



## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 21/2009

DATE: 15<sup>th</sup> NOVEMBER, 2009

ISSUED BY THE PUBLIC SERVICE COMMISSION

THE FIJI PUBLIC SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER

### VACANCIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Parmesh Chand**  
Permanent Secretary for the Public Service

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

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

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

2327/2009	<b>COUNSELLOR [CHIEF ADMINISTRATIVE OFFICER] NEW YORK MISSION</b>
-----------	---

The incumbent will be required to assist in managing the Mission to ensure the effective and efficient use of resources and maximum impact in the United Nations Organisation and its subsidiaries for the benefit of Fiji. This includes use of information technology, timely and accurate reporting, performance management and development of staff, fostering of a team spirit among staff, and implementation of Ministry policy and achievement of Ministry goals described in the Corporate Plan. Under the direction of the Permanent Representative, the incumbent will also undertake representation in United Nations organs to ensure that Fiji's position is presented and negotiated in resolutions, treaties, agreements and communiqué where possible. Where a position needs to be defined, s/he will be required to communicate with the Ministry and provide position papers containing well reasoned recommendations and supporting documentation; S/he will provide legal interpretation for Treaties, Conventions, Agreements and any other matters that are of relevance to Fiji. Legal implications of matters under negotiation should be made clear to Fijian negotiators and positions should be clarified for Headquarters and other Fijian stakeholders. The Deputy Permanent Representative to the United Nations will also assist to monitor United Nations affairs, undertake analysis and provide insight into key issues of relevance to Fiji concerning political, security, defence, environment, economic and trade related developments and make regular reports on these matters to Headquarters. Assist the Permanent Representative in his role as Ambassador for Canada, including fostering of good economic and

trade relations, and strengthen Fiji's position as a trading partner. Assist to establish links with appropriate Canadian Government Representatives to obtain appropriate levels of aid and technical assistance, donor sponsored educational opportunities and training courses, and with defence and police establishments to build close relationships and maximise training and constructive interchange. In the absence of the Permanent Representative the DPRUN will act as *Charge d'Affaires* of the Mission. Establish and maintain rapport with contacts that are of benefit to the Mission, and by diplomatic means endeavour to establish support for outcomes and positions that are of advantage to Fiji, increased market share and diversification of trade; in relation to the involvement of Fijian personnel in the various Peace-keeping Operations, to assist in liaising with organisations that are involved both overseas and in Fiji Military Forces, Police, and the Ministry of Home Affairs. Assist to monitor and deal with any diplomatic issues that arise, and provide consular and support facilities to these personnel where necessary; provide background information and facilitate meetings of high-ranking officials and dignitaries from Fiji. Provide consular services, including processing of visa applications, and passport renewals; maintain close liaison with Fiji nationals residing in the region, and provide services to any nationals who may require assistance; and encourage friendly relations where possible; establish and maintain good relationships with diplomatic personnel of other Missions representing regional countries that have representative offices in New York or are resident in Canada.

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

appropriate higher-level qualifications has been completed during the career.

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

MINISTRY OF EDUCATION, NATIONAL PLANNING,  
CULTURE & ARTS AND YOUTH & SPORTS

2328/2009	<b>CHIEF ADMINISTRATIVE OFFICER [DIRECTOR ADMINISTRATION &amp; FINANCE]</b>
-----------	---

This is a challenging position for a highly motivated person, with vast experience in Public Administration and Finance. The primary role of the position is to formulate and implement annual management/business plan for the Administration and Finance Division and ensure that personnel, general administrative and financial support services and advise are provided with timeliness, efficiency and effectiveness to facilitate successfully the implementation of the Ministry's Corporate Plan. Ensuring efficiency and effectiveness of the organisation, methods and management system by constantly monitoring and evaluating current system, and identification of weaknesses and deficiencies. The incumbent will be responsible for the implementation of appropriate strategic measures to address the problems of the Division. Ensure the appointment and promotion processes are undertaken in accordance with the requirements of the rules and regulations currently in force. Ensures the management of discipline in the ministry is conducted in full compliance of the relevant legislations. Ensures the efficient utilisation of annual budgetary and establishment provisions to cater for physical needs and human resources requirements. Ensure that qualified, competent and efficient staff are recruited and enhanced by providing necessary administrative recruitment procedures. Advise and develop where necessary on policy matters in a timely, accurate and objective manner based on legal provisions and approved practices and procedures in existence.

**Qualification:** Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required, is experience of negotiation/discussion with senior staff of Government and Non-Government Agencies. Officers should have shown well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decision.

Proven ability to manage manpower and physical resources effectively is required in positions at this level, which have a bias towards Senior Management rather than policy and considerate work. The best graduate with specialist degrees entering the Service at SS04/03 or equivalent levels may achieve this level after not less than 13 years of service including at least 3 years at Principal level in their discipline. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during the career.

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

2329/2009	<b>DIRECTOR [EXAMINATIONS]</b>
-----------	------------------------------------

Responsible to the Deputy Secretary for Education [Professional] for development of sound educational assessment policies and their consistent application in all phases of educational assessment. Ensure the proper management of examination services to ensure the timely provision of a valid and reliable measure of student achievement of curriculum objectives. Plan and recommend strategies to ensure responsiveness to changing assessment needs ad to better and innovative ideas in educational assessment. In line with Ministry policies and priorities, propose new projects to improve the overall quality of assessment service thus providing for growth and development. Monitor and address quality assurance and quality control in examination paper development, internal assessment and moderation, marking, standardization, results processing and reporting, examination administration and security. Constantly revise and evaluate assessment information and practices to identify issues of concern and ensure the implementation of desirable changes. Liaise with stakeholders and relevant authorities to ensure effective support services and promote public awareness of the role and nature of educational assessment.

**Qualification:** Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required, is experience of negotiation/discussion with senior staff of Government and Non-Government Agencies. Officers should have shown well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decision.

Proven ability to manage manpower and physical resources effectively is required in positions at this level, which have a bias towards Senior Management rather than policy and considerate work. The best graduate with specialist degrees entering the Service at SS04/03 or equivalent levels may achieve this level after not less than 13 years of service including at least 3 years at Principal level in their discipline. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during the career.

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

2330/2009	<b>DIRECTOR [ASSET MONITORING UNIT]</b>
-----------	---

Responsible to the Deputy Secretary [Primary/Secondary/AMU] for the provision of advice to the Minister on matters relating to the development and continuous improvement of schools through their physical structures, as well as the overall performance of students in their academic learning environment through the monitoring and evaluation of teacher performance and management of committees and divisional and district education offices. Monitor and administer school's establishment, including kindergartens and private vocational schools, upgrading and downgrading of schools, management of affirmative action programmes for under performing schools and disadvantaged rural remote schools, management and administration of school Building Grant, Compulsory Education Grant, ECE grants, management, monitoring and maintenance of school assets – including government schools, establishment and functions of the School's Monitoring and Review Unit, establishment and functions of the Professional Development Unit, and any other matter assigned by the Deputy Secretary and Permanent Secretary from time to time.

**Qualification:** Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required, is experience of negotiation/discussion with senior staff of Government and Non-Government Agencies. Officers should have shown well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decision. Proven ability to manage manpower and physical resources effectively is required in positions at this

level, which have a bias towards Senior Management rather than policy and considerate work. The best graduate with specialist degrees entering the Service at SS04/03 or equivalent levels may achieve this level after not less than 13 years of service including at least 3 years at Principal level in their discipline. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during the career.

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

MINISTRY OF HEALTH

2331/2009	<b>CHIEF ADVISOR [HEALTH PROMOTION] TAMAVUA</b>
-----------	---

Responsible to the Permanent Secretary for Health, through the Deputy Secretary [Public Health] for the daily to day running of the National Centre for Health Promotion. To coordinate intersectoral activities to promote health and ensure that the members of the National Health promotion Council are informed of the progress. To facilitate the production of audiovisual materials on priority health issues after liaising with appropriate partners. Ensure that strategies designed to create supportive environment are implemented. Plan and support appropriate research in health promotion. Supervise training in the Health Promoting Communities Programme and coordinate training of Primary Health Care Workers in health promotion activities. Facilitate the development and implementation of public education campaigns on appropriate health issues. The incumbent is also a member to all the 5 sub-committees at the National Health Promotion Council [Research, Policy, Training, Settings and Social Marketing sub-committees].

**Qualification:** Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required, is experience of negotiation/discussion with senior staff of Government and Non-Government Agencies. Officers should have shown well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decision. Proven ability to manage manpower and physical resources effectively is required in positions at this level, which have a bias towards Senior Management rather than policy and considerate work. The best

graduate with specialist degrees entering the Service at SS04/03 or equivalent levels may achieve this level after not less than 13 years of service including at least 3 years at Principal level in their discipline. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during the career.

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

<b>2332/2009</b>	<b>CHIEF ADMINISTRATIVE OFFICER [HOSPITAL ADMINISTRATOR] LABASA HOSPITAL</b>
------------------	--

Responsible to the Medical Superintendent, Labasa Hospital for the co-ordination, implementation, evaluation, supervision and control of the medical and general management of all health services and facilities including the delivery of planned services in the Divisional Hospital within agreed budgetary parameters and compliant with standards of service developed by the Ministry of Health. The incumbent would have overall responsibility for the preparation and monitoring of the annual Divisional hospital budget; plan, co-ordinate and implement a Hospital Development Plan for the management and operation of the Divisional hospital; promote and develop community involvement in the provision of hospital care; oversee and provide advice on the implementation of clinical standards in sub-divisional hospitals and the exercise of inter-hospital referral protocols; oversee the supervision and evaluation of the activities of all medical and allied professions, support services, government wages earners and volunteer staff within the Divisional Hospital.

The incumbent is also required to plan and direct a hospital-wide Risk Management programme with particular emphasis on Clinical Risk Management; To promote a quality customer service approach and ensure that Quality Assurance/Management activities are operational and monitored in the hospital and develop programmes to improve the quality and care together with the customer services provided at the hospital ensuring that they are in accordance with OHS policy. Ensure that health education programmes are organised in the hospital and that disease outbreak surveillance, disaster and other emergency issues are appropriately handled; collect and consolidate specific returns, health reports and other information for Division and Headquarters use; attend relevant workshops and conferences as

approved by the Medical Superintendent or the Deputy Secretary at regional, national and international levels. Ensure that all staff in the divisional hospital are appropriately instructed on the requirement for confidentiality. The incumbent should have an extensive experience in the successful management of complex operations, staff and budgets; have excellent communication (verbal and oral) skills; reputation for the exercise of discretion and sound judgment in sensitive political and personal matters; demonstrated ability for strategic planning.

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

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

PUBLIC SERVICE COMMISSION

<b>2333/2009</b>	<b>PRINCIPAL ADMINISTRATIVE OFFICER [MANAGER WORKFORCE &amp; SCHOLARSHIPS]</b>
------------------	--

Responsible to the Director Training for the management of the Workforce Planning Scholarship Unit. Manages the Fiji Government Scholarship Scheme through the implementation of the Fiji Government Scholarship Committee decisions and policies, reviewing and improving system and processes of the Scholarship Unit and the management of the resources maximizes the

utilization of resource through planning and organizing financial, physical and the human resources, effectively manage the Student Loan Scheme, and the review and improvement of the loan recovery mechanism, administer Aid Funded Scholarships, support and provides Management through effective reporting and information system, representation at academic boards and committees of local training institutions and the provision of an effective point of contact for the High Commissions and Embassies that are based in Suva, and provide secretariat services to the Fiji Government Scholarship Committee, ensures a competent and motivated staff through implementation of applicable HR practices, and the provision of a service to scholarship awardees/parents and the public.

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

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

<b>2334/2009</b>	<b>ASSISTANT ACCOUNTS OFFICER [PAYMENTS]</b>
------------------	--

This position reports directly to Senior Account Officer for the supervision of duties assigned to the payments staff in the Accounts Section of Department. The primary role of the position is the supervision of daily payments, and the collection of revenue. Responsible for the preparation of monthly Expenditure/Commitment Ledger, preparation of monthly reconciliation of IDC Accounts, Drawings, Cash Clearance Accounts, Revolving fund Account. Maintenance of Expenditure Ledger, maintenance of Journal and SI Register, maintenance of the PSC Group Insurance Scheme Accounts, clearance of Revenue, maintaining of stock register for receipt book, cheque book, local purchase order, requisitions, and any other duties assigned from time to time.

**Qualification:** A minimum of a degree in accounting or related discipline or equivalent from a recognized institution. **OR** A pass in service exam U. Appointee

must have served at least one year in SS05 grade and have passed H1 & H2 service and have demonstrated intellectual capacity, drive, determination and flair in existing grade or position; or successfully completed Form 7 examination with a pass in accounting.

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

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

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

FIJI PROCUREMENT OFFICE

<b>2335/2009</b>	<b>MANAGER [POLICY UNIT] -RE-ADVERTISED</b>
------------------	---

The Manager Policy Unit is responsible to the Director Fiji Procurement Office for the provision and development of the procurement policy framework and policy guidelines, advice and support and lead procurement planning, measurement, capability and performance improvement and develop and implement competency framework and procurement training. The incumbent is expected to develop the Fiji WoG procurement principles, policies and guidelines, establish, lead, manage and deliver the procurement plans to meet FPO strategic objectives on time and within budget and undertakes research and development for policy drafting. The incumbent is also expected to manage the implementation of policies and the development of procurement processes, establish the guidelines for the production of the agencies annual procurement plan to ensure that they are in line with prescribed Ministry of Finance budget objectives. The position is required to develop Private Finance initiative/Public Private Partnership ("PF/PPP") policy and practice, lead the development of e-procurement across WoG, develop and implement competency framework in conjunction with the Manager Compliance, provide ongoing procurement training function and constantly reviewing of policies in relation to best practice and recommendation from the Compliance Unit.

**Qualification:** Qualifications required for appointment as Senior Research Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization with meritorious performance or a good degree or relevant post graduate qualification. Ability to manage staff and resources and give professional guidance.

**Salary:** SC01 \$36, 236 - \$46, 784

<b>2336/2009</b>	<b>MANAGER [TENDERS UNIT] -RE-ADVERTISED</b>
------------------	--

The Manager Tenders Unit is responsible to the Director Fiji Procurement Office for managing the tender process for the WoG and providing advice to ministries and departments on the tender process including the development of procurement proposals, tender evaluations and contract management. The incumbent will also be responsible for providing advice to the Government Tenders Board on procurement procedures and issues. He/she is expected to have thorough working knowledge of international best practices in procurement and be able to apply these practices to secure best value in all Government procurement. The incumbent is also expected to manage relationships and contracts with key suppliers, customer agencies and other stakeholders to ensure the effective and efficient management of the government procurement process. He/she will also be responsible for managing the staff and work of the Unit and provide continuous advice and direction to these officers.

**Qualification:** An officer of high calibre with at least 10 years experience in management positions. Consistently good reports and proven ability to manage large staff and physical resources. Must have demonstrated intellectual capacity drive, determination and flair in existing grade. Experience in supplies work and membership of an Institute of Purchasing is desirable. **OR** Relevant degree or Postgraduate qualifications and/or relevant skills and experience in this particular field in any other organisation.

**Salary:** SK01 \$35, 466 - \$44, 786

**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**

<b>2337/2009</b>	<b>PRINCIPAL ECONOMIC PLANNING OFFICER [GOOD GOVERNANCE]</b>
------------------	--

Responsible to the Chief Economic Planning Officer (Good Governance). This is a senior position within the Unit and the officer will be responsible for the formulation of policies and strategies for relevant sectors and facilitate its implementation by relevant agencies; provide technical and policy advice on governance and development issues; facilitate the effective implementation of Public Sector Reform initiatives through the provision of sound policy advice on best practices and approaches for implementation, drawing on lessons learnt from other institutions/countries; effective coordination of reform initiatives to facilitate the achievement of Public Sector Reform objectives; initiate and undertake research on relevant and topical issues; supervise the work of two subordinate officers; liaise closely with relevant ministries and organizations and support existing governance programmes and provide secretariat support services to relevant committees and represent the Ministry in various forums.

**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

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

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

2338/2009	<b>ADMINISTRATIVE OFFICER [USP SCHOLARSHIP]</b>
-----------	---

Responsible to the Manager Indigenous Affairs Scholarship Unit through the Senior Administration Officer (Operations) for the processing of USP scholarship applications; provide secretariat support in the selection process; ensure that enquiries regarding USP scholarships are attended; liaise with USP regarding the academic welfare of students; ensure that allowance and tuition fees are processed in a timely manner; maintain up-to-date record of all sponsored students; ensure that USP scholarship database is continuously updated and maintained; attend careers expo and other duties that will be assigned from time to time. The position requires demonstrated knowledge of indigenous cultures, ability to communicate sensitively and effectively with indigenous people and communities, including the requirements for consultation and negotiation in a contemporary Fijian society.

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

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

2339/2009	<b>ADMINISTRATIVE OFFICER [REFORM] CORPORATE SERVICES DIVISION</b>
-----------	--

The position will be responsible to the Manager Corporate Services through the Senior Administrative Officer and ensure timely submissions of thoroughly

researched management practices to accurately document information for reform initiatives, appointment, promotion, discipline, transfers and management of leave. Assist in the facilitation of civil service reforms, service excellence awards framework, and performance management systems and to develop the capabilities and performance of employees in particular developing skills, knowledge and managing behaviours to continuously improve performance in the current environment and provide support to enable individuals prepare for future plans and challenges. The position provides regular ongoing feedback about performance issues throughout the organisation and seeks guidance on recommended courses of action for any specific performance issues that are identified. Keep abreast of policies implemented service wide thereby strengthening network for improved delivery of services to stakeholders. Assist in the efficient provision of HR policy advice to ensure consistency in the processes involved linked to the SOP manuals. The position requires demonstrated knowledge of indigenous cultures, ability to communicate sensitively and effectively with indigenous people and communities, including the requirements for consultation and negotiation in a contemporary Fijian society.

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

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

2340/2009	<b>ADMINISTRATIVE OFFICER [RESEARCH] INSTITUTE OF ITAUKEI LANGUAGE &amp; CULTURE</b>
-----------	--

The position reports to the Director Institute of iTaukei Language & Culture through the Senior Administrative Officer to provide research on different aspects of iTaukei art & craft from field and archives through proper documentation and subsequent dissemination to the general public. Part of its principal accountabilities are through research & documentation carry out research in archives and

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

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

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

<b>2341/2009</b>	<b>EXECUTIVE OFFICER [POLICY/REFORM] CORPORATE SERVICES</b>
------------------	---

The position will be responsible to the Senior Admin Officer through the Admin Officer (Reform) to ensure all matters on civil service reform initiatives such as service excellence, management efficiency audits, skills inventory and audits, planning documents and performance management systems are delivered in an effective and timely manner. The successful

applicant will assist in developing position descriptions and individual work plans and guide staff to writing the plans. Research and surf websites for materials in developing qualifications that is demonstrative and knowledgeable on indigenous cultures and traditions. Assist in the championing of service excellence and document innovative ways and ideas to improve the systems and processes within the Ministry. Compile monthly reports on initiatives and results aligned, reorganized and restructured units to achieve the 10% cost reduction such as vacant positions and its relevance to the organisation structure. Assist in the review of systems, processes and the minimum qualifications requirement for all posts; monitor the completion of financial reports and validation of statistics on the HR database.

**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

<b>2342/2009</b>	<b>EXECUTIVE OFFICER [CORPORATE SERVICES]</b>
------------------	---

Reporting to the Senior Admin Officer through Admin Officer (Reform), the successful appointee will ensure the effective management of all leave and HR matters are handled in an effective and efficient manner. Preparation of reports in compliance of statutory central agency functions; person to post listing, quarterly vacancies, staff board, and financial statements must be collated and submitted in a timely manner. Preparation of leave applications must be processed within half a day and records filed away with all necessary recordings updated. The position requires a very computer literate person to frequently use Excel worksheets and mail merge facilities in Word for data management purposes. Corporate Services handles heaps of data and statistics is required to measure and determine performance indicators, therefore the successful appointee is expected to handle a lot of numerical data for analysis purpose. Consults with the Reform Unit once vacancies are advertised to prepare vacancy folders and compile bio data for assessment. Manage the

staff establishment and update person to post listings, vacancy reports and circulars for administration of best management practices for post processing activities. Assist in the preparation and conduct of interviews, preparation of meetings and organize venue with resources; compile and collate all data required such as position descriptions etc. for vacant positions co-ordinate within for systems, process and productivity initiatives and update / validation of statistics on the HR database.

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

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

2343/2009 2344/2009 2345/2009 2346/2009	<b>EXECUTIVE OFFICER [FIELD OFFICERS] INSTITUTE OF ITAUKEI LANGUAGE &amp; CULTURE - 4 POSTS</b>
--	---

The position reports to the Director Institute of iTaukei Language & Culture through the Administrative Officer (Project) on all field research on Fijian language and culture evident in the 14 provinces of Fiji. Facilitate an inventory of cultural information from the 14 provinces of Fiji for easier retrieval when required by Cultural Authority responsible for enforcing the legislation on Traditional Knowledge and Expressions of Culture through the research, compilation and editing of data collected from archives and field related to men's cultural activities. Update Institute on current activities, relating to areas of research on traditional knowledge and cultural expressions (highlighted above) in different provinces through constant liaison with provincial offices and research sites for purposes of video shooting and still image shots. Facilitate comprehensive inventory of audio, video and still images collected from field through the proper labelling of audio and video cassettes and images from digital camera taken on every trip taken. This entails filling of proper records and forms available for completion. Assist the Living Human Treasures Officer with field analysis reports, identify women's art and craft activities in the field. The position requires demonstrated knowledge of

iTaukei cultures and the ability to communicate sensitively and effectively with iTaukei people and communities. A diploma or degree in linguistics, anthropology and research skills would be an added advantage.

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

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

2347/2009 2348/2009	<b>EXECUTIVE OFFICER [EDITOR] INSTITUTE OF ITAUKEI LANGUAGE &amp; CULTURE - 2 POSTS</b>
------------------------	---

The position reports to the Director Institute of iTaukei Language & Culture through the Senior Administrative Officer to ensure accurate and efficient storage of information into the Traditional Knowledge and Expression of Culture [TKEC] Database through proper editing and collation of information. Part of the principal accountabilities includes accurate editing of information to ensure systematic, holistic and accurate input of transcribed data through editing of submitted papers by transcribers. Ensure spelling and grammar used is aligned to the new system used by the Institute. Precision of audio recordings entered into database and oversee editing of all audio recording to ensure comprehensive and accurate National Inventory for the Indigenous TKEC through the editorial provision of cross-checking all that the database operators have entered into the database system. Responsible for safekeeping of edited audio recordings and proper storage of all edited audio recordings through the provision back-up copies of all audio recording edited. Enable easy access to the recording by using a specified coding and labeling system for all audio recording edited and digitized. This includes the provision of copyright on the audio cover. The position requires demonstrated knowledge of iTaukei cultures and the ability to communicate sensitively and effectively with iTaukei people and communities. A Diploma in language, or Pacific Vernacular or Cultural Studies would be an added advantage.

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

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

2349/2009	<b>SECRETARY [PA TO DEPUTY SECRETARY (DEVELOPMENT)]</b>
-----------	---

The position reports to the Deputy Secretary (Development) and facilitates the effective management and secretarial support service operations. Included are the functions to: provide a professional typing service; attends to telephone calls and record messages in the absence of Director Development; maintains an appointment diary; reminds important meetings such as management board, IACL, CBUL committees, etc. and ensure that necessary documents and files are well prepared and ready before hand; record all inward / outward correspondences and files manually (registers) or electronically and distribute them to desk officers responsible; customer service – always try to create a pleasant environment for visitors, make them feel at ease and comfortable while waiting; and operate office automated machines.

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

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

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

**The Permanent Secretary  
Ministry of Provincial Development, Multi-Ethnic  
Affairs & National Disaster Management  
G P O Box 18060  
Suva**

2350/2009	<b>SENIOR ADMINISTRATIVE OFFICER [PROVINCIAL ADMINISTRATOR – SERUA]</b>
-----------	---

Responsible to the Divisional Commissioner in providing leadership to strengthen the capacity of rural leaders through co-ordination and partnership within the Government and Non- Government Organisations. Ensure community growth and development through the implementation of appropriate community capacity building initiatives and programmes. Facilitate National Support/Ancillary Services through the coordination and implementation of major national response activities in accordance with the stipulated guidelines and legislations. Ensure sound entity management through the implementation of best management practices and procedures. Provide adequate policy advice and support to facilitate the development of sound policies for the Ministry. Ensure the formal information and reporting requirements of the Ministry, Government, Statute, and Minister and relevant authorities are met in a timely and relevant manner. Ensure all Provincial Administration operation/activities comply and adhere to the relevant regulations and statutes. Ensure that a responsible and dynamic image is presented for the Provincial Administration in all its dealings by developing and maintaining excellent relations and representation with all relevant bodies within the industry. Actively promote and encourage community and voluntary involvement in the provision of services for the greater well being and good government of the rural populace in rural areas and to encourage self-help and local responsibility for addressing problems.

**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

2351/2009	<b>SENIOR ADMINISTRATIVE OFFICER [PROVINCIAL ADMINISTRATOR – BUA]</b>
-----------	---

Responsible to the Divisional Commissioner in providing leadership to strengthen the capacity of rural leaders through co-ordination and partnership within the Government and Non- Government Organizations. Ensure community growth and development through the implementation of appropriate community capacity building initiatives and programmes. Facilitate National Support/Ancillary Services through the coordination and implementation of major national response activities in accordance with the stipulated guidelines and legislations. Ensure sound entity management through the implementation of best management practices and procedures. Provide adequate policy advice and support to facilitate the development of sound policies for the Ministry. Ensure the formal information and reporting requirements of the Ministry, Government, Statute, and Minister and relevant authorities are met in a timely and relevant manner. Ensure all Provincial Administration operation/activities comply and adhere to the relevant regulations and statutes. Ensure that a responsible and dynamic image is presented for the Provincial Administration in all its dealings by developing and maintaining excellent relations and representation with all relevant bodies within the industry. Actively promote and encourage community and voluntary involvement in the provision of services for the greater well being and good government of the rural populace in rural areas and to encourage self-help and local responsibility for addressing problems.

**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

2352/2009	<b>SENIOR ADMINISTRATOR OFFICER [PROVINCIAL ADMINISTRATOR - RA]</b>
-----------	---

Responsible to the Divisional Commissioner in providing leadership to strengthen the capacity of rural leaders through co-ordination and partnership within the Government and Non- Government Organizations. Ensure community growth and development through the implementation of appropriate community capacity building initiatives and programmes. Facilitate National Support/Ancillary Services through the coordination and implementation of major national response activities in accordance with the stipulated guidelines and legislations. Ensure sound entity management through the implementation of best management practices and procedures. Provide adequate policy advice and support to facilitate the development of sound policies for the Ministry. Ensure the formal information and reporting requirements of the Ministry, Government, Statute, and Minister and relevant authorities are met in a timely and relevant manner. Ensure all Provincial Administration operation/activities comply and adhere to the relevant regulations and statutes. Ensure that a responsible and dynamic image is presented for the Provincial Administration in all its dealings by developing and maintaining excellent relations and representation with all relevant bodies within the industry. Actively promote and encourage community and voluntary involvement in the provision of services for the greater well being and good government of the rural populace in rural areas and to encourage self-help and local responsibility for addressing problems.

**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

2353/2009	<b>EXECUTIVE OFFICER [ASSISTANT DISTRICT OFFICER - REWA]</b>
-----------	--

Responsible to the Provincial Administrator (Rewa) for the preparation of reports and project papers. Attend to the District Development Committees, Tikina, Provincial and Advisory Council meetings in the absence of Provincial Administrator. Attend to estate matters and queries/ complaints from the public. Supervise work of the office staff and accounting matters – purchase goods and services through Government Requisitions and Local Purchase Orders, maintain Vote Books, Inspect Rural Development projects, compile reports and maintain proper records, prepare returns and reports as follows: License and LPO's quarterly return; Vehicle Log books; Annual Reports; Deposit Sundries return.

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

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

2354/2009	<b>EXECUTIVE OFFICER [ASSISTANT DISTRICT OFFICER - SERUA]</b>
-----------	---

Responsible to the Provincial Administrator (Serua) for the preparation of reports and project papers. Attend to the District Development Committees, Tikina, Provincial and Advisory Council meetings in the absence of Provincial Administrator. Attend to estate matters and queries/ complaints from the public. Supervise work of the office staff and accounting matters – purchase goods and services through Government Requisitions and Local Purchase Orders, maintain Vote Books, Inspect Rural Development projects, compile reports and maintain proper records, prepare returns and reports as follows: License and LPO's quarterly return; Vehicle Log books; Annual Reports; Deposit Sundries return.

**Qualification:** Qualifications required for appointment as Clerical Officer and a pass in Service

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

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

2355/2009	<b>EXECUTIVE OFFICER [ASSISTANT DISTRICT OFFICER - SUVA]</b>
-----------	--

Responsible to the District Officer (Suva) for the preparation of reports and project papers. Attend to the District Development Committees, Tikina, Provincial and Advisory Council meetings in the absence of Provincial Administrator. Attend to estate matters and queries/ complaints from the public. Supervise work of the office staff and accounting matters – purchase goods and services through Government Requisitions and Local Purchase Orders, maintain Vote Books, Inspect Rural Development projects, compile reports and maintain proper records, prepare returns and reports as follows: License and LPO's quarterly return; Vehicle Log books; Annual Reports; Deposit Sundries return.

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

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

2356/2009	<b>EXECUTIVE OFFICER [ASSISTANT DISTRICT OFFICER - LOMAIVITI]</b>
-----------	---

Responsible to the Provincial Administrator (Lomaiviti) for the preparation of reports and project papers. Attend to the District Development Committees, Tikina, Provincial and Advisory Council meetings in the absence of Provincial Administrator. Attend to estate matters and queries/ complaints from the public. Supervise work of the office staff and accounting matters – purchase goods and services

through Government Requisitions and Local Purchase Orders, maintain Vote Books, Inspect Rural Development projects, compile reports and maintain proper records, prepare returns and reports as follows: License and LPO's quarterly return; Vehicle Log books; Annual Reports; Deposit Sundries return.

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

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

2357/2009	<b>EXECUTIVE OFFICER [ASSISTANT DISTRICT OFFICER - LAU]</b>
-----------	---

Responsible to the Provincial Administrator (Lau) for the preparation of reports and project papers. Attend to the District Development Committees, Tikina, Provincial and Advisory Council meetings in the absence of Provincial Administrator. Attend to estate matters and queries/ complaints from the public. Supervise work of the office staff and accounting matters – purchase goods and services through Government Requisitions and Local Purchase Orders, maintain Vote Books, Inspect Rural Development projects, compile reports and maintain proper records, prepare returns and reports as follows: License and LPO's quarterly return; Vehicle Log books; Annual Reports; Deposit Sundries return.

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

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

2358/2009	<b>EXECUTIVE OFFICER [ASSISTANT DISTRICT OFFICER - BUA]</b>
-----------	---

Responsible to the Provincial Administrator (Bua) for the preparation of reports and project papers. Attend to the District Development Committees, Tikina, Provincial and Advisory Council meetings in the absence of Provincial Administrator. Attend to estate matters and queries/ complaints from the public. Supervise work of the office staff and accounting matters – purchase goods and services through Government Requisitions and Local Purchase Orders, maintain Vote Books, Inspect Rural Development projects, compile reports and maintain proper records, prepare returns and reports as follows: License and LPO's quarterly return; Vehicle Log books; Annual Reports; Deposit Sundries return.

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

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

2359/2009	<b>ACCOUNTS OFFICER [HEADQUARTERS]</b>
-----------	--

Responsible to the Senior Accounting Officer for effective and efficient supervisory role of the Accounts Section and to carry out accounting functions in accordance with the Financial Instructions, General Orders and Stores Instruction. Monitor expenditure, timely lodgment of revenue, proper payment of wages and salaries and FNPF contributions and payment of VAT, maintenance of all related records, reconciliation and submission of Trust Fund Account, IDC Account, Revolving Fund Account, Cash Clearance Account, Drawings Account and Financial Reports, reconciliation of Cash Books, Bank Accounts and preparation of unrepresented cheque lists, preparation and submission of requests for disbursement from Finance, control of budgetary allocation by preparing virement warrants and Requisition to incur expenditure and preparation of Financial Statements for management and

preparation of Budget. Attend public queries on payments directly and through files marked by Senior Accounts Officer. The incumbent also deputizes for the Senior Accounts Officer in the absence of that officer.

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

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

2360/2009	<b>SECRETARY [PA TO THE COMMISSIONER EASTERN DIVISION]</b>
-----------	--

Accountable for all the efficient secretarial operations and functions for the Commissioner Eastern in ensuring that tasks as assigned by the Commissioner are implemented within the set timeframes and with the highest levels of output quality; To manage all the daily activities and requirements of the Commissioner's office and in particular to arrange appointments, arrange travel for the Commissioner, maintain confidential files, ensure all outward correspondence from the Commissioner's office is correctly distributed internally and assist with protocol arrangements for any visiting dignitaries. To maintain office tidiness and discretion with confidential correspondence; Maintain an appointment diary; Remind Commissioner Eastern Division of important meetings such as MBM, Staff Board and other meetings that received from time to time and ensure that necessary documents and files are well prepared and ready before hand.

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

Stenographer typist or equivalent. Consistently good reports and considered to have discretion and ability to work effectively under pressure. Word processing knowledge and Computer Management skills are essential. Shorthand skill is advantageous.

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

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

**The Permanent Secretary  
Ministry of Health  
G P O Box 2223  
Government Buildings  
Suva**

2361/2009	<b>SENIOR DENTAL TECHNICIAN [CWM HOSPITAL]</b>
-----------	--

Responsible to the Principal Dental Officer, CWM Hospital through the Senior Dental Officer for the distribution of cases through various technicians, preparation of rosters for dental laboratory duties. Responsible to the clinical prosthetic officer for all functions of Dental Laboratory. To monitor quality of work carried out by other Technicians. Provide guidance and assistance to Technicians when required. To ensure that routine servicing and maintenance of dental equipment is carried out. Attend to any other duties assigned by Principal Dental Officer from time to time.

**Qualification:** A Certificate in Dental Technology or Dental Therapy from FSM or equivalent. At least 2-3 years relevant experience with consistently good reports and/or relevant skills and experience in this particular field in any other organization. A recognized leadership potential.

**Salary:** DE03 \$22,601 - \$29,735

2362/2009	<b>SUPERVISING DENTAL TECHNICIAN [LABASA HOSPITAL]</b>
-----------	--

Responsible to the Principal Dental Officer, Labasa Hospital through the Senior Dental Officer for the distribution of cases through various technicians, preparation of rosters for dental laboratory duties.

Responsible to the clinical prosthetic officer for all functions of Dental Laboratory. To monitor quality of work carried out by other Technicians. Provide guidance and assistance to Technicians when required. To ensure that routine servicing and maintenance of dental equipment is carried out. Attend to any other duties assigned by Principal Dental Officer from time to time.

**Qualification:** A Certificate in Dental Technology or Dental Therapy from FSM or equivalent. At least 2-3 years relevant experience with consistently good reports and/or relevant skills and experience in this particular field in any other organization. A recognized leadership potential.

**Salary:** DE03 \$22, 601 - \$29, 735

2363/2009	INSTRUCTOR DENTAL THERAPIST [LAUTOKA HOSPITAL]
-----------	--

Responsible to the Principal Dental Officer Lautoka Hospital through the Senior Dental Officer for the efficient day to day running of the Dental Clinic. The incumbent is responsible for facilitating the implementation and monitoring of work policies and guidelines in the department. To submit necessary recommendations to Senior Dental Officer on clinical changes to improve standards and quality of service and instill professionalism in staff. To assist the Senior Dental Officer in the organization of the department's daily activities in the Clinic.. To ensure that the outpatient clinic provide effective and efficient services by; providing general supervision to the Dental Therapists and liaises with Supervising Dental Hygienists on Hygienist related matters. Ensure that Supervising Hygienists prepare duty roster for the Dental Hygienists and ensure that the rosters for the Dental Therapist is in place and perform any other duties as may be delegated by the Principal Dental Officer from time to time.

**Qualification:** A Certificate in Dental Technology or Dental Therapy from FSM or equivalent. At least 2-3 years relevant experience with consistently good reports and/or relevant skills and experience in this particular field in any other organization. A recognized leadership potential.

**Salary:** DE03 \$22, 601 - \$29, 735

2364/2009	INSTRUCTOR DENTAL THERAPIST [CENTRAL EASTERN DIVISIONAL OFFICE] NAMOSI HOUSE
-----------	--

Responsible to the Divisional Medical Officer Central Eastern through the Principal Dental Officer CentEast for the organization of the department's daily clinic activities. The incumbent is responsible for facilitating the implementation and monitoring of work policies and guidelines in the department. To monitor the need for clinical changes to improve standards and quality service by instilling professionalism in staff and making appropriate recommendations on clinical changes to superiors and attend to any other duties assigned from time to time.

**Qualification:** A Certificate in Dental Technology or Dental Therapy from FSM or equivalent. At least 2-3 years relevant experience with consistently good reports and/or relevant skills and experience in this particular field in any other organization. A recognized leadership potential.

**Salary:** DE03 \$22, 601 - \$29, 735

2365/2009	CHIEF MEDICAL OFFICER [EPIDEMIOLOGIST] HQ
-----------	---

The Epidemiologist is responsible to the Permanent Secretary for Health through the Director Information, Planning and Infrastructure for the provision of policy advice on public health issues through the analysis and interpretation of health information data. The incumbent is also responsible for the effective management of the Ministry's health information system and the provision of regular feedback to users. The incumbent plays a lead role in coordinating the development of: health information management strategies and plans, including monitoring and evaluation; regular Health Status Reports; health information Committees at national and divisional levels; effective medical records management strategies and support capacity building in Medical Records staff; training plans for the existing application such as PATIS, PHIS, Cancer Register and other databases; research and information support for policy development and

evidence – based decision making. Ensures collection, analysis and interpretation of national health related statistical information and epidemiological data through development and management of the Health Information System (software and hardware) and trained staff. Manages the HIM systems by ensuring effective and timely collection and use of health information by appropriately trained staff. Ensures effective feedback of analyzed data to the Divisions for development of timely interventions for disease prevention. Ensures adequate human resource development for effective utilization of health information for health services provision. Compiles and submits all reports in compliance with all relevant legislation, regulations, instructions, by-laws and delegations by monitoring returns from the field.

**Qualification:** A recognised post graduate training/diploma qualification and/or at least 2-3 years service in the Principal Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Demonstrated capability and ability to manage staff and physical resources effectively.

**Salary:** MD02 \$51, 940 - \$67, 270

<b>2366/2009</b>	<b>MANAGER NURSING SERVICES [CENTRAL] CENTRAL EASTERN DIVISIONAL OFFICE NAMOSI HOUSE</b>
------------------	--

Responsible to the Divisional Medical Officer Central/Eastern for the management, supervision, monitoring, evaluation and control of the Nursing Services in the Sub – divisional Hospitals, Health Centres and Nursing Stations within the Central Division. The incumbent has to develop short and long term strategic plans for the Nursing Services and assist in the development of all community health services management documentation. Plan, coordinate and direct major projects within the nursing services. Assist the Divisional Medical Officer in preparation of the Division's Community Health Master Plan. Ensure that each sub-divisional hospital's disaster plan is reviewed and updated annually. Ensure that community health policies are understood and adhered to by the nurses within the Central Division. Be fully conversant with such aspects of the law/ethics that affect the nursing services in particular, the Nurses, Midwives and

Nurses Practitioner Act Cap 256. Provide reports on the management, activities and needs of the service as required.

**Qualification:** Qualifications required for appointment at NU02 with three (3) years experience at that level. A degree in Nursing and Administration/Education or Post Basic Diploma in Nursing Education and Certificate in Teaching is essential. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Consistently good reports and proven ability to manage staff and resources.

**Salary:** NU01 \$37, 631 - \$46, 037

<b>2367/2009</b>	<b>PRINCIPAL [FIJI SCHOOL OF NURSING]</b>
------------------	---

Responsible to the Director Nursing & Health System Standards through the Director Fiji School of Nursing for the effective management of the Fiji School of Nursing. To develop and implement the strategic master plan for Fiji School of Nursing that is consistent with overall Ministry Corporate plan and goals. Liaise and discuss with Administration staff and Deputy Principal on utilization of school budget. Prepare and submit budget proposals for annual budget allocation. Ensure that the selection, enrolment & Training of local and regional basic & Post Basic students are consistent with the overall Ministry of Health Plans and goals. To ensure that staff comply with all teaching policies and procedural guidelines, also compliance with staffing guidelines and the safe and competent provision of the core work of the department. Responsible for the preparation and the development of the faculty budget to be in compliance with the ministry's annual budget. Responsible for mentoring and counseling of staffs and students.

**Qualification:** Qualifications required for appointment at NU02 with three (3) years experience at that level. A degree in Nursing and Administration/Education or Post Basic Diploma in Nursing Education and Certificate in Teaching is essential. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Consistently good reports and proven ability to manage staff and resources.

**Salary:** NU01 \$37, 631 - \$46, 037

<b>2368/2009</b>	<b>MANAGER NURSING SERVICES [CWM HOSPITAL]</b>
------------------	--

Responsible to the Director Nursing through the Medical Superintendent CWM Hospital for the management, supervision, monitoring, evaluation and control of the Nursing Services in CWM Hospital. The incumbent has to develop short and long term strategic plans for the Nursing Services and assist in the development of all nursing services management documentation. Plan, coordinate and direct major projects within the nursing services. Assist the Medical Superintendent in preparation of the hospital Master Plan. Ensure that each unit's disaster plan is reviewed and updated annually. Ensure that hospital policies are understood and adhered to by the nurses based at CWM Hospital. Be fully conversant with such aspects of the law/ethics that affect the nursing services in particular, the Nurses, Midwives and Nurses Practitioner Act Cap 256. Provide reports on the management, activities and needs of the Nursing service as required.

**Qualification:** Qualifications required for appointment at NU02 with three (3) years experience at that level. A degree in Nursing and Administration/Education or Post Basic Diploma in Nursing Education and Certificate in Teaching is essential. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Consistently good reports and proven ability to manage staff and resources.

**Salary:** NU01 \$37, 631 - \$46, 037

<b>2369/2009</b>	<b>MANAGER NURSING SERVICES [LAUTOKA HOSPITAL]</b>
------------------	--

Responsible to the Director Nursing through the Medical Superintendent Lautoka Hospital for the management, supervision, monitoring, evaluation and control of the Nursing Services in Lautoka Hospital. The incumbent has to develop short and long term strategic plans for the Nursing Services and assist in the development of all nursing services management documentation. Plan, coordinate and direct major projects within the nursing services. Assist the Medical Superintendent in preparation of the hospital Master Plan. Ensure that each unit's disaster plan is reviewed and updated annually. Ensure that hospital

policies are understood and adhered to by the nurses based at Lautoka Hospital. Be fully conversant with such aspects of the law/ethics that affect the nursing services in particular, the Nurses, Midwives and Nurses Practitioner Act Cap 256. Provide reports on the management, activities and needs of the Nursing service as required.

**Qualification:** Qualifications required for appointment at NU02 with three (3) years experience at that level. A degree in Nursing and Administration/Education or Post Basic Diploma in Nursing Education and Certificate in Teaching is essential. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Consistently good reports and proven ability to manage staff and resources.

**Salary:** NU01 \$37, 631 - \$46, 037

<b>2370/2009</b>	<b>MANAGER NURSING SERVICES [LABASA HOSPITAL]</b>
------------------	---

Responsible to the Director Nursing through the Medical Superintendent Labasa Hospital for the management, supervision, monitoring, evaluation and control of the Nursing Services in Labasa Hospital. The incumbent has to develop short and long term strategic plans for the Nursing Services and assist in the development of all nursing services management documentation. Plan, coordinate and direct major projects within the nursing services. Assist the Medical Superintendent in preparation of the hospital Master Plan. Ensure that each unit's disaster plan is reviewed and updated annually. Ensure that hospital policies are understood and adhered to by the nurses based at Labasa Hospital. Be fully conversant with such aspects of the law/ethics that affect the nursing services in particular, the Nurses, Midwives and Nurses Practitioner Act Cap 256. Provide reports on the management, activities and needs of the Nursing service as required.

**Qualification:** Qualifications required for appointment at NU02 with three (3) years experience at that level. A degree in Nursing and Administration/Education or Post Basic Diploma in Nursing Education and Certificate in Teaching is essential. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Consistently good reports and proven ability to manage staff and resources.

**Salary:** NU01 \$37,631 - \$46,037

2371/2009	<b>MANAGER NURSING SERVICES [EASTERN DIVISION] CENTRAL EASTERN DIVISIONAL OFFICE NAMOSI HOUSE</b>
-----------	---

Responsible to the Divisional Medical Officer Central/Eastern for the management, supervision, monitoring, evaluation and control of the Nursing Services in the Sub – divisional Hospitals, Health Centres and Nursing Stations within the Eastern Division. The incumbent has to develop short and long term strategic plans for the Nursing Services and assist in the development of all community health services management documentation. Plan, coordinate and direct major projects within the nursing services. Assist the Divisional Medical Officer in preparation of the Division's Community Health Master Plan. Ensure that each sub-divisional hospital's disaster plan is reviewed and updated annually. Ensure that community health policies are understood and adhered to by the nurses within the Eastern Division. Be fully conversant with such aspects of the law/ethics that affect the nursing services in particular, the Nurses, Midwives and Nurses Practitioner Act Cap 256. Provide reports on the management, activities and needs of the service as required.

**Qualification:** For Supervising Health Sister posts, Certificates in both Midwifery and Public Health Nursing are essential with a minimum of 5 years of successful experience at NU04 level. A degree or post-basic Diploma in Nursing / Health is desirable

**Salary:** NU02 \$28,907 - \$35,591

2372/2009	<b>SUPERVISING HEALTH SISTER [DMO NORTHERN'S OFFICE] RO QOMATE HOUSE]</b>
-----------	---

Responsible to the Divisional Medical Officer, Northern for the management supervision, monitoring, evaluation and control of the Nursing Services in the Sub – divisional Hospitals, Health Centers and Nursing Stations within the Northern Division. The incumbent has to develop short and long term strategic plans for the Nursing Services and assist in the development of all community health

services management documentation. Plan, coordinate and direct major projects within the nursing services. Assist the Divisional Medical Officer in preparation of the Division's Community Health Master Plan. Ensure that each sub-divisional hospital's disaster plan is reviewed and updated annually. Ensure that community health policies are understood and adhered to by the nurses. Be fully conversant with such aspects of the law/ethics that affect the nursing services in particular, the Nurses, Midwives and Nurses Practitioner Act Cap 256. Provide reports on the management, activities and needs of the service as required.

**Qualification:** For Supervising Health Sister posts, Certificates in both Midwifery and Public Health Nursing are essential with a minimum of 5 years of successful experience at NU04 level. A degree or post-basic Diploma in Nursing / Health is desirable

**Salary:** NU02 \$28,907 - \$35,591

2373/2009	<b>MATRON [PAEDIATRICS] CWM HOSPITAL</b>
-----------	--

Responsible to the Medical Superintendent [CWM Hospital] through the Manager Nursing Services [CWM Hospital] for the overall administration and supervision of all nursing staff within the Pediatric Unit. To directly control, plan, co – ordinate comprehensive nursing activities within the unit, in charge of all personal industrial relations and other administrative issues relating to nursing personnel within the unit.

**Qualification:** Qualifications required for appointment at NU04 level with five (5) years successful experience at that level. For the post of Senior Tutor Sister, a Degree or post Basic Diploma in Nursing / Health with five (5) years post registration experience and Certificate in Teaching is essential. Nurse Practitioners with five (5) years experience at that level may also be considered. Consistently good reports and proven ability to manage staff and resources.

**Salary:** NU03 \$22,214 - \$27,866

2374/2009	<b>MATRON [EAST – WING] CWM HOSPITAL</b>
-----------	--

Responsible to the Medical Superintendent [CWM Hospital] through the Manager Nursing Services [CWM Hospital] for the planning, implementation and evaluation of the development/training programs for the Registered Nurses at Institutional level, Auditing of nurses performance by their respective Sister In-charges. The incumbent has to provide the direction and support for the Sister In-charge of the Wards/Units and to coordinate the evaluation of the standard of care and provide appropriate feedback for the respective nursing teams. To manage the delivery of appropriate services for all Registered Nurses to maintain and improve quality patient care.

**Qualification:** Qualifications required for appointment at NU04 level with five (5) years successful experience at that level. For the post of Senior Tutor Sister, a Degree or post Basic Diploma in Nursing / Health with five (5) years post registration experience and Certificate in Teaching is essential. Nurse Practitioners with five (5) years experience at that level may also be considered. Consistently good reports and proven ability to manage staff and resources.

**Salary:** NU03 \$22, 214 - \$27, 866

2375/2009	<b>MATRON [ADMINISTRATION] LAUTOKA HOSPITAL</b>
-----------	---

Responsible to the Medical Superintendent - Lautoka Hospital through the Manager Nursing Services Lautoka Hospital for the overall administration and supervision of all nursing staff within the hospital to directly control, plan, co – ordinate comprehensive nursing activities within the hospital, in charge of all personal industrial relations and other administrative issues relating to nursing personnel within the institution.

**Qualification:** Qualifications required for appointment at NU04 level with five (5) years successful experience at that level. For the post of Senior Tutor Sister, a Degree or post Basic Diploma

in Nursing / Health with five (5) years post registration experience and Certificate in Teaching is essential. Nurse Practitioners with five (5) years experience at that level may also be considered. Consistently good reports and proven ability to manage staff and resources.

**Salary:** NU03 \$22, 214 - \$27, 866

2376/2009	<b>SENIOR SISTER [NEW SURGICAL WARD] CWM HOSPITAL</b>
-----------	---

Responsible to the Manager Nursing Services CWM Hospital through the Matron for the coordination of all activities of the New Surgical Ward and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecast daily needs. To ensure a good understanding of standard procedures, maintenance of aseptic technique and protocols are observed in the unit at all times; ensure that availability of special trays and equipment. The incumbent has to report on staff performance capabilities and compiles monthly report for ward activities on statistical data of Acute Surgical Ward to be used by stakeholders i.e Consultants, Matrons and Nurses. Ensure that correct information is entered into the computer [PATIS] by the nurses. Ensure the maintenance of a clean and safe working environment.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. Consistently good reports and ability to contribute at supervisory level.

**Salary:** NU04 \$19, 069 - \$21, 905

2377/2009	<b>SENIOR SISTER [LABOUR WARD] CWM HOSPITAL</b>
-----------	---

Responsible to the Manager Nursing Service CWM Hospital through the Matron [Maternity], CWM Hospital for the coordination of all activities of the Labour Ward and also organizes the administration of

the unit. To ensure the effective delivery of quality nursing cares and provides direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and for ecasts daily needs. Ensure the maintenance of aseptic technique that is to ensure a good understanding of standard procedures and protocols are observed in the unit at all times; ensure the availability of extra delivery bundles, delivery sets, VE trays and special trays and equipment. The incumbent reports on staff performance capabilities and compiles monthly report for ward activities on statistical data of Labour Ward to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that accurate information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment in accordance with OHS policy.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. Consistently good reports and ability to contribute at supervisory level.

**Salary:** NU04 \$19,069 - \$21,905

<b>2378/2009</b>	<b>SENIOR SISTER [ACUTE MEDICAL WARD] EAST WING, CWM HOSPITAL</b>
------------------	---

Responsible to the Manager Nursing Services through the Matron East Wing, CWM Hospital for the coordination of all activities of the Acute Medical Ward and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecast daily needs. To ensure a good understanding of standard procedures, maintenance of aseptic technique and protocols are observed in the unit at all times; ensure that availability of special trays and equipment. The incumbent has to report on staff performance capabilities and compiles monthly report for ward activities on statistical data of Acute Medical Ward to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses.

Ensure the maintenance of a clean and safe working environment.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. Consistently good reports and ability to contribute at supervisory level.

**Salary:** NU04 \$19,069 - \$21,905

<b>2379/2009</b>	<b>SENIOR SISTER [WOMEN'S MEDICAL WARD] CWM HOSPITAL</b>
------------------	--

Responsible to the Manager Nursing, CWM Hospital through the Matron for the coordination of all activities and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecast daily needs. Ensure the maintenance of aseptic technique and to ensure that good understanding of standard procedures and protocols are observed in the unit at all times; ensure availability of extra special trays and special equipment. The incumbent reports on staff performance capabilities and compiles monthly report for ward activities on statistical data of the Unit to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. Consistently good reports and ability to contribute at supervisory level.

**Salary:** NU04 \$19,069 - \$21,905

2380/2009 2381/2009	<b>SENIOR SISTER [SHIFT SUPERVISOR] LABOUR WARD, LAUTOKA HOSPITAL -2 POSTS</b>
------------------------	--

Responsible to the Manager Nursing Service Lautoka Hospital through the Matron [Maternity], Lautoka Hospital for the supervision of all activities of the Labour Ward and also organizes the administration of the unit. To ensure the effective delivery of quality nursing cares and provides direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecasts daily needs. Ensure the maintenance of aseptic technique that is to ensure a good understanding of standard procedures and protocols are observed in the unit at all times; ensure the availability of extra delivery bundles, delivery sets, VE trays and special trays and equipment. The incumbent reports on staff performance capabilities and compiles monthly report for ward activities on statistical data of Labour Ward to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that accurate information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment in accordance with OHS policy.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. Consistently good reports and ability to contribute at supervisory level.

**Salary:** NU04 \$19,069- \$21,905

2382/2009	<b>SENIOR SISTER [MEN'S SURGICAL WARD] LAUTOKA HOSPITAL</b>
-----------	---

Responsible to the Manager Nursing Service Lautoka Hospital through the Matron Lautoka Hospital for the coordination of all activities of the Men's Surgical Ward and also organizes the administration of the unit. To ensure the effective delivery of quality nursing cares and provides direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and

orders drugs supplies. The incumbent has to control and forecasts daily needs. Ensure the maintenance of aseptic technique that is to ensure a good understanding of standard procedures and protocols are observed in the unit at all times. Ensure availability of special trays and equipment. The incumbent reports on staff performance capabilities and compiles monthly report for ward activities on statistical data of Labour Ward to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment in accordance with OHS policy.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. Consistently good reports and ability to contribute at supervisory level.

**Salary:** NU04 \$19,069- \$21,905

2383/2009 2384/2009	<b>SENIOR SISTER [SHIFT SUPERVISOR] GENERAL WARDS, LAUTOKA HOSPITAL - 2 POSTS</b>
------------------------	---

Responsible to the Manager Nursing Service Lautoka Hospital through the Matron Lautoka Hospital for the coordination of all activities of the General Wards and also organizes the administration of the various units. To ensure the effective delivery of quality nursing cares and provides direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecasts daily needs. Ensure the maintenance of aseptic technique that is to ensure a good understanding of standard procedures and protocols are observed in the unit at all times. Ensure availability of special trays and equipment. The incumbent reports on staff performance capabilities and compiles monthly report for ward activities on statistical data of General Wards to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that accurate information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment in accordance with OHS policy.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. Consistently good reports and ability to contribute at supervisory level.

**Salary:** NU04 \$19,069 - \$21,905

2385/2009	<b>SENIOR SISTER [GOPD] LAUTOKA HOSPITAL</b>
-----------	--

Responsible to the Manager Nursing Service Lautoka Hospital through the Matron Lautoka Hospital for the coordination of all activities of the General Outpatients Department and also organizes the administration of the unit. To ensure the effective delivery of quality nursing cares and provides direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecasts daily needs. Ensure the maintenance of aseptic technique that is to ensure a good understanding of standard procedures and protocols are observed in the unit at all times. Ensure availability of special trays and equipment. The incumbent reports on staff performance capabilities and compiles monthly report for ward activities on statistical data of General Outpatients Department to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that accurate information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment in accordance with OHS policy.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. Consistently good reports and ability to contribute at supervisory level.

**Salary:** NU04 \$19,069 - \$21,905

2386/2009	<b>SENIOR SISTER [LABOUR WARD] LAUTOKA HOSPITAL</b>
-----------	---

Responsible to the Manager Nursing Service Lautoka Hospital through the Matron Lautoka Hospital for the coordination of all activities of the Labour Ward and also organizes the administration of the unit. To ensure the effective delivery of quality nursing cares and provides direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecasts daily needs. Ensure the maintenance of antiseptic technique that is to ensure a good understanding of standard procedures and protocols are observed in the unit at all times; ensure that availability of extra delivery bundles, delivery sets, VE trays and special trays and equipment. The incumbent reports on staff performance capabilities and compiles monthly report for ward activities on statistical data of Labour Ward to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment in accordance with OHS policy.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. Consistently good reports and ability to contribute at supervisory level.

**Salary:** NU04 \$19,069 - \$21,905

2387/2009	<b>SENIOR SISTER [TRAUMA WARD] LAUTOKA HOSPITAL</b>
-----------	---

Responsible to the Manager Nursing, Lautoka Hospital through the Matron for the coordination of all activities and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control

and forecast daily needs. Ensure the maintenance of aseptic technique and to ensure that good understanding of standard procedures and protocols are observed in the unit at all times; ensure availability of extra special trays and special equipment. The incumbent reports on staff performance capabilities and compiles monthly report for ward activities on statistical data of the Unit to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. Consistently good reports and ability to contribute at supervisory level.

**Salary:** NU04 \$19,069 - \$21,905

2388/2009	<b>SENIOR SISTER [OPERATING THEATRE] LAUTOKA HOSPITAL</b>
-----------	---

Responsible to the Consultant Surgeon through the Matron for all activities of the Operating Theatre. Ensure that all supplies are available, provision of guidance and support to patients and relatives so that procedures are understood. To provide counseling to staff and patients. Assist in the supervision of students for assessment purposes. Ensure safe transportation of patients from respective wards to theatre and return. Also responsible for the provision of aseptic techniques that promote quick recovery and a shorter Hospital stay. Ensure that the various machines are well charged and ready for use including the general cleanliness of the work environment in accordance with OHS Standard.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. Consistently good reports and ability to contribute at supervisory level.

**Salary:** NU04 \$19,069 - \$21,905

2389/2009	<b>SENIOR SISTER [ACCIDENT &amp; EMERGENCY UNIT] CWM HOSPITAL</b>
-----------	---

Responsible to the Manager Nursing Service CWM Hospital through the Matron CWM Hospital for the coordination of all activities of the Accident & Emergency Department and also organizes the administration of the unit. To ensure the effective delivery of quality nursing cares and provides direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecasts daily needs. Ensure the maintenance of aseptic technique that is to ensure a good understanding of standard procedures and protocols are observed in the unit at all times. Ensure availability of special trays and equipment. The incumbent reports on staff performance capabilities and compiles monthly report for ward activities on statistical data of Accident & Emergency Department to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that accurate information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment in accordance with OHS policy.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. Consistently good reports and ability to contribute at supervisory level.

**Salary:** NU04 \$19,069 - \$21,905

2390/2009	<b>SENIOR SISTER [GOPD] CWM HOSPITAL</b>
-----------	--

Responsible to the Manager Nursing Service CWM Hospital through the Matron CWM Hospital for the coordination of all activities of the General Outpatients Department and also organizes the administration of the unit. To ensure the effective delivery of quality nursing cares and provides direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on

linen supplies and orders drugs supplies. The incumbent has to control and forecasts daily needs. Ensure the maintenance of aseptic technique that is to ensure a good understanding of standard procedures and protocols are observed in the unit at all times. Ensure availability of special trays and equipment. The incumbent reports on staff performance capabilities and compiles monthly report for ward activities on statistical data of General Out-patients Department to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that accurate information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment in accordance with OHS policy.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. Consistently good reports and ability to contribute at supervisory level.

**Salary:** NU04 \$19,069 - \$21,905

<b>2391/2009</b>	<b>SENIOR SISTER [ACUTE SURGICAL WARD] CWM HOSPITAL</b>
------------------	---

Responsible to the Manager Nursing Services CWM Hospital through the Matron for the coordination of all activities of the Acute Medical Ward and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecast daily needs. To ensure a good understanding of standard procedures, maintenance of aseptic technique and protocols are observed in the unit at all times; ensure that availability of special trays and equipment. The incumbent has to report on staff performance capabilities and compiles monthly report for ward activities on statistical data of Acute Surgical Ward to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. Consistently good reports and ability to contribute at supervisory level.

**Salary:** NU04 \$19,069 - \$21,905

<b>2392/2009</b>	<b>SENIOR SISTER [WEST WING] CWM HOSPITAL</b>
------------------	---

Responsible to the Manager Nursing, CWM Hospital through the Matron for the coordination of all activities and organizes the administration of the unit. To ensure the effective delivery of a quality nursing care and provide direct supervision to all nursing duties. Ensure the smooth running of the unit by conducting ward meetings, acts on staff grievances, orders stores supplies, checks on linen supplies and orders drugs supplies. The incumbent has to control and forecast daily needs. Ensure the maintenance of aseptic technique and to ensure that good understanding of standard procedures and protocols are observed in the unit at all times; ensure availability of extra special trays and special equipment. The incumbent reports on staff performance capabilities and compiles monthly report for ward activities on statistical data of the Unit to be used by stakeholders i.e. Consultants, Matrons and nurses. Ensure that correct information is entered into the computer (PATIS) by the nurses. Ensure the maintenance of a clean and safe working environment.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. Consistently good reports and ability to contribute at supervisory level.

**Salary:** NU04 \$19,069 - \$21,905

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

**The Permanent Secretary  
Ministry of Local Government, Urban  
Development, Housing & Environment  
P O Box 2131  
Government Buildings  
Suva**

DEPARTMENT OF LOCAL GOVERNMENT

2393/2009	<b>SECRETARY [PA TO THE DIRECTOR LOCAL GOVERNMENT]</b>
-----------	--

Responsible to the Director Local Government for providing timely, efficient and accurate typographical services to Director and other officers, provide secretarial services to Director whenever needed that includes: Faxing of documents, Photocopying, attending to telephone calls, maintaining of Inward and Outward register, filing and Dispatching of files and documents to right officers within and outside the Ministry; provide efficient and effective support services to Director by communicating with relevant organizations/individuals as requested; ensure that the Director's Secretarial duties are provided at all times by facilitating the required work and ensure proper stationery are in stock; maintain hardware equipment and its safekeeping and update appointments and meetings for the Director.

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

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

DEPARTMENT OF TOWN AND COUNTRY  
PLANNING

2394/2009 2395/2009	<b>TECHNICAL ASSISTANT - 2 POSTS</b>
------------------------	--

Responsible to the Principal Town Planner through the Senior Town Planner in carrying out necessary

research for preparation of land use plans and specific land development matters within Fiji. Data collection and drafting work relating to preparation of local, sub-regional and regional plans, statutory Town Planning schemes, local advisory plans, and land rezoning proposals.

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

**Salary:** ST05 \$8, 092 - \$15, 001

---

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

**The Director  
Department of Mineral Resources  
Private Mail Bag  
Suva**

---

2396/2009	<b>PRINCIPAL SCIENTIFIC OFFICER [GEOLOGICAL SERVICES]</b>
-----------	---

An officer of high caliber responsible to the Manager Geological Services for providing professional guidance to the various units of the division. The Geological Services division is responsible for providing policy and advice on groundwater development, earthquake risk assessment and geo-hazard mitigation as well as providing specialist geological services. The appointee would therefore be required to render professional advice to the manager and the various unit heads or other professional staff on the various issues relevant to these service. This is a senior management position and the appointee will be required to work in close cooperation with the Manager in formulating and implementing annual work programs, staff training and development plans and annual budget plans. As senior member of a team of professional staff, the incumbent will be expected to actively contribute to the scientific and professional work outputs of the division; work in cooperation with other divisions wherever necessary and carry out any other tasks as specified by the Director.

**Qualification:** Qualifications required for appointment as Senior Scientific Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any

other organisation with meritorious performance or a good degree or relevant postgraduate qualification. Ability to manage staff and resources and give professional guidance.

**Salary:** SC01 \$36, 236 - \$46, 784

<b>2397/2009</b>	<b>SENIOR ENGINEER [MINES]</b>
------------------	------------------------------------

Responsible to the Principal Engineer [Mines] in the Administration of the Mining, Quarries and Explosives Act and the policies thereof; and especially as Inspector of Mines, Quarries and Explosives. Duties include developing and implementing compliance strategies, interpreting legislation and providing compliance support, conducting site inspections, investigations; the assessment of mining, quarrying, explosives related project works for authorization, managing license and permit approvals, performance management of staff and providing technical and strategic reports on the state of mineral exploration and mining in Fiji to support legislative policy initiatives for the development of the mining sector; and liaising and providing advice to all stakeholders with regards to other activities associated with mining, quarrying and explosives and the ramifications thereof.

**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

<b>2398/2009</b>	<b>SENIOR SCIENTIFIC OFFICER [GEOLOGICAL SURVEY, MAPPING]</b>
------------------	---

Responsible to the Manager Geological Survey Division for the initiation and formulation of regional integrated geological mapping programmes. Other duties include the effective and efficient execution of mapping programs, data analysis, interpretation and the production of maps and reports; Assist and train

junior staff. Advise management and other department sectors on the use of new techniques in mapping to contribute towards better understanding of the geology of Fiji. Edit geological maps for publication purpose. Validate geological data for assimilation into GIS database. Geological database custodianship. Undertake any other related duties as designated from time to time.

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

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

<b>2399/2009</b>	<b>SENIOR SCIENTIFIC OFFICER [ENGINEERING GEOLOGY]</b>
------------------	--

Responsible to the Manager Geological Survey Division for the implementation of engineering, geotechnical and geohazards mitigation projects related to foundation investigations for various infrastructure developments. Advise on natural disasters mitigations for earthquake, landslides and coastal erosions. Assist in the supervision and implementation of other geological projects. Duties included are; carry out geotechnical research aimed at providing basic information for planning purposes, identifying and mapping areas of potential geological hazards particularly landslides, carry out large scale geological mapping, geophysical investigation and validating geotechnical assessments of development sites managed through the private sector. The appointee should be able to effectively train and motivate junior staff and possess excellent personal skills.

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

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

2400/2009	<b>SCIENTIFIC OFFICER [MARINE]</b>
-----------	--

Responsible to the Manager Geological Survey Division for the expansion of existing geological Information and databases with acquisition of geological mapping / geophysical surveys within Fiji and its EEZ. Produce maps, reports and bulletins associated with geological mapping projects. Provide advise, assistance, consultations to other sections internally and other industries. Promote development in frontier areas of offshore minerals, hydrocarbons, industrial minerals. Emphasize strongly on Coastal protection, sand dredging and Mining. Provide geosciences information for the Departments website, community liaison and information services. Ensure timely provision of information packages at the quality standard required by customers.

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

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

2401/2009	<b>TECHNICAL OFFICER HIGHER GRADE [HYDROGEOLOGY]</b>
-----------	--

Responsible to the Senior Technical Officer [Hydro] in carrying out geophysical survey, groundwater sampling, geology inspection and provide Data for Groundwater investigation. Ensure safe keeping of Boreholes by carrying out Pump test, sampling & conductivity test. Prepare Technical report on groundwater drilling and water analysis for future references. Maintain accurate data collection and data base to ensure reliable information. Assist with various internal and external customers and the implementation of field work programs. Supervise subordinate Technical staff when required.

**Qualification:** Technician Diploma or equivalent qualification in relevant specialisation. At least 23 years service in ES04 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and

with demonstrated ability to supervise and control staff and manage capital resources.

**Salary:** ES03 \$20, 335 - \$26, 629

2402/2009	<b>TECHNICAL OFFICER II [DRILLING]</b>
-----------	--

Responsible to the Senior Technical Officer [Drilling] for high level Operational/Technical tasks, manage resources and equipment. Support programs and projects so that key objectives are achieved to provide planned outputs, information and services to the required standards. Carry out Drilling tasks on Drill sites. Responsible for maintenance and mobilization of vehicles and rigs. Supervise Drill Crews when at the Drilling site.

**Qualification:** Qualifications required for appointment as Senior Technical Assistant and around 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Ordinary Technicians Diploma or equivalent relevant qualification in his field eg. Meteorological Observer Senior Examination Q[1].

**Salary:** ST04 \$15, 689 - \$21, 018

2403/2009	<b>LIBRARY ASSISTANT CLASS II</b>
-----------	-----------------------------------

Responsible to the Principal Technical Officer [Information Services] for operation and maintenance of MRD Library providing library and information services to the Departmental staff, other Government Departments, Exploration and Mining industries and to the general public. Accessioning, acquisition, cataloguing, classification and processing of Library materials, photocopying, sales of maps/publications produced by the Department, scanning of mining reports, setting up accessibility through topics using Microsoft applications and undertake other duties as requested by Director or his nominees.

**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 Works, Transport & Public Utilities  
Private Mail Bag  
Samabula

DEPARTMENT OF TRANSPORT

2404/2009	MARINE OFFICER II [DECK – NAVAL ARCHITECT]
-----------	---

Responsible to the Director, Government Shipping Services through the Principal Marine Officer on the compilation and submission of reports on ships inspection. Design new or provide alteration plan to vessels in compliance with the Fiji Marine Act 1986 and ISP Code on ship safety. Ensure stability longitudinal, transverse, tonnage calculation and hydrostatic calculations. Conduct state control surveys on government vessels. Liaise with ship builders and contractors on repairs and construction of vessels and any other duties assigned by the Director.

**Qualification:** Grade 5 Masters Certificate or equivalent with relevant sea-going experience. Consistently good reports and assessed ability to provide supervision of staff; OR Mate Fiji or Second Mate Pacific Islands Certificate, with relevant sea-going experience. Consistently good reports and assessed ability to provide supervision of staff; OR Master 50 Ton Certificate with relevant sea-going experience. Consistently good reports and assessed ability to supervise staff.

**Salary:** TG04 \$15, 114 - \$18, 466

.....

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

Circular dated: 30/11/2009  
Before noon: 15/11//2009  
Circular dated: 15/12/2009  
Before noon: 30/11/2009

.....

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

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

.....