively manage key interfaces with ministries/departments, other implementing agencies to ensure the Strategic Framework for Change (SFC) and the Roadmap for Democracy and Sustainable Socio – Economic Development (RDSSSED) are well articulated in the organizational Planning Documents to ensure successful implementation; effective performance appraisal of ministries/ departments and other implementing agencies implementation programs and activities on SFC and RDSSSED; ensure that policies and actions taken by the Department are aligned with Government direction and facilitate policy coordination and cohesion between government agencies; strengthen partnership, networking, teambuilding with ministries / departments, implementing agencies; promote and market SFC and RDSSSED; ensure legislative and statutory compliance within the Department; ensure that good employment principles and practices operate within the Department and that people

management reflects equity and occupational health and safety principles; maintain effective corporate, personnel, financial and performance management planning and reporting within the Ministry; deliver specific programs and projects within agreed financial and staffing resource levels; and ensure satisfactory introduction and operation of internal controls and reporting systems including internal audit in compliance with the Finance Act and relevant guidelines and regulations.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer 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 manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$58,793 - \$73,757

MINISTRY OF WORKS, TRANSPORT AND PUBLIC UTILITIES

DEPARTMENT OF WORKS

2142/2009	DEPUTY SECRETARY [OPERATIONS]
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Responsible to the Permanent Secretary for Works and Roads Departments for the overall control, direction and supervision of the staff and coordination of national, social and economic development policies and planning. The Deputy Secretary is also required to advise the Permanent Secretary for Works and Roads on infrastructural/operational development policy issues. Duties which involve both technical and administrative functions include, formulation and planning of operational policies, budgetary policies

and planning of resources allocation, monitoring and management of the departments, human resource allocation, human resource development planning, sectoral development planning, project planning and evaluation, co-ordinate the provision of secretariat services to permanent and adhoc committees of the Government. The officer is also responsible for the preparation and control of the Department's annual budget. The Deputy Secretary is also required to liaise with the line Ministries Department, Statutory bodies and Private Sector in relation to these functions.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer 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 manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$58,793 - \$73,757

2143/2009	DEPUTY SECRETARY [PLANNING AND DESIGN]
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The position of Deputy Secretary Planning and Design has a general management role for the development of policies and strategies for the Department of Permanent Secretary's approval for implementation. It also has a co-coordinating and supervision role in terms of the performance of the planning and design arms of the Department. The appointee will be responsible to the permanent Secretary for Transport Works and Energy to develop co-coordinated planning and Design policies and Strategies consistent with overall departmental objectives, Develop overall corporate plan for the department and for strategic planning in specific areas for capital expenditure, participate in the

evaluation of departments programmes and policies to review effectiveness relative to government and department priorities, Manage the planning and design division and ensure proper and timely preparation of plans and design work for projects, Provide advice to permanent secretary and minister on politically sensitive matters in terms of project identification and implementation, Provide direction and assistance to subordinates staff ensuring the provision of effective training and development throughout the department for the achievement of position objectives, Deploy staff in accordance with overall programme and work priorities with the approval of the Permanent Secretaries, Confer with the Permanent Secretary and heads of section on planning and design issues, confer with the minister on planning and design matters, Confer with senior officers of the Ministry of Finance on budget formulation and submission, Discuss and confer with senior officials of other government departments in terms of projects implementation, Lands Department, Ministry of Regional Development, Department of Environment, Marine and Energy, Confer with Public Enterprise Unit in terms of various corporatisation initiatives for the department and discuss and confer with overseas consultants on work programme/study in terms of their Terms of Reference.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer 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 manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$58,793 - \$73,757

DEPARTMENT OF TRANSPORT

2144/2009	DEPUTY SECRETARY
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Responsible to the Permanent Secretary and Minister in providing policy advice when required and formulation of cabinet papers, concept papers and relevant papers when required. Ensure the monitoring and review of the relevant legislation for the Transport Portfolio of the Ministry and monitor the implementation of the Transport Sector Plan which is aligned to the National Strategic Plan. Responsible for the formulation, implementation, monitoring and review of the Corporate Plan and preparation of Annual Report and ensures that the Director's performance indicators are achieved in regards to target outputs. Responsible for the formulation, implementation and monitoring of the Ministry's budget in respect of the Ministry's submission and compilation of expenditure in accordance with approved budget and regulations. Ensures the formulation, implementation and monitoring of the Ministry's human resources plan in regards to recruitment, termination, retirement, leave and training and acts as Chairperson of the Ministry's Staff Board. Responsible for the Ministry's Information Technology networking and database set-up implementation and monitoring.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer 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 manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$58,793 - \$73,757

MINISTRY OF LABOUR

2145/2009	DEPUTY SECRETARY
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The position will report directly to the Permanent Secretary for Labour, Industrial Relations and Employment to provide support and corporate leadership and management of issues in the Ministry. To co-ordinate and to oversee the effective implementation of strategies on Labour Market issues, including Labour Reforms and facilitate the operations of the National Employment Centre. Responsibilities will include co-ordination of review processes and monitoring the implementation of Policy, co-ordinating operational tasks for the Ministry's services including being Chairperson to the Staff Board. He/She will be responsible for the day to day administration and management of the Ministry. Such responsibility include rendering and formulating appropriate labour policies and legislation proposals for the Minister's consideration and for submission to Cabinet, regular briefings to Permanent Secretary on the Ministry's progress and on important current issues; translation of policies into workable programmes that will yield results; regular monitoring and evaluation of all facets of the Ministry's activities and where necessary to initiate changes under relevant Review and/or Restructuring programmes for the Ministry and service wide activities; effective and efficient management of the Ministry's resources including proper control of allocations. Provision of new budget estimates; providing impeccable leadership and encouraging team work at all levels; maintain good public relationship with the public, good work relations with the Government and Non-Government organisations; regular review of the Ministry's performance against work programme goals; develop long and short term human resource plans for the Ministry in close liaison with PSC; and attending to miscellaneous demands and requirements of the Minister. Tertiary qualification on Employment Relations and Labour Laws with extensive experience in negotiations and mediations would be advantageous.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is

required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer 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 manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$58,793 - \$73,757

2146/2009	DIRECTOR [OCCUPATIONAL HEALTH & SAFETY AND WORKMAN'S COMPENSATION SERVICES]
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The position based in HQ- Suva is responsible to the Permanent Secretary and the Minister for Labour, Industrial Relations & Employment through the Deputy Secretary (OHS) to implement Government policies and deliver services on workman's compensation and OHS issues associated with plants, substances, vetting of capital projects; registration and use of plants and machinery, substances/chemicals and processes in the workplace; OHS training & consultancy services, workplace OHS Committees and Accreditation of OHS Trainers with special attention to high risk and key industries including small and medium sized enterprises; statutory inspections including engineering inspections of plant and machinery to ensure government is fully accountable on its statutory responsibilities, workplace OHS compliance both in terms of management systems and hazards; prepare Cabinet submissions and vet submissions from other support staff in the service for the Permanent Secretary's consideration; liaise with DS (OHS) and the Ministry's Policy Unit in the formulation of OHS policies & legal advise and the prosecution of cases under the OHS and the Workman's Compensation Legislations. The incumbent is to assist the DS (OHS) in the efficient and effective daily administration of the OHS and Workers Compensation, Human

Resources, continuous review and update of the all Unit's database & systems and processes to ISO and/or recognised standards, better management of all resources including finance and assets; oversee the effective co-ordination and management of the Capital Projects & IT Section; Training, Accreditation, Chemical and Occupational Hygiene Section especially Part IX of the HASAW Act; Risk Engineering Unit; Divisional OHS Field Operation Offices, and the Workers Compensation Unit. Provide effective consultation with, and guide the tripartite National OHS Advisory Board and stakeholders in the development of National OHS and Workers Compensation Regulations and Codes of Practice and programs to promote OHS excellence in the labour market with strong emphasis on quality and efficient customer service to all clients. Represent the Ministry at Government meetings, consultations with employers' organisations, institutions, relevant agencies and other stakeholders. Review and develop operational standards, systems and processes to improve and sustain quality outputs and outcomes within the service and to be closely involved with the management team on strategic planning and policy matters.

Qualification: Previous experience with policy matters and assessed ability to give advice to the Permanent Secretary at political level is required and an experience of negotiation/discussion with senior staff of Government and non-Government Agencies. Officers should have shown evidence of well-rounded forceful personalities with and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 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 their career.

Salary: US03 \$48,291 - \$60,523

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

The Deputy Secretary
Strategic Framework for Change Coordinating Office
P O Box 2645
Government Buildings
Suva

2147/2009	SENIOR ADMINISTRATIVE OFFICER [SENIOR ASSISTANT SECRETARY]
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Responsible to the Director Corporate Services for quality policy advice and be able to offer leadership and direction to staff for the efficient and effective operation of the administrative and accounting section. He /She is specifically expected to: effectively facilitate Staff Board and Disciplinary Committee meetings by producing high quality papers, meeting schedule, relevant brief to members on relevant Acts, Regulations, operative Circulars, Manuals and is also the secretary; timely promulgation of Staff Board and Disciplinary Committee decisions; effectively manage the Recruitment and Selection process; compile Corporate Services Business Plan and Individual Work Plans; assist the Director Corporate Services in the formulation and compilation of the Department's Planning documents, annual report and budget submission; implement the Management Performance System.

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

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

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

The Permanent Secretary
Ministry of National Planning
P O Box 2351
Government Buildings
Suva

2148/2009	PRINCIPAL ECONOMIC PLANNING OFFICER [SECTORAL/REGIONAL]
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Responsible to the Chief Economic Planning Officer (Sectoral/Regional) for coordinating sectoral/regional policy and project planning. The appointee will be actively involved in the preparation and regular review of the sectoral/regional policies and programmes; budgetary, aid analysis and coordination of planning; appraisal, design priority setting, monitoring and implementing sectoral/regional development projects; initiate and direct policy oriented studies of various sectoral/regional development issues and will work in close liaison with ministries/departments, statutory bodies and non-governmental organization.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Economic Planning Officer and at least 2-3 years service in that grade or equivalent or relevant degree or postgraduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

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

2149/2009	PRINCIPAL ECONOMIC PLANNING OFFICER [PROJECT PLANNING & EVALUATION UNIT]
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To provide the technical expertise for designing and planning of projects in the General Administration and Social Services (GA&SS) sectors for inclusion in the PSIP; vetting and finalizing of GA&SS sectors Corporate Plans in consultations with the Budget

Division of the Ministry of Finance and Public Service Commission; advice on the economic viability and cost effectiveness of the various project proposals put forward from the GA&SS sectors for possible government funding through the normal budgetary system; and advice to line ministries/departments of the GA&SS sectors for the proper identification and planning or project proposals for potential funding through the normal budgetary system.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Economic Planning Officer and at least 2-3 years service in that grade or equivalent or relevant degree or postgraduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

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

2150/2009	PRINCIPAL ECONOMIC PLANNING OFFICER [HUMAN RESOURCES PLANNING]
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Responsible to the Chief Economic Planning Officer, Human Resources Development for the implementation, coordination, analysis and evaluation of the Human Resource Planning Work Programme. Duties include assisting the Chief Economic Planning Officer in undertaking research and the preparation of reports on population policy, trends and projections of manpower requirements in the Fiji economy. He/She will be required to monitor changes in the Fiji Labour Market, identify important issues and propose appropriate actions, liaise with line Ministries/Departments in the preparation of their respective Human Resources Planning policies and plans, prepare reports on human resource development (training) requirements in Fiji in liaison with other organizations concerned. Maintaining the Computerized Human Resources Information System (CHRIS) and database on statistics on population, workforce, employment, labour market and human resources planning policy. Special emphasis will be made on the labour supply and demand side of the labour market. Assist in the co-ordination of the implementation of the Integrated Human Resources Development Programme and the National Strategic Human Resources Plan in liaison with relevant stakeholders.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Economic Planning Officer and at least 2-3 years service in that grade or equivalent or relevant degree or postgraduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

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

2151/2009	SENIOR ECONOMIC PLANNING OFFICER [HUMAN RESOURCES PLANNING]
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The appointee will be responsible to the Principal Economic Planning Officer, Human Resources Planning in the coordination, implementation, analysis, monitoring and evaluation of national and sectoral human resources development and utilization plans, programs and initiatives to ensure the most effective/efficient development and fullest and most productive utilization of Human Resources in Fiji. Principal accountabilities will include: assist the PEPO (HRP) in undertaking research and preparing reports on population, policy, trends and projections of manpower requirements in the Fiji economy, monitor changes in the demand side (employment/unemployment) and supply side fo the Fiji Labour Market, identify critical/important HR issues and propose appropriate strategic actions; liaise with line Ministries/Departments in the preparation of the respective Sectoral HR plans, policies, programmes and initiatives; prepare HRP (training) requirements in the country in liaison with other organizations concerned; maintain the database on statistics on population, workforce, labour market demands/supply and policy; assist in the coordination of the implementation of the IHRDPEP and NSHRP in liaison with relevant stakeholders.

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

2152/2009	SENIOR ECONOMIC PLANNING OFFICER [GOOD GOVERNANCE]
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Responsible to the Chief Economic Planning Officer for Good Governance. The Officer will be responsible for the co-ordination, formulation and monitoring of national development plan and strategies of relevant sectors and facilitate implementation by relevant agencies. The officer will also be required to provide technical and policy advice on governance and development issues and undertake research on relevant issues. Also responsible for co-ordinating the implementation of government's reform programme and will be required to liaise closely with all line ministries and other relevant organizations and provide secretariat support services to relevant committees.

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

2153/2009	ECONOMIC PLANNING OFFICER [SECTORAL/REGIONAL]
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Responsible to the Chief Economic Planning Officer, Sectoral/Regional through the respective Senior Economic Planning Officer and Principal Economic Planning Officer for planning policy work relating to various economic sectors (infrastructure, general administration, social services and economic services). The Officer will be required to maintain regular review of the sector performance and prepare sector policy papers in liaison with concerned Ministries, assist in the preparation, appraisal, monitoring and evaluation of the projects, assist in the annual budget preparation and aid programming. Officer is also expected to represent the NPO 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

2154/2009	ECONOMIC PLANNING OFFICER [MACRO]
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The officer is responsible to the Chief Economic Planning Officer (Macroeconomics) through the Senior Economic Planning Officer (Macroeconomic forecasting and modeling) to; Compile, review, forecast and update key economic statistics – Gross Domestic product; investment and saving; export and imports; and balance of payments; prepare research papers on the relationship of indigenous and exogenous factors with government's short to medium term macro-economic policies and strategies; represent the National Planning Office at various macroeconomic consultative committee; evaluate through consultation with the Sectoral/Regional Unit, private sector and civil societies potential impact of government's macroeconomic performance and policies on various sectors of the economy; and prepare annual budgets and economic and fiscal supplements.

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

2155/2009	ECONOMIC PLANNING OFFICER [HUMAN RESOURCES PLANNING]
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Responsible to the Senior Economic Planning Officer, Human Resources Planning for the implementation, co-ordination, analysis and evaluation of the Human Resources Development and Utilization Work Programme. Duties include assisting the Senior Economic Planning Officer in undertaking research and preparation of reports on population policy, trends and projections of manpower requirements in the Fiji economy. He/She will be required to monitor changes in the Fiji Labour Markets, identify important issues and propose appropriate action, liaise with line

Ministries/Departments in the preparation of their respective Human Resources Development policies and plans, prepare reports to human resources development (training) requirements in Fiji in liaison with other organization concerned. Maintaining the database on statistics on population, workforce, employment, labour market and human resource development policy. Assist in the co-ordination of the implementation of the Integrated Human Resources Development for Employment Promotion in liaison with relevant stakeholders.

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

2156/2009	SENIOR ADMINISTRATIVE OFFICER
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Responsible to the Principal Administrative Officer in the role of coordinating administrative activities of the National Planning Office and in providing support to the four units (Sectoral, Macro, Human Resource Development and Project Planning and Evaluation Unit); to administer the administrative roles and functions of Bureau of Statistics under the portfolio of National Planning Office; to ensure that all Committee meetings are programmed well and arranged. All papers pertaining to various Committees (more than 30 of which NPO is the Secretariat are compiled, completed and circulated to all members well in time for the meeting; prepare requisition of vacancies, briefs for candidates (once the posts are advertised), arrange interview panel and write Staff Board submission for appointment of candidates. This will be in line with delegation of powers conferred to Ministries/Departments; performing the duties of Secretary to the NPO Staff Board as required and attend to any other duties assigned by the Permanent Secretary, Deputy Secretary and the Principal Administrative Officer.

Qualification: Qualifications required for appointment as Executive Officer with a pass in service exam E and at least 2-3 years service as an Executive Officer or equivalent or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to

progress beyond Administrative Officer level. OR A good University degree in Management/Public Administration/Business Studies or equivalent

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

2157/2009	ASSISTANT ACCOUNTS OFFICER
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Responsible to the Senior Administrative Officer for the development, planning and management of the Ministry's financial functions. Duties include assisting the Senior Administrative Officer to analyse, assess and evaluate the financial and physical resources of the Ministry in the preparation of the annual budget, control and monitor the expenditure and revenue, prepare Cash Flow Forecasts, supervision of Cash Management by monitoring, controlling and effectively utilizing funds in Banks Accounts, supervise subordinate staff, ensuring submissions of reports and reconciliations, statement, payroll/salary adjustments, payments of accounts and reconciliation of bank accounts are made in time. Assist the SAO in the coordination of the implementation of the Financial Management Act and liaising with relevant sections of the Ministry of Finance on advice and budgetary requirements. He/She will also be responsible for purchasing of all the Ministry's needs as required and maintaining Inventory Ledger in compliance with Financial Regulations.

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 Government Statistician
Fiji Islands Bureau of Statistics
P O Box 2221
Government Buildings
Suva**

2158/2009	PRINCIPAL ADMINISTRATIVE OFFICER
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Responsible to the Deputy Government Statistician, lead, develop and manage Corporate Services Division in providing support services to core activities and fulfill the Bureau's strategic directions. He/She is responsible to lead, develop and manage the Corporate Services Division of the Bureau. Implement processes to provide continual evaluation and improvement of business. Monitor the Operation and Capital expenditure of the Divisions, every quarter to ensure allocation and expenditure within the budget.

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

2159/2009	PRINCIPAL STATISTICIAN [SOCIAL STATISTICS]
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Responsible to the Deputy Government Statistician for planning, developing, leading and managing work in the Social Statistics Division of the Bureau. In this role, the Principal Statistician is responsible for: providing leadership of Statistical activities of the Bureau of Statistics; develop strategic and operational plans for Labour Force Statistics, Tourism and Migration, Demography and Geographical Information Systems; advise the Government Statistician on statistical matters related to the Social Statistics Division and other issues as directed; identify and introduce best practice social statistical techniques, standards and practices through the active development of relationships with other statistical agencies; establishing and maintaining highly effective workplace relationships; effectively utilizing Divisional resources and liaising with other Divisions, Departments, Statutory Bodies, Private Sector agencies in determining priorities and in providing appropriate services.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Statistician 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 or relevant degree or postgraduate qualification. 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

2160/2009	SENIOR STATISTICIAN [STRATEGIC PLANNING]
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Under the guidance of the Principal Statistician [Coordination and Information Services] to lead, develop and manage the Business Unit on Strategic Planning and Research to ensure co-ordinated best practices are used in the development and maintenance of the Fiji Islands Bureau of Statistics strategic plans, processes and projects. Prepare quarterly reports on the activities of the Business Unit and reports on strategic planning and research issues. Develop a planning and policy process and planning the effective monitoring Individual Work Plans, Business Work Plans and Corporate Business Plan of the department. Co-ordinate Bureau's service delivery to meet client needs.

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

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

2161/2009	SENIOR STATISTICIAN [INFORMATION TECHNOLOGY]
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Responsible to the Principal Statistician [Coordination Development and Information Services] Officer in-charge to lead, develop and manage the Information Technology Section. Develop and implement an information technology strategy designed to meet the Fiji Islands Bureau of Statistics unique requirements. Plan an annual schedule of IT training Courses and conduct capacity planning for the LAN, including

servers, disks and ancillary equipment. Responsible for purchase of IT equipment, installation and maintenance of software computer systems. Provide systems analysis, design and programming services for application systems development required by FIBOS and modification of existing systems .Contribute to the technical development and support services for the FIBOS Internet installation, and provide day to day advice on IT policy and technical issues as they arise.

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

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

2162/2009	STATISTICIAN [STATISTICAL ANALYST]
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Under the guidance of the Divisional Manager [Co-ordination and Information Services], lead, develop and manage the Business Unit on Statistical Analysis to ensure co-ordinated best practices are used in the development and maintenance of the Fiji Islands Bureau of Statistics strategic plans, processes and projects. Monitor macroeconomic and social trends and shifts in Government policy, direction and initiatives to ensure the Bureau accurately identifies statistical services and products that will meet client needs. Provide mathematical and statistical methods used in the production and analysis of Bureau's outputs [such as seasonal adjustment, trend estimation, multivariate analysis of data, editing and imputing methodology, statistical quality control, survey methods of sample design and estimation. Assist in the provision of standards for, and training in, statistical analysis techniques used in the department. Research and develop new statistical analysis techniques to ensure that outputs meet specified standards and remain at technical standards achieved by those produced in comparable national statistical agencies.

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

potential and ability to progress beyond Statistician grade.

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

2163/2009	STATISTICIAN [TOURISM & MIGRATION]
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Responsible to the Principal Statistician [Social Statistics] in the production of data on Tourism and Migration statistics in a form acceptable to stakeholders and strategic partners. He/She is responsible in planning, organize, prepare and conduct investigation on tourism and migration statistics and the process in analyzing, tabulating, interpreting and presenting data on tourism and migration statistics in a form acceptable to stakeholders and strategic partners contributing to the Tourism and Migration Business Unit.

Qualification: Qualifications required for appointment as Assistant Statistician and at least 2-3 years service as an Assistant Statistician or equivalent or relevant degree and/or relevant skills and experience in any other organisation. Assessed potential and ability to progress beyond Statistician grade.

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

2164/2009	STATISTICIAN [ESTABLISHMENT SURVEY]
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To lead, develop and manage the staff of the Establishment Survey Business Unit to meet Divisional and Bureau performance requirement. Responsible for the conduct of compilation of shipping and aircraft statistics and survey on Establishment statistics and present data in a form acceptable to the Government Statistician, Department of National Planning and other stakeholders and strategic partners. Liaise with clients and stakeholders and strategic partners. Liaise with clients and stakeholders to ensure client needs are met and monitor and evaluate Business Unit output and outcomes continuously and report weekly to the Divisional Manager [Economic Statistics] to ensure that set performance indicators and timeliness are achieved.

Qualification: Qualifications required for appointment as Assistant Statistician and at least 2-3 years service as an Assistant Statistician or equivalent or relevant degree and/or relevant skills and experience in any other organisation. Assessed potential and ability to progress beyond Statistician grade.

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

2165/2009	ASSISTANT STATISTICIAN [INFORMATION TECHNOLOGY]
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Effectively assist the Senior Statistician [Information Technology] in managing the technology and associated resources of the Bureau. Supervision and control of all statistical data processing activities, provide technical assistance and professional support to other business units in terms of software, hardware and network facilities and contribute to LAN system administration.

Qualification: A Diploma in Population Studies and Demography. Qualifications required for appointment as a Statistical Officer 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. Assessed potential and ability to contribute in a management role; A Degree in Statistical Studies or related discipline.

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

2166/2009	ASSISTANT STATISTICIAN [BUSINESS REGISTER]
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Responsible to the Principal Statistician [Economic Statistics] in updating all Business Register information items from Annual Employment Survey Forms, Economics Surveys and other surveys. Birthing Business Register with new enterprises and new GEO using other sources like yellow pages telephone directory, District Officers, Municipalities, Registrar of Companies and Local Newspaper. Prepare and submit timely progress reports on Business Register, assist in Business Register Training and coordinating Business Register services to internal and external clients.

Qualification: A Diploma in Population Studies and Demography. Qualifications required for appointment

as a Statistical Officer 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. Assessed potential and ability to contribute in a management role; A Degree in Statistical Studies or related discipline.

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

2167/2009	ASSISTANT STATISTICIAN [ESTABLISHMENT SURVEY]
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Responsible to the Statistician [Establishment Survey] in designing and conducting surveys on establishment statistics and presenting data in a acceptable form. He/She is responsible for contributing to national forecasting of economic trends and planning for development in business sectors, through the regular provision of data on registered business activity and performance, collecting, analyzing, tabulating, interpreting data on establishments in a form acceptable go stakeholders and strategic partners contributing to the Establishment Survey Business Units.

Qualification: A Diploma in Population Studies and Demography. Qualifications required for appointment as a Statistical Officer 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. Assessed potential and ability to contribute in a management role; A Degree in Statistical Studies or related discipline.

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

2168/2009	ASSISTANT STATISTICIAN [NATIONAL ACCOUNTS]
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Assist the Statistician [National Accounts] in the preparation of National Accounts in the preparation of National Accounts through the compilation and tabulation of National Accounts statistical data and estimation of the Gross Domestic Product [GDP]. The appointee will be responsible for contribution to National estimation of economic trends and planning for development in business sectors through the regular provision of data on GDP and other performance, collecting, analyzing, tabulating, interpreting data from all internal and external stakeholders and strategic partners, assisting in

drafting of reports on National Accounts, representing the Bureau at meeting with Government and industry organization at the direction of the Business Unit Manager, acting as a resource person to represent the Bureau on the Macro Economic Sub-Committee.

Qualification: A Diploma in Population Studies and Demography. Qualifications required for appointment as a Statistical Officer 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. Assessed potential and ability to contribute in a management role; A Degree in Statistical Studies or related discipline.

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

2169/2009	ASSISTANT STATISTICIAN [INTERNATIONAL TRADE]
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To assist the Statistician [Trade] in conducting investigations on international trade statistics, and tabulate, analyse, interpret and present data in a form acceptable to stakeholders and strategic partners.

Qualification: A Diploma in Population Studies and Demography. Qualifications required for appointment as a Statistical Officer 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. Assessed potential and ability to contribute in a management role; A Degree in Statistical Studies or related discipline.

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

2170/2009	ASSISTANT STATISTICIAN [FIELD SUPERINTENDENTS] HOUSEHOLD SURVEY UNIT
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Responsible to the Senior Statistician [Household Survey Unit]. Assist in planning for the conduct and reporting of surveys, including field procedures and management practices. Assist in planning for the recruitment and training of interviewers and designing and test household survey questionnaires. Assist in the managing and processing functions including coding and processing questionnaires and prepare statistical analysis and produce statistical products. Assist Business Unit Manager direct and support Business Unit staff in the uses and techniques of the

Household Survey operation system to achieve Business Unit objectives.

Qualification: A Diploma in Population Studies and Demography. Qualifications required for appointment as a Statistical Officer 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. Assessed potential and ability to contribute in a management role; A Degree in Statistical Studies or related discipline.

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

2171/2009	ASSISTANT STATISTICIAN [SAMPLING/STATISTICAL ANALYST]
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Responsible to the Senior Statistician [Household Survey Unit]. Assist in planning for the conduct and reporting of surveys, including field procedures and management practices. Assist in planning for the recruitment and training of interviewers and designing and test household survey questionnaires. Assist in the managing and processing functions including coding and processing questionnaires and prepare statistical analysis and produce statistical products. Assist Business Unit Manager direct and support Business Unit staff in the uses and techniques of the Household Survey operation system to achieve Business Unit objectives.

Qualification: A Diploma in Population Studies and Demography. Qualifications required for appointment as a Statistical Officer 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. Assessed potential and ability to contribute in a management role; A Degree in Statistical Studies or related discipline.

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

2172/2009	ASSISTANT STATISTICIAN [DEMOGRAPHY]
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Responsible to the Statisticain [Demography and Geographical information System] in the production of data on Demographic statistics in a form acceptable to stakeholders and strategic partners. He/She is

responsible for assisting the Business Unit Officer [Demography] to plan, organize, prepare and conduct investigation on demographic trends in the areas of population projections, analyzing, tabulating, interpreting and presenting data on demographic statistics in a form acceptable to stakeholders and strategic partners, researching and collecting data and social trends from Government agencies in the areas of population growth, health, education, public order and safety, housing characteristics, economic activity and other categories and estimates of Fiji's population.

Qualification: A Diploma in Population Studies and Demography. Qualifications required for appointment as a Statistical Officer 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. Assessed potential and ability to contribute in a management role; A Degree in Statistical Studies or related discipline.

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

2173/2009	ASSISTANT STATISTICIAN [GEOGRAPHICAL INFORMATION SYSTEM]
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Responsible to the Statistician [Demography and Geographical System] contributing to easier identification of demographic patterns and distribution of populations through the development of geographic statistical maps and a database using Geographical Information Systems. He/She is responsible for developing graphical maps and database that match population census data to geographical locations, assisting the Business Unit Officer [Demography] to plan, organize, prepare and conduct investigations on demographic statistics, analyzing, prepare and conduct investigations on demographic statistics, in a form acceptable to stakeholders and strategic partners, develop regional maps for various geographical categories, develop maps to reflect statistical regions, establishing and maintaining highly effective workplace relationships and identifying, introducing and monitoring the use of latest international best practice techniques.

Qualification: A Diploma in Population Studies and Demography. Qualifications required for appointment as a Statistical Officer 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. Assessed potential and ability to contribute in a management role; A Degree in Statistical Studies or related discipline.

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

2174/2009	STATISTICAL OFFICER [INFORMATION TECHNOLOGY]
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Responsible to the Assistant Statistician [Information Technology]. Assist the Assistant Statistician [Information Technology] in the inputting and processing of statistical data. Preparation and enhancing of statistical reports. Design components of reports and improve the quality of existing reports and publications. Assist in the maintaining and protection of computer related resources and technology. Any other relevant work assigned by his or her supervising Officer.

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

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

2175/2009	STATISTICAL OFFICER [BUSINESS REGISTER]
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Assist the Statistician [Business Register] in the maintaining and updating the Business Register to enhance the performance of the Bureau in supplying statistical products and services. Provide support services like survey frames to core Business Units in the Bureau. Prepare weekly progress reports on the activities of the Business Unit.

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

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

2176/2009	LIBRARY ASSISTANT
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Under the guidance of the Statistician [Publication, marketing and Fee for Service], provide an efficient Library services in the Department, maintain list of names and addresses for sending publications, maintain records of publications on loan, circulate

accession lists of staff to catalogue and reference publications received and liaise with other departmental Librarians and Libraries.

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

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

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

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

2177/2009	SENIOR ENGINEER [MECHANICAL]
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Responsible to the Principal Engineer/Principal Labour Officer (OHS) – OHS Risk Engineering Service – for the effective cooperation and efficient resources management of a Professional Engineering Unit. This unit is responsible for the statutory engineering design vetting and registration of specified plants, machinery and processes under OHS legislation; advise to local and overseas manufacturers, importers, exporters, suppliers, including national and international authorities on safety engineering requirements of plants in workplaces; commissioning and certification of specified imported plants and machinery; develop and implement Plant and Machinery Regulations and Codes, and related national accreditation systems on plant operator’s training and licensing; develop and implement national NDT management system; provide risk engineering consultancies including Non-Destructive Testing (NDT) service to clients; liaise with the Ministry of Trades and Commerce, FIMSA, LTA, CAAF, Fiji Islands Customs Services and Consumer Council of Fiji on prohibition and standard requirements for plants and machinery, and provide professional support services to the OHS fields operations staff. The incumbent is also responsible for professional safety engineering inputs in the development and training of staff and clients; participation in joint OHS Partnership Projects with key and high risk industries. Promote teamwork and staff participation through OCC meetings. The

incumbent is also responsible for the effective compilation of service data for inputs into the national OHS database, and quality delivery of professional investigation tasks related to safety engineering incidents and accidents, and performs such other duties that maybe assigned from time to time. Particular specialist experience in safety, risk and reliability engineering with OHS are essential.

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: EP04 \$30, 836 - \$41, 068

2178/2009	ENGINEER [CHEMICAL HYGIENE]/LABOUR OFFICER [OHS]
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Responsible to the Senior Technical Officer/Senior Labour Officer [OHS] – Chemical Assessment & Control – for the on-going registration of industrial and agricultural chemicals and updating of the National Chemical Inventory under the OHS Legislation. Duties also include advice to local and overseas manufacturers, importers, exporters, suppliers, including national and international authorities on OHS and environmental requirements for chemical products and processes for use in workplaces; advise importers, manufacturers and suppliers of chemicals on notification and assessment requirements for new chemicals or the declaration of a chemical for priority assessment; provide professional advice on chemical assessment reports to guide enforcement decision; provide chemical and OHS audit services to clients; assist enforcement of chemical provisions under the OHS Legislation; liaise with national authorities on policies and best practice to maintain a quality national chemical management system and provide professional support service to the OHS Field Operations staff. The incumbent is also responsible for providing professional inputs relating to OHS and environment issues on chemicals in the development and enforcement of national OHS policies and assist the training of staff and clients; participation in Joint OHS Partnership Projects with industries; OHS

promotion and research and perform such other duties that may be assigned from time to time. Assist the Principal Technical Officer – Chemical Hygiene on the administration of the Health & Safety at Work Act 1996 and the Health & Safety at Work (Control of Hazardous Substances) Regulations 2006.

Qualification: A recognised degree in Chemical or Environment Engineering or relevant specialisation with relevant work experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree.

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

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

The Supervisor
Office of the Supervisor of Elections
P O Box 2528
Government Buildings
Suva

2179/2009	PRINCIPAL ADMINISTRATIVE OFFICER [ADMINISTRATION DEPARTMENT]
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Responsible to the Deputy Supervisor and Supervisor of Elections that all core units within the Department are assisted to implement management and personnel practices to enhance effectiveness in the Departments managerial autonomy. The effective management and control of Departmental Staff Establishment, implementation of effective recruitment and selection procedures, staff training and development, review of management structures, strategies and systems. Provide quality and timely advice to the Supervisor of Elections and Deputy Supervisor of Elections. Coordinate the implementation of HRM policies and practices through the conduct of on-the-job training and workshops for staff of all units. The position coordinates the capacity building and compliance to Performance Management, Occupational Health & Safety and Financial Management Reform. Ensure that effective management of the unit through performance management of individual staff and the team. The position manages and maintains the Election Offices assets and properties in the divisions in the upgrading and maintenance of buildings.

Raising awareness over the exercise of the Commissions delegated powers on policy changes through dissemination of information during staff board meetings

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Post graduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

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

2180/2009	EXECUTIVE OFFICER [ADMINISTRATION]
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Responsible to the Deputy Supervisor of Elections through the Principal Administrative Officer in the day-to-day management and operation of the Elections Office. The incumbent is responsible for the processing of leaves, updating of staff establishment, maintenance of personnel files for establish and unestablished staffs, post processing and scrutinize and distribution of stationeries to staffs. Responsible to the supervision of unestablished staffs to ensure efficient performance of their core responsibilities. The incumbent is also responsible for the transport in the maintenance and up keeping of vehicles to the required standards, prepare accident reports, provide transport daily schedules, updating of log books and prepare quarterly vehicle returns. Responsible to the up keeping of Elections Office buildings and equipments in the Central, Northern and the Western Division. The incumbent act as the Secretary for the staff board and is responsible for the preparation and submission of staff board papers.

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

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

2181/2009	ASSISTANT ACCOUNTS OFFICER
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Responsible to the Supervisor of Elections through Deputy Supervisor of Elections in the organizing, planning and coordinating of the accounts department to ensure effective resource management in compliance with the Finance and Management Act and other relevant policies as well as approved policies. The incumbent is to ensure that timely, efficient and effective delivery of all financial services and functions such as salaries, wages, payments, settlement of accounts, associated record keeping and maintenance of relevant statistics. Responsible for the reconciliation and submission of monthly financial reports on Expenditure, Commitment, Trust Fund, Revolving Fund Account, VAT, RIE and Virements. Provide advice to the Supervisor of Elections and the Deputy Supervisor of Elections on finance matters when required.

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

2182/2009	SYSTEMS ANALYST/PROGRAMMER
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Responsible to the Deputy Supervisor of Elections through the Principal Administrative Officer by designing software for electronic voter registration. The incumbent will also go on to specify the business requirement that is to be met by any new or modified system, and help define how a system should be implemented. Following design the analyst is also involved during system testing and support for the user documentation and transition stages. Lead a number of staff through the various stages of analysis and design, build and implementation in the systems development cycle. This includes mentorship, leading team design, overseeing programming tasks. Evaluate the performance of project application team members and organize and participate in on the job

training. Liaise with department on new work and/ or enhancements to existing systems. Plan, allocate and obtain resources in conjunction with the section head according to prevailing priorities. Ensure all standards are enforced and quality assurance procedures are followed. Responsible for adequately dealing with maintenance requests; providing time and target estimates as required. Act as consultant on any design issues affecting the performance or change of function of application [s] within the business area under direct control of the Deputy Supervisor of Elections.

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

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

2183/2009	GENERAL ASSISTANT
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Responsible to the Principal Administrative Officer through the Executive Office [Administration Department] in the maintaining and up-keeping of Elections Office electronic equipments. The incumbent is responsible for the planning, coordinating and collating of Elections Office photocopying materials. Assist the IT Officer in providing technical support services and ensuring that Elections Office equipments are operational at all times. Responsible for the safekeeping and updating of Elections Office electronic equipment inventories. The incumbent facilitates and consults with suppliers in the purchase and maintenance of Elections Office electronic equipments.

Qualification: Fiji Junior Certificate together with some training and experience in the provision of domestic or general services in a large institution, domestic establishment, or office environment. Officers should have a very clear sense of responsibility.

Salary: TG05 \$7, 571 - \$13, 280

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

2184/2009	PRINCIPAL – ED1E [LAUTOKA TEACHERS COLLEGE]
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To administer a ED1E Primary 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: A recognised degree with teacher training. A postgraduate qualification is preferred. At least 1-year competent service in ED1A-D or 3years as Vice Principal FCAE/LTC or 4 years in ED2A-D grades; or equivalent experience in tertiary education post or Ministry of Education posts with proven superior administrative ability and professional leadership skills. Applicants with 3 years of rural service preferred. An officer of high calibre and must have demonstrated intellectual capacity, drive, determination and flair. Applicants with previous relevant hostel management experience will have an advantage. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively in education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

Salary: ED1E \$40, 295 - \$46, 242

2185/2009	PRINCIPAL – ED1E [FIJI COLLEGE OF ADVANCED EDUCATION]
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To administer a ED1E 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: A recognised degree with teacher training. A postgraduate qualification is preferred. At least 1-year competent service in ED1A-D or 3years as Vice Principal FCAE/LTC or 4 years in ED2A-D grades; or equivalent experience in tertiary education post or Ministry of Education posts with proven superior administrative ability and professional leadership skills. Applicants with 3 years of rural service preferred. An officer of high calibre and must have demonstrated intellectual capacity, drive, determination and flair. Applicants with previous relevant hostel management experience will have an advantage. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively in education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

Salary: ED1E \$40, 295 - \$46, 242

2186/2009	VICE PRINCIPAL – ED2D [LAUTOKA TEACHERS COLLEGE]
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Responsible to the Principal for the Planning and coordination of professional and administrative activities to facilitate the delivery of quality teacher training programmes. This includes maintaining a management system for student selection and enrolment, maintaining their academic records, organizing for the timely teaching of students by the staff through the allocation of responsibilities and the provision of resources, overseeing the proper conduct

of assessment procedures and processing academic results for the award of certificates and diplomas.

Qualification: A recognised degree with teacher training. A postgraduate qualification will be an added advantage. At least 3 years competent service with superior assessment as Head of School or 6 years as Senior Lecturer or 4 years in ED3A-C or 3 years in ED2A-C grades; or equivalent experience in tertiary education posts or Ministry of Education posts with proven superior administrative ability and professional leadership skills. Applicants with 3 years rural experience preferred. Applicants with previous relevant hostel management experience will have an added advantage. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

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

2187/2009	VICE PRINCIPAL – ED2D [FIJI COLLEGE OF ADVANCED EDUCATION]
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To assist the Principal in the administration of a Secondary School, offer professional guidance to staff and to teach. The appointee is responsible for teaching duties and implementation of the curriculum as well as playing a supportive role in the management and administration of the school. Supervise the organisation and implementation of the total school programme to ensure that positive teaching and learning occur. Assists in fostering a positive team culture and observe the appropriate code of conduct by students and staff.

Qualification: A recognised degree with teacher training. A postgraduate qualification will be an added advantage. At least 3 years competent service with superior assessment as Head of School or 6 years as Senior Lecturer or 4 years in ED3A-C or 3 years in ED2A-C grades; or equivalent experience in tertiary education posts or Ministry of Education posts with proven superior administrative ability and professional leadership skills. Applicants with 3 years rural experience preferred. Applicants with previous relevant hostel management experience will have an added advantage. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues

with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

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

	VICE PRINCIPAL – ED2A [15 POSTS]
2188/2009	-A D PATEL COLLEGE
2189/2009	-DUDLEY HIGH
2190/2009	-KAMIL MUSLIM COLLEGE
2191/2009	-KHALSA COLLEGE
2192/2009	-LABASA COLLEGE
2193/2009	-LAUTOKA MUSLIM COLLEGE
2194/2009	-LELEAN MEMORIAL SCHOOL
2195/2009	-NADI COLLEGE
2196/2009	-NATABUA HIGH SCHOOL
2197/2009	-RATU KADAVULEVU SCHOOL
2198/2009	-RISHIKUL SANATAN
2199/2009	-SIGATOKA METHODIST HIGH SCHOOL
2200/2009	-SUVA GRAMMAR SCHOOL
2201/2009	-SUVA MUSLIM COLLEGE
2202/2009	-VUNIMONO HIGH SCHOOL

To assist the Principal in the administration of a ED1C Secondary School, offer professional guidance to the staff and to teach. The appointee is responsible for teaching duties and implementation of the curriculum as well as playing a supportive role in the management and administration of the school. Supervise the organisation and implementation of the total school programme to ensure that positive teaching and learning occur. Assists in fostering a positive team culture and observe the appropriate code of conduct by students and staff.

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

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

	VICE PRINCIPAL – ED3B [11POSTS]
2203/2009	-BULILEKA SANATAN COLLEGE
2204/2009	-LAUTOKA CENTRAL COLLEGE
2205/2009	-DAV COLLEGE, BA
2206/2009	-HOLY CROSS COLLEGE
2207/2009	-JASPER WILLIAMS HIGH SCHOOL
2208/2009	-LABASA MUSLIM COLLEGE
2209/2009	-LEVUKA PUBLIC SCHOOL
2210/2009	-NASAVUSAVU SECONDARY SCHOOL
2211/2009	-NASINU SECONDARY SCHOOL
2212/2009	-ST THOMAS HIGH SCHOOL
2213/2009	-TAILEVU NORTH COLLEGE

To assist the Principal in the administration of a ED1A Secondary School, offer professional guidance to staff and to teach. The appointee is responsible for teaching duties and implementation of the curriculum as well as playing a supportive role in the management and administration of the school. Supervise the organisation and implementation of the total school programme to ensure that positive teaching and learning occur. Assists in fostering a positive team culture and observe the appropriate code of conduct by students and staff.

Qualification: Qualification as for HOD 1 post and at least 5 years competent service with a superior assessment in the ED5 or 4 years in ED4 or 1 years in 3A grades or equivalent based upon standard rating scale. Completed 3 years rural service or attained a superior assessment in past 3 years. Proven superior administrative ability and professional leadership skills. Where relevant, hostel management experience preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

Salary: ED3B \$28, 907 - \$33, 897

	VICE PRINCIPAL – ED3A [12 POSTS]
2214/2009	-BA METHODIST HIGH SCHOOL
2215/2009	-BA SANGAM COLLEGE
2216/2009	-BUA CENTRAL COLLEGE
2217/2009	-DAV GIRLS COLLEGE
2218/2009	-RA HIGH SCHOOL

2219/2009	-RAKIRAKI PUBLIC HIGH SCHOOL
2220/2009	-RAMPUR COLLEGE
2221/2009	-RATU NAVULA SECONDARY SCHOOL
2222/2009	-RICHMOND METHODIST SECONDARY SCHOOL
2223/2009	-SIGATOKA ANDHRA SANGAM SCHOOL
2224/2009	-SUVA SANGAM COLLEGE
2225/2009	-NUKULOVA COLLEGE

To assist the Principal in the administration of a ED2D Secondary School, offer professional guidance to staff and to teach. The appointee is responsible for teaching duties and implementation of the curriculum as well as playing a supportive role in the management and administration of the school. Supervise the organisation and implementation of the total school programme to ensure that positive teaching and learning occur. Assists in fostering a positive team culture and observe the appropriate code of conduct by students and staff.

Qualification: Qualification as for HOD 1 post and at least 4 years service with a superior assessment in the ED5 or 3 years in ED4 grades or equivalent based upon standard rating scale. Completed 3 years rural service or a superior assessment in the past 3 years. Proven superior administrative ability and professional leadership skills. Where relevant, hostel management experience preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

Salary: ED3A \$27, 931 - \$32, 750

	VICE PRINCIPAL – ED5E [13 POSTS]
2226/2009	-BALATA HIGH SCHOOL
2227/2009	-GAU SECONDARY SCHOOL
2228/2009	-KADAVU PROVINCIAL SECONDARY SCHOOL
2229/2009	-KAVANAGASAU SECONDARY SCHOOL
2230/2009	-NABALA JUNIOR SECONDARY SCHOOL
2231/2009	-NAIYALA HIGH SCHOOL
2232/2009	-NAKAUVADRA HIGH SCHOOL
2233/2009	-NAVATU JUNIOR SECONDARY

	SCHOOL
2234/2009	-RATU MARA COLLEGE
2235/2009	-SAQANI HIGH SCHOOL
2236/2009	-SOLEVU JUNIOR SCODARY SCHOOL
2237/2009	-VATUROVA KOROALAU JUNIOR SECONDARY SCHOOL
2238/2009	-TAVUA DISTRICT SECONDARY SCHOOL

To assist the Principal in the administration of a ED3C Secondary School, offer professional guidance to staff and to teach. The appointee is responsible for teaching duties and implementation of the curriculum as well as playing a supportive role in the management and administration of the school. Supervise the organisation and implementation of the total school programme to ensure that positive teaching and learning occur. Assists in fostering a positive team culture and observe the appropriate code of conduct by students and staff.

Qualification: Qualification as for HOD 1 post and at least 1 year in ED5 grade or equivalent based upon standard rating scale. Proven administrative ability and professional leadership skills. Applicants should have completed 3 years of successful rural service or attained a superior assessment in the past 3 years. Where relevant, hostel management will be an advantage. Potential to advance to higher posts.

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

	VICE PRINCIPAL – ED5D [16 POSTS]
2239/2009	-AHMADIYYA MUSLIM SECONDARY SCHOOL [VOLOCA]
2240/2009	-CHAMPAGNA T INSTITUTE
2241/2009	-CICIA JUNIOR SECONDARY SCHOOL
2242/2009	-DAWASAMU JUNIOR SECONDARY SCHOOL
2243/2009	-DAUVATA JUNIOR SECONDARY SCHOOL
2244/2009	-KALABU JUNIOR SECONDARY SCHOOL
2245/2009	-MAHARISHI SANATAN COLLEGE
2246/2009	-NASIKAWA VISION COLLEGE
2247/2009	-NOCO JUNIOR SECONDARY SCHOOL
2248/2009	-RATU LUKE JUNIOR SECONDARY SCHOOL
2249/2009	-THOMAS BAKER MEMORIAL SCHOOL

2250/2009	-VALEBASOGA JUNIOR SECONDARY SCHOOL
2251/2009	-VATUKALOKO JUNIOR SECONDARY SCHOOL
2252/2009	-WAINIMAKUTU JUNIOR SECONDARY SCHOOL
2253/2009	-WILLIAM CROSS COLLEGE
2254/2009	-NAVUSO METHODIST SECONDARY SCHOOL

To assist the Principal in the administration of a ED4C Secondary School, offer professional guidance to staff and to teach. The appointee is responsible for teaching duties and implementation of the curriculum as well as playing a supportive role in the management and administration of the school. Supervise the organisation and implementation of the total school programme to ensure that positive teaching and learning occur. Assists in fostering a positive team culture and observe the appropriate code of conduct by students and staff.

Qualification: Qualification as for HOD 1. Experience as HOD 1 will be an advantage. The candidate should meet the requirement for the subject majors in the relevant area. Potential to advance to higher posts.

Salary: ED5D \$23, 847 - \$28, 033

	VICE PRINCIPAL – ED4B [9 POSTS]
2255/2009	- BAULEVU HIGH SCHOOL
2256/2009	-DILKUSHA METHODIST HIGH SCHOOL
2257/2009	-KORO HIGH SCHOOL
2258/2009	-LOMAIVUNA HIGH SCHOOL
2259/2009	-NAKASI HIGH SCHOOL
2260/2009	-ST VINCENT COLLEGE
2261/2009	-WAIQELE SECONDARY SCHOOL
2262/2009	-YAT SEN SECONDARY SCHOOL
2263/2009	-JOHN WESLEY COLLEGE

To assist the Principal in the administration of a ED2B Secondary School, offer professional guidance to staff and to teach. The appointee is responsible for teaching duties and implementation of the curriculum as well as playing a supportive role in the management and administration of the school. Supervise the organisation and implementation of the total school programme to ensure that positive teaching and learning occur. Assists in fostering a

positive team culture and observe the appropriate code of conduct by students and staff.

Qualification: Qualifications as for HOD 1 post and at least 2 years service with a superior assessment in the ED5 based upon standard rating scale. Completed 3 years rural service or a superior assessment in past 3 years. Proven administrative ability and professional leadership skills. Where relevant, hostel management experience preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher grade.

Salary: ED4B \$26,074 - \$30,572

	ASSISTANT PRINCIPAL – ED3B [9 POSTS]
2264/2009	-A D PATEL COLLEGE
2265/2009	-ADI CAKOBAU SCHOOL
2266/2009	-DAV COLLEGE SUVA
2267/2009	-KHALSA COLLEGE
2268/2009	-LABASA COLLEGE
2269/2009	-LAUTOKA MUSLIM COLLEGE
2270/2009	-MAHATMA GANDHI HIGH SCHOOL
2271/2009	-NADI COLLEGE
2272/2009	-NASINU MUSLIM COLLEGE

To assist the Vice Principal and the Principal in the general administrations of a ED1D Secondary School, give professional guidance to teachers and teach. Supervises the efficient and effective management of duties, discipline, upkeep of the school and general day to day administrative matters. Monitors staff performance and assist in their professional development in order that the goals of the school are accomplished and the needs of teachers met. Ensures equal participation of students in the learning process by eliminating discrimination and harassment.

Qualification: Qualification as for HOD 1 post and at least 5 years competent service with a superior assessment in the ED5 or 4 years in ED4 or 1 years in 3A grades or equivalent based upon standard rating scale. Completed 3 years rural service or attained a superior assessment in past 3 years. Proven superior administrative ability and professional leadership skills. Where relevant, hostel management experience preferred. Contribution to

Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

Salary: ED3B \$28,907 - \$33,897

	ASSISTANT PRINCIPAL – ED3A [15 POSTS]
2273/2009	-BA PROVINCIAL SECONDARY SCHOOL
2274/2009	-BULILEKA SANATAN COLLEGE
2275/2009	-DAV COLLEGE BA
2276/2009	-DRASA SECONDARY SCHOOL
2277/2009	-LABASA MUSLIM COLLEGE
2278/2009	-LAUCALA BAY SECONDARY SCHOOL
2279/2009	-LAUTOKA CENTRAL COLLEGE
2280/2009	-LEVUKA PUBLIC SCHOOL
2281/2009	-NABUA SECONDARY SCHOOL
2282/2009	-NASAVUSAVU SECONDARY SCHOOL
2283/2009	-SEAQAQA CENTRAL COLLEGE
2284/2009	-ST JOHNS COLLEGE
2285/2009	-ST JOSEPH SECONDARY SCHOOL
2286/2009	-TAILEVU NORTH COLLEGE
2287/2009	-VOTUALEVU COLLEGE

To assist the Vice Principal and the Principal in the general administrations of a ED1A Secondary School, give professional guidance to teachers and teach. Supervises the efficient and effective management of duties, discipline, upkeep of the school and general day to day administrative matters. Monitors staff performance and assist in their professional development in order that the goals of the school are accomplished and the needs of teachers met. Ensures equal participation of students in the learning process by eliminating discrimination and harassment.

Qualification: Qualification as for HOD 1 post and at least 4 years service with a superior assessment in the ED5 or 3 years in ED4 grades or equivalent based upon standard rating scale. Completed 3 years rural service or a superior assessment in the past 3 years. Proven superior administrative ability and professional leadership skills. Where relevant, hostel management experience preferred. Contribution to Fiji education beyond the immediate school

environment and the ability to communicate effectively on education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

Salary: ED3A \$27, 931 - \$32, 750

	ASSISTANT PRINCIPAL – ED4B [8 POSTS]
2288/2009	-BA SANATAN COLLEGE
2289/2009	-BA SANGAM COLLEGE
2290/2009	-BUA CENTRAL COLLEGE
2291/2009	-LOMARY SECONDARY SCHOOL
2292/2009	-RA HIGH SCHOOL
2293/2009	-RAKIRAKI PUBLIC HIGH SCHOOL
2294/2009	-SUVA SANGAM COLLEGE
2295/2009	-YASAWA HIGH SCHOOL

To assist the Vice Principal and the Principal in the general administrations of a ED2D Secondary School, give professional guidance to teachers and teach. Supervises the efficient and effective management of duties, discipline, upkeep of the school and general day to day administrative matters. Monitors staff performance and assist in their professional development in order that the goals of the school are accomplished and the needs of teachers met. Ensures equal participation of students in the learning process by eliminating discrimination and harassment.

Qualification: Qualifications as for HOD 1 post and at least 2 years service with a superior assessment in the ED5 based upon standard rating scale. Completed 3 years rural service or a superior assessment in past 3 years. Proven administrative ability and professional leadership skills. Where relevant, hostel management experience preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher grade.

Salary: ED4B \$26, 074 - \$30, 572

	ASSISTANT PRINCIPAL – ED5E [17 POSTS]
2296/2009	-BAULEVU HIGH SCHOOL
2297/2009	-DILKUSHA METHODIST HIGH SCHOOL
2298/2009	-DREKETI HIGH SCHOOL
2299/2009	-LABASA ARYA SECONDARY SCHOOL
2300/2009	-LAMI HIGH SCHOOL
2301/2009	-LAUTOKA ANDHRA SANGAM COLLEGE
2302/2009	-LOMAIVUNA HIGH SCHOOL
2303/2009	-MULOMULO SECONDARY SCHOOL
2304/2009	-NADROGA ARYA COLLEGE
2305/2009	-NAKASI HIGH SCHOOL
2306/2009	-NILSEN HIGH SCHOOL
2307/2009	-RABI HIGH SCHOOL
2308/2009	-RATU LATIANARA SECONDARY SCHOOL
2309/2009	-ROTUMA HIGH SCHOOL
2310/2009	-WAIQELE SECONDARY SCHOOL
2311/2009	-ST VINCENT COLLEGE
2312/2009	-SIGATOKA ANDHRA COLLEGE

To assist the Vice Principal and the Principal in the general administrations of a ED2B Secondary School, give professional guidance to teachers and teach. Supervises the efficient and effective management of duties, discipline, upkeep of the school and general day to day administrative matters. Monitors staff performance and assist in their professional development in order that the goals of the school are accomplished and the needs of teachers met. Ensures equal participation of students in the learning process by eliminating discrimination and harassment.

Qualification: Qualification as for HOD 1 post and at least 1 year in ED5 grade or equivalent based upon standard rating scale. Proven administrative ability and professional leadership skills. Applicants should have completed 3 years of successful rural service or attained a superior assessment in the past 3 years. Where relevant, hostel management will be an advantage. Potential to advance to higher posts.

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

	ASSISTANT PRINCIPAL – ED5D [14 POSTS]
2313/2009	-BEMANA JUNIOR SECONDARY
2314/2009	-GAU SECONDARY SCHOOL
2315/2009	-KADAVU PROVINCIAL SECONDARY
2316/2009	-NABALA JUNIOR SECONDARY SCHOOL
2317/2009	-NADARIVATU JUNIOR SECONDARY SCHOOL
2318/2009	-NAIYALA HIGH SCHOOL
2319/2009	-NAKAUVADRA HIGH SCHOOL
2320/2009	-NAUSORI HIGH SCHOOL
2321/2009	-NAVATU JUNIOR SECONDARY SCHOOL
2322/2009	-BALATA HIGH SCHOOL
2323/2009	-SABETO SECONDARY SCHOOL
2324/2009	-SIGATOKA VALLEY JUNIOR SECONDARY SCHOOL
2325/2009	-VATUROVA JUNIOR SECONDARY SCHOOL
2326/2009	-YASAYASA MOALA JUNIOR SECONDARY SCHOOL

To assist the Vice Principal and the Principal in the general administrations of a ED3C Secondary School, give professional guidance to teachers and teach. Supervises the efficient and effective management of duties, discipline, upkeep of the school and general day to day administrative matters. Monitors staff performance and assist in their professional development in order that the goals of the school are accomplished and the needs of teachers met. Ensures equal participation of students in the learning process by eliminating discrimination and harassment.

Qualification: Qualification as for HOD 1. Experience as HOD 1 will be an advantage. The candidate should meet the requirement for the subject majors in the relevant area. Potential to advance to higher posts.

Salary: ED5D \$23, 847 - \$28, 033

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WITHDRAWAL OF VACANCIES

FPSOC NO	VACANCY NO	POST
PUBLIC SERVICE COMMISSION		
19/2009	2078/2009	Administrative Officer [Tribunal] – withdrawn and to be re-advertised later.
MINISTRY OF HEALTH		
21/2008	455/2008	Pharmacy Assistant [Tavua Hospital] – Non-availability of suitably qualified applicant.

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

Circular dated: 15/11/2009
Before noon: 31/10/2009
Circular dated: 30/11/2009
Before noon: 15/11/2009

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

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

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