

## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 22/2009

DATE: 30<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**

OFFICE OF THE PRIME MINISTER

2405/2009	<b>CHIEF ECONOMIC PLANNING OFFICER [POLICY ANALYSIS UNIT]</b>
-----------	---

This position is responsible to the Permanent Secretary, through the Deputy Secretary (Policy Analysis) for the provision of high quality and timely research, analysis and advice on social policy matters for the facilitation of policy decisions and implementation. The appointee will prepare analysis/briefs/papers and initiate research on a wide range of social policy issues/general administration sector-related policy matters including analysis of Cabinet Papers and other national policy documents for the Prime Minister. Represent the Unit at national, regional and international forums on general administrative service sector – related matters and to liaise closely with private and public sector bodies and representatives. In addition to the above responsibilities, the person will also be required to serve as coordinator and Secretariat of any committee that may be established to advise the Prime Minister on critical social issues.

**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 FOREIGN AFFAIRS,  
INTERNATIONAL CO-OPERATION AND CIVIL  
AVIATION

2406/2009	<b>CHIEF ADMINISTRATIVE OFFICER [DIRECTOR, POLITICAL &amp; TREATIES]</b>
-----------	--

Manage the Political and Treaties Division, including effective communication with staff, performance management and development, timely reporting and implementation of Ministry policy and achievement of Ministry goals described in the Corporate Plan, undertake policy discussions and negotiations, monitor changes and progress and provide analysis, reports and recommendations to senior levels in relation to UN Issues including Human Rights, Gender, Environment, Poverty Alleviation, Security, and Peace Keeping, Commonwealth Issues, ACP and EU Issues, particularly in relation to negotiations for the successor to the Lome IV Convention, WTO political implications and appropriate responses, UN Subsidiaries: UNESCO, UNIDO, WHO etc. On matters relating to regional issues and organisations – Participate in regional fora, negotiate for Fiji's position, monitor changes and progress and provide analysis, reports and recommendations to senior levels in relation to: Forum Secretariat, Forum Fisheries Agency, SOPAC, Pacific Community, Melanesian Spearhead Group, University of the South Pacific, PIDP (PM's Office), ESCAP, etc. On matters relating to bilateral relationships - participate in meetings and negotiations for appropriate new relationships and developments in existing relationships. Monitor trends and changes and provide reports and recommendations to senior levels, ensure adequate level and effective performance of Protocol Services, coordination and involvement in meetings in relation to Conventions Memorandums of Understanding and Treaties, maintain a record of all Conventions, Memorandums of Understanding and Treaties to which Fiji is a signatory, and ensure the documents of these items stored securely, prepare credentials for presentation

by Fijian representatives attending meetings overseas or functioning at Missions overseas, receive reports from Missions overseas and monitor international developments and trends, and provide advice and reports to senior levels.

Draft cabinet submissions, ministerial speeches and communications for the PM and Minister, monitor international, regional, and national issues. Organisation of international, regional and national Seminars and Conferences, maintain contacts and meetings on, Home Affairs Ministry regarding security matters, Tourism and Civil Aviation regarding Air Services Agreements, various official dinners and functions as invited, line ministries regarding national issues, maintain communication with overseas missions, providing updates of information of relevance, and servicing their requests as necessary; and any other duties as may be directed from time to time by Permanent Secretary for Foreign Affairs International Cooperation and Civil Aviation.

**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 PROVINCIAL DEVELOPMENT,  
MULTI-ETHNIC AFFAIRS & NATIONAL DISASTER  
MANAGEMENT

2407/2009	DIVISIONAL COMMISSIONER [NORTHERN]
-----------	---------------------------------------

Responsible to the Permanent Secretary for Provincial Development; in ensuring that the Rural Development programmes are implemented through the formulation and implementation of strategies for activities which have been identified for the attainment of Government's macro-economic policies on Rural Development, and to ensure that medium and long term plans are compatible with the Ministry's mission for development. The incumbent is responsible for implementing the integrated planning functions of the Ministry through the coordination of line Ministries and people's representatives as facilitated through the District and Divisional Development Committee Forums. The duties require the post holder to ensure and oversee effective implementation through the preparation of detailed financial and planning papers, advocating Government policies through implementation programmes and securing sufficient and timely resources from Government. The incumbent must ensure that an effective, competent and motivated workforce is maintained through the implementation of HRM Programmes and performance Management Systems, the use of constructive employment relations practices and essentially the incorporation of EEO policies in the Division. The incumbent is accountable for all divisional assets and must oversee the adherence and compliance of the Division to existing statutory legislations, Government's policy guidelines, Departmental instructions, Financial Instructions and General Orders.

**Qualification:** Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in

their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

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

<b>2408/2009</b>	<b>DIVISIONAL COMMISSIONER [EASTERN]</b>
------------------	--

Responsible to the Permanent Secretary for Provincial Development; in ensuring that the Rural Development programmes are implemented through the formulation and implementation of strategies for activities which have been identified for the attainment of Government's macro-economic policies on Rural Development, and to ensure that medium and long term plans are compatible with the Ministry's mission for development. The incumbent is responsible for implementing the integrated planning functions of the Ministry through the coordination of line Ministries and people's representatives as facilitated through the District and Divisional Development Committee Forums. The duties require the post holder to ensure and oversee effective implementation through the preparation of detailed financial and planning papers, advocating Government policies through implementation programmes and securing sufficient and timely resources from Government. The incumbent must ensure that an effective, competent and motivated workforce is maintained through the implementation of HRM Programmes and performance Management Systems, the use of constructive employment relations practices and essentially the incorporation of EEO policies in the Division. The incumbent is accountable for all divisional assets and must oversee the adherence and compliance of the Division to existing statutory legislations, Government's policy guidelines, Departmental instructions, Financial Instructions and General Orders.

**Qualification:** Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage

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

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

<b>2409/2009</b>	<b>DIVISIONAL COMMISSIONER [WESTERN]</b>
------------------	--

Responsible to the Permanent Secretary for Provincial Development; in ensuring that the Rural Development programmes are implemented through the formulation and implementation of strategies for activities which have been identified for the attainment of Government's macro-economic policies on Rural Development, and to ensure that medium and long term plans are compatible with the Ministry's mission for development. The incumbent is responsible for implementing the integrated planning functions of the Ministry through the coordination of line Ministries and people's representatives as facilitated through the District and Divisional Development Committee Forums. The duties require the post holder to ensure and oversee effective implementation through the preparation of detailed financial and planning papers, advocating Government policies through implementation programmes and securing sufficient and timely resources from Government. The incumbent must ensure that an effective, competent and motivated workforce is maintained through the implementation of HRM Programmes and performance Management Systems, the use of constructive employment relations practices and essentially the incorporation of EEO policies in the Division. The incumbent is accountable for all divisional assets and must oversee the adherence and compliance of the Division to existing statutory legislations, Government's policy guidelines, Departmental instructions, Financial Instructions and General Orders.

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

with senior staff of Government and non-Government Agencies. The Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve his level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

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

<b>2410/2009</b>	<b>DIVISIONAL COMMISSIONER [CENTRAL]</b>
------------------	--

Responsible to the Permanent Secretary for Provincial Development; in ensuring that the Rural Development programmes are implemented through the formulation and implementation of strategies for activities which have been identified for the attainment of Government's macro-economic policies on Rural Development, and to ensure that medium and long term plans are compatible with the Ministry's mission for development. The incumbent is responsible for implementing the integrated planning functions of the Ministry through the coordination of line Ministries and people's representatives as facilitated through the District and Divisional Development Committee Forums. The duties require the post holder to ensure and oversee effective implementation through the preparation of detailed financial and planning papers, advocating Government policies through implementation programmes and securing sufficient and timely resources from Government. The incumbent must ensure that an effective, competent and motivated workforce is maintained through the implementation of HRM Programmes and performance Management Systems, the use of constructive employment relations practices and essentially the incorporation of EEO policies in the Division. The incumbent is accountable for all divisional assets and must oversee the adherence and compliance of the Division to existing statutory legislations, Government's policy guidelines, Departmental instructions, Financial Instructions and General Orders.

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

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

STRATEGIC FRAMEWORK FOR CHANGE  
COORDINATING OFFICE

<b>2411/2009</b>	<b>DIRECTOR [PUBLIC RELATIONS &amp; MEDIA UNIT]</b>
------------------	---

The primary role of the position is to provide strategic direction and to raise the level of awareness and acceptance of the Strategic Framework for Change (SFC) and the Roadmap for Democracy and Sustainable Socio – Economic Development (RDSSSED) through effective marketing strategies. He/She is also expected to manage and effectively execute communication programmes of the Unit, namely a multi faceted media approach using the mediums of radio, print, television, direct education and new technology, ensuring that they are timely, relevant, consistent and appropriate to Government and its immediate information needs on the SFC and the Roadmap for RDSSSED. To assist the Deputy Secretary in directly supporting the Minister and the Permanent Secretary in the day to day management of media issues and coordination of information requirements relating to the SFC and RDSSSED and also provides high level media issues policy advice. Provides strategic and leadership development by creating climates that motivate people and make them productive through leadership development at all levels, encouraging teamwork and maintain good

public relationship and image with stakeholders. Effectively manages resources by ensuring that all planning documents are in place and drives the team to achieving targeted results and priorities. Exercise proper budgetary control and identifies training and development programmes to empower staff to be innovative and resourceful while facilitative of the purpose and mission of the various arms of dissemination. Conducts regular review of the Division's performance against work programmes and targets as stated in the ACP and provides reports to senior management.

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

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

<b>2412/2009</b>	<b>DIRECTOR [MONITORING &amp; EVALUATION]</b>
------------------	---

The Director provides overall leadership, strategic direction in the Monitoring and Evaluation Division and spearheads strategic studies, operations research and communications and knowledge application for the Monitoring and Evaluation (M&E) Unit. He / She focuses on the development of an effective Monitoring and Evaluation Framework that includes the establishment of a supportive Management Information System for data / information gathering and analysis and to generate reports to enhance decision making purposes especially at senior levels. Guided by this Framework, the incumbent leads and supervises a

team of professional staff that ensures the close and correct alignment of Ministry's / Permanent Secretary's Annual Corporate Plans and Development Projects with the Strategic Framework for Change (SFC) and the Roadmap for Democracy, Sustainable Socio - Economic Development (RDSSSED) and to also monitor, evaluate and analyse the implementation of the SFC and the RDSSSED and provide status reports on the performance of ministries / departments. The incumbent oversees appropriate technical support to the M&E Unit, knowledge management, and communications activities. As a member of the SFCCO's senior management team, the incumbent contributes to and participates actively in the development and implementation of monitoring and evaluation strategies in fulfillment of the Ministry's broad goals. This is a compelling opportunity for an experienced officer in evaluation and monitoring or evaluation professional to create the monitoring and evaluation function of the SFCCO from the ground up, helping to measure its impact as outlined in the ACPs and RDSSSED.

**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

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

The Permanent Secretary  
Office of the Prime Minister  
P O Box 2353  
Government Buildings  
Suva

2413/2009	ECONOMIC PLANNING OFFICER [POLICY ANALYSIS UNIT]
-----------	---

The position of Economic Planning Officer is responsible to the Deputy Secretary (Policy Analysis) through the Chief Assistant Secretary (Economic Services Sector) for the compilation of the Prime Minister's Office Quarterly Reports, Annual reports and assist in putting together the Prime Minister's Office Annual Corporate Plans. The appointee will be responsible for conducting research on various policy issues for the preparation of Senior Officer's advice and briefs to the Prime Minister and Permanent Secretary, Prime Minister's Office. The Officer will be required to attend inter-ministerial and inter-departmental meetings regularly on behalf of the Prime Minister's Office. In addition, the person will be also required to attend to the problems, development issues and socioeconomic needs of different communities and the public at large. The appointee will correspond with and consult ministries/departments and statutory bodies regarding complaints directed to the Prime Minister's Office.

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

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

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

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

2414/2009	SENIOR INFORMATION OFFICER
-----------	----------------------------

Institute timely, efficient communication strategies to convey government's policies, plans and programs particularly the production of effective government statements and features and analytical media monitoring. Coordinate planned efforts at maximizing inputs from news including features and develop new strategies in propagating government activities utilizing the electronic and print media. Research material and produce draft messages and speeches, briefs and analysis on media-related policy issues and trends. Initiate a pro-active, visionary and timely news communication strategy widely publicizing governments plan, policies and achievements. Provide administrative support services in the implementation of plans, policies and procedures in the ministry.

**Qualification:** Qualifications required for appointment as Information Officer and at least 23 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 Information Officer. Experience in journalism and broadcasting is desirable.

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

2415/2009	SECRETARY [PA TO THE DIRECTOR CORPORATE SERVICES]
-----------	---

Responsible for all the efficient Secretarial operations and functions for the Director Corporate Services in ensuring that tasks as assigned by the Director are implemented with set timeframes and with the highest levels of output quality. To manage all the daily activities and requirements of this office and to operate office machines as well as to ensure proper management and control of usage of telephone and fax machine. Ensure all appointments and meetings with respective stakeholders are properly documented and follow-ups is done to facilitate the effective and efficient communication network, files, briefs and other documents are well stored and retrievable when required. To maintain discretion with confidential correspondence and maintain an appointment diary. Liaising constantly with Senior

Management, Administration Section, Accounts Section & Public Relations Media Monitoring Division and staff internally. Externally with various Government Departments, Business Houses and Board Members by prioritizing and redirecting enquires and assignment of incoming correspondence to relevant desk officers. Design necessary structures for management decision making purposes and be responsible for the organization and logistics of executive meetings of SFCCO. Must maintain a very good telephone etiquette and good customer service.

**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- \$21,261

2416/2009	<b>ASSISTANT ACCOUNTS OFFICER</b>
-----------	-----------------------------------

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

as required and maintaining Inventory Ledger in compliance with Financial Regulations. Any other duties as maybe 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 Public Enterprise, Tourism & Communication  
P O Box 1260  
Suva**

---

DEPARTMENT OF TOURISM

2417/2009	<b>PRINCIPAL ADMINISTRATIVE OFFICER [PRINCIPAL TOURISM OFFICER OPERATION &amp; AWARENESS]</b>
-----------	---

Responsible to the Director Tourism in the efficient and effective implementation and facilitation of the tourism product development, tourism policies and plans, tourism awareness, tourism technical advice/consultation and tourism trainer. Liaise and consult with key Tourism agencies both public and private on tourism issues, investments and development, including tourism infrastructures. This operation section handles four main areas as in the approved budget, Tourism Partnership- Industry Consultations & Forums, Review of Eco-Grant-Follow-up and Review, Fiji Tourism Development Plan 2007 – 2016- Implementation and Tourism Awareness- programs and workshops presented with other key agencies needed for small tourism business, projects, tourism institutions and rural communities & tourism information including World Tourism Day.

**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>2418/2009</b>	<b>SENIOR ADMINISTRATIVE OFFICER [SENIOR TOURISM OFFICER – POLICY]</b>
------------------	--

Responsible to the Principal Tourism Officer Policy and Reforms to organize and execute logistical arrangements for the various tourism stakeholders' forums on Policy & Reforms. Assist the Principal Tourism Officers in the collection, collating and documenting of various information pertinent to product development, investment and facilitation and monitoring of the Tourism Master Plan 2009 – 2016. Organize and execute policy consultation for the various Tourism Industry Stakeholder consultations. In addition, assist the World Tourism Organization (UNWTO) domestic desk-officer in expediting WTO initiatives, agenda and correspondence on integrated environmental development program, technical assistance on structural reforms and strategies on sustainable tourism sector.

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

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

<b>2419/2009</b>	<b>SENIOR ADMINISTRATIVE OFFICER [SENIOR TOURISM OFFICER NORTHERN]</b>
------------------	--

Responsible to the Director Tourism through the Principal Tourism Officer Operations for the proper administration of tourism development issues in the Northern Division. The incumbent will be responsible for providing supportive role to the Principal Tourism Officer Operations and the Director Tourism. He/She will be required to work according to the Operations Sections Work Plan, MOT Corporate Plan, Tourism Sector Plan, Fiji Tourism Development Plan. Implementation of the Vanua Levu tourism model regional strategies; Resolve/attend to issues between industry operators and tourism resource owners, tourism awareness to villages, tikina and provincial meetings and other related forums. Advise resource owners and potential proponents on Eco Tourism Grant guidelines and processes. Provide tourism information, attend tourism consultation meetings, complaints, assistance in the supervision of subordinate staff, liaison with the line ministries, NGOs and the private sector and attend meetings. Provide assistance in the provision of necessary advice and service of stakeholders of the tourism industry.

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

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

<b>2420/2009</b>	<b>ADMINISTRATIVE OFFICER [TOURISM OFFICER]</b>
------------------	---

Responsible to the Senior Tourism Officer (Policy and Reform) for acquiring, analyzing, compilation and dissemination of both domestic and international tourism statistics. Dissemination of tourism information through media, newsletter, briefings, websites. Provide quick responses to queries from within and outside the Ministry with regards to tourism policies and plans.

**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

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

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

2421/2009	<b>SECRETARY [PA TO DIRECTOR FINANCIAL MANAGEMENT INFORMATION SYSTEMS]</b>
-----------	--

The role of the position is to provide secretarial support to the Director [FMIS], as well as to attend to telephone enquiries; compile leave and absence returns for the Unit; provide directions to clients/customers. Monitoring and maintaining accurate and documented records arising out of department/ministerial or consultative meetings. The appointee is required to maintain confidentiality, and must display a cautious and polite manner in all contacts with great customer service skills; and any other duties assigned by the Director [FMIS].

**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 - \$21, 261

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

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

2422/2009	<b>SENIOR SECRETARY [PA TO THE PERMANENT SECRETARY]</b>
-----------	---

Responsible to the Permanent Secretary for provision of effective and efficient secretarial and administrative support services. The incumbent ensures that a professional secretarial service is rendered to the expectation and the need of the Permanent Secretary by providing him accurate and timely typing, ensures all appointments and meetings are properly documented and necessary follow-up is done to facilitate the effective and efficient communication network, files, briefs and other documents are well stored and retrievable, when required. She is also to maintain an effective communication system for receiving and distributing mails and files. Must maintain very good telephone etiquette.

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

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

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

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

2423/2009	SENIOR ACCOUNTS OFFICER
-----------	-------------------------

The Officer is responsible to the Director Corporate Services through the Principal Accounts Officer for the effective examination and system update of accounts for the twelve (12) Overseas Missions. He/She is also required to maintain and monitor the Revenue and Expenditure for Overseas Missions; process payments and purchases through the Accounts Payable Module and the Purchasing Module respectively; responsible for the issuance of Quarterly Warrants to the Missions and raise Audit Queries to various Missions; preparation of Bank and Cash Clearance Account Reconciliation and preparation of reconciliation of the Revolving Fund Account Reconciliation and the remittance between Chest.

**Qualification:** A degree in Accounting, Finance/Business Studies and preferably a member of the Fiji Institute of Accountants or a recognized/ equivalent professional body. Must have experience in managing staff and resources and have served at least 2 years as an Accounts Officer; or relevant experience in any other organisation; or without the 2 years requirement, has demonstrated intellectual capacity, drive, determination and fair in existing grade or position. **OR** Qualifications required for appointment as an Accounts Officer and at least 2 years service in that grade or equivalent and must have demonstrated intellectual capacity, drive determination and fair in existing grade/position. Consistently good reports and assessed potential and ability to progress beyond Senior Accounts level.

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

2424/2009	ASSISTANT ACCOUNTS OFFICER
-----------	----------------------------

The appointee will be responsible to the Principal Accounts Officer for the processing of monthly reconciliation of Accounts. Checking and passing for payment the Payment Vouchers. Consolidate the Ministry's Cash Book and process SI reconciliation. On line retirement of accountable advances; processing of cheques under the Accounts. Payable Module. Checking of daily bank lodgments. Assist in the processing of monthly Remittance for 12 Overseas Missions and must be well versed with the Public Service (Diplomatic and Consular Services) Regulations of 2005. Any other duties assigned by the Principal Accounts Officer.

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

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

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

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

2425/2009	SENIOR SISTER [ST GILES HOSPITAL]
-----------	--------------------------------------

Responsible to the Senior Matron, St. Giles Hospital through the Matron for the planning, organization, management and supervision of nursing staff within the hospital. Facilitate the continuous updating of knowledge and skills of the nurses at St. Giles Hospital through organized trainings and attachments at the appropriate base hospitals. Provide counseling, coaching and teaching for the nurses and referral for others. The incumbent provides nursing leadership and direction through strategic management to

ensure the effective and efficient delivery of quality nursing care within the institution.

**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

2426/2009 2427/2009 2428/2009 2429/2009	<b>SENIOR SISTER</b> <b>[LABASA HOSPITAL] – 4 POSTS</b> -FEMALE SURGICAL/GYNAE WARD -MEN'S MEDICAL WARD -SOPD CLINICS -SHIFT SUPERVISOR
--	--

Responsible to the Medical Superintendent through the Manager, Nursing Services Labasa Hospital for the functional and the operational management of Human and Physical Resources of the various Units. To supervise and monitor the systematic delivery of effective and quality nursing activities in a manner consistent with Health policies and Nursing Procedures by the Nursing Staffs, Ward Assistants and Government Wage Earners within wards during normal working hours and attend to other duties assigned from time to time at the various wards.

**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

2430/2009	<b>SENIOR SISTER</b> <b>[SOPD]</b> <b>LABASA HOSPITAL</b>
-----------	---

Responsible to the Manager, Nursing Services Labasa Hospital through the Matron for the functional and the operational management of Human and Physical Resources of the Unit. Overall administration of hospital services within the Special Outpatient Department [SOPD] according to the roster. To supervise and monitor the systematic delivery of effective and quality nursing activities in a manner consistent with Health Policies and Nursing Procedures by the Nursing Staffs, Ward Assistants

and Government Wage Earners within wards during normal working hours and attend to other duties assigned from time to time.

**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

2431/2009	<b>SENIOR HEALTH SISTER</b> <b>[NABOUWALU HEALTH CENTER]</b>
-----------	---

Responsible to the Supervising Health Sister Northern Division through the Sub – Divisional Medical Officer, Bua, Nabouwalu Hospital for the planning, organization, management and supervision of nursing staff within the Bua subdivision. Facilitate the continuous updating of knowledge and skills of the nurses through organized trainings and attachments at the appropriate base hospitals. Provide counseling, coaching and teaching for the nurses. The incumbent has to provide nursing leadership and direction through strategic management to ensure the effective and efficient delivery of quality nursing care within the subdivision.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. For Senior Health Sister posts, Certificates in both Midwifery and Public Health are essentials with at least five (5) years post registration experience. Consistently good reports and ability to contribute at supervisory level.

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

2432/2009	<b>SENIOR HEALTH SISTER</b> <b>TAVUA HEALTH CENTER</b>
-----------	---

Responsible to the Manager Nursing Western through the Sub – Divisional Medical Officer, Tavua, Tavua Hospital for the planning, organization, management and supervision of community health nursing staff within the sub-division. . Facilitate the continuous updating of knowledge and skills of the nurses at the subdivision through organized trainings and attachments at the appropriate base hospitals. Provide counseling, coaching and teaching for the nurses. The incumbent has to provide nursing

leadership and direction through strategic management to ensure the effective and efficient delivery of quality nursing care within the Tavua sub-division.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. For Senior Health Sister posts, Certificates in both Midwifery and Public Health are essentials with at least five (5) years post registration experience. Consistently good reports and ability to contribute at supervisory level.

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

2433/2009	<b>SENIOR HEALTH SISTER [SUB-DIVISIONAL HEALTH SISTER TAILEVU] KOROVOU HEALTH CENTER</b>
-----------	--

Responsible to the Manager Nursing Central through the Sub – Divisional Medical Officer, Tailevu, Korovou Hospital for the planning, organization, management and supervision of community health nursing staff within the sub-division. . Facilitate the continuous updating of knowledge and skills of the nurses at the subdivision through organized trainings and attachments at the appropriate base hospitals. Provide counseling, coaching and teaching for the nurses. The incumbent has to provide nursing leadership and direction through strategic management to ensure the effective and efficient delivery of quality nursing care within the Tailevu sub-division.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. For Senior Health Sister posts, Certificates in both Midwifery and Public Health are essentials with at least five (5) years post registration experience. Consistently good reports and ability to contribute at supervisory level.

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

2434/2009	<b>SENIOR HEALTH SISTER [LOMALOMA HOSPITAL]</b>
-----------	---

Responsible to the Manager Nursing Eastern through the Sub – Divisional Medical Officer, Lomaloma, Lomaloma Hospital for the planning, organization, management and supervision of community health

nursing staff within the sub-division. . Facilitate the continuous updating of knowledge and skills of the nurses at the subdivision through organized trainings and attachments at the appropriate base hospitals. Provide counseling, coaching and teaching for the nurses. The incumbent has to provide nursing leadership and direction through strategic management to ensure the effective and efficient delivery of quality nursing care within the Lomaloma medical area.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. For Senior Health Sister posts, Certificates in both Midwifery and Public Health are essentials with at least five (5) years post registration experience. Consistently good reports and ability to contribute at supervisory level.

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

2435/2009	<b>SENIOR HEALTH SISTER [RAKIRAKI HEALTH CENTRE]</b>
-----------	--

Responsible to the Manager Nursing Western through the sub – Divisional Medical Officer, Ra, Rakiraki Hospital for the planning, organization, management and supervision of community health nursing staff within the sub-division. Facilitate the continuous updating of knowledge and skills of the nurses at the subdivision through organized trainings and attachments at the appropriate base hospitals. Provide counseling, coaching and teaching for the nurses. The incumbent has to provide nursing leadership and direction through strategic management to ensure the effective and efficient delivery of quality nursing care within the Ra sub-division.

**Qualification:** Qualifications required for appointment at NU05 level with 3 years successful experience in that level. For Senior Health Sister posts, Certificates in both Midwifery and Public Health are essentials with at least five (5) years post registration experience. Consistently good reports and ability to contribute at supervisory level.

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

2436/2009	<b>SUPERINTENDENT RADIOGRAPHER [CWM HOSPITAL]</b>
-----------	---

Responsible to the Medical Superintendent CWM Hospital through the Consultant Radiographer for the day-to-day operations of the Radiology Unit and carry out duties as required of the Superintendent Radiographer. The Superintendent Radiographer's role includes direct management of the Radiology Department internally and externally it entails responsibility for the smooth running of x-ray services at the peripheral stations. On a national level the officer is required to confer with the Consultant Radiologist and advise the Chief Pharmacist on the procurement of the Radiology Department consumables and other non-standard items. To ensure that all radiology staff work in a safe and effective manner by providing safety equipment and accessories. The incumbent is a member of the Radiological Services Planning Group and the CWM Hospital Section Heads Committee. The incumbent would be expected to make contributions at senior management level. An in-service training in supervisory, disciplinary procedures, counseling and motivation would be an added advantage.

**Qualification:** Qualification for appointment as Technical Officer (X-Ray) and at least 2-3 years experience in grades HW03 or HW05. Consistently good reports and proven ability to manage staff. Must have demonstrated intellectual capacity, planning skills and personal drive.

**Salary:** HW02 \$28,907 - \$35,591

2437/2009	<b>SENIOR TECHNICAL OFFICER [LABORATORY] LAUTOKA HOSPITAL</b>
-----------	---

Responsible to the Consultant Pathologist, Lautoka Hospital for the general administration of the Unit and this includes the handling of all staff related matters eg, leave, training and allocation of duties. To liaise with the relevant authorities to ensure that all Laboratory and accessory equipment within the department are in proper working condition. To ensure that services are provided in accordance with the goals outlined in the Ministry of Health plans. Also liaise with Divisional Medical Officer Western and respective sub-divisional medical officers to

ensure that basic laboratory services are maintained and monitored in sub-divisional hospitals. To perform any other responsibilities relevant to laboratory services as may be required by Medical Superintendent through the Consultant Pathologist, Lautoka Hospital.

**Qualification:** Qualifications for appointment as Technical Officer (Laboratory) and at least 2-3 years experience in grade HW05 or relevant skills and experience. Consistently good reports with proven ability to manage staff.

**Salary:** HW03 \$25,062 - \$32,263

2438/2009	<b>HEALTH INSPECTOR HIGHER GRADE [VECTOR CONTROL] DDHS CENTRAL/EASTERN</b>
-----------	--

Responsible to the Divisional Medical Officer Central/Eastern through the Senior Health Inspector in the enforcement and administration of the Public Health Act, Quarantine Act, Town Planning Act and all subsidiary legislations. Where occasion arises he may prosecute offenders on behalf of the Central Board of Health. Administering the control of Vector Borne diseases under the Public Health Act with the objective of identifying the channel of infection and preventing it's further spread and should have sound knowledge of the theory of vector borne diseases. The officer will be responsible to co - ordinate workshops and seminars. To investigate and advise Local Authorities, other government organisations and NGO's in matters pertaining to Public Health and vectors of diseases. To provide assistance and advice based on practical experience and knowledge in the control of vector borne diseases and their primary vectors through environmental management. To promote all aspects of environmental quality control through the utilization of the Healthy Islands concept, including training of staff, and to carry out other duties assigned by the Divisional Medical Officer Central/Eastern or Chief Health Inspector from time to time.

**Qualification:** Relevant qualification (RHS, DHI, DEH, BEH), preferably at advanced level and/or 2-3 years experience as a Health Inspector. Consistently good reports and demonstrated ability to manage staff.

**Salary:** HW04 \$21,352 - \$28,252

2439/2009	HEALTH INSPECTOR [SAVUSAVU HEALTH OFFICE]
-----------	--

Responsible to the Divisional Health Inspector Northern through the Sub-divisional Medical Officer Cakaudrove for dealing with all environmental Health matters within the Cakaudrove Sub-division. To enforce and administer the requirements under the public health act, pure food act, quarantine act and relevant subsidiary Legislation. The appointee will be required to instigate prosecution and advice Rural Local Authority on matters pertaining to Public Health, Town Planning. Duties will also include that of Secretary to Rural Local Authority and Quarantine Officer and deal with Town Planning and Sub-division of Land Matters. Should be familiar with the provision of National and International Health Regulation.

**Qualification:** Relevant qualification (RHS, DHI, DEH, BEH) and/or 23 years work experience as an Assistant Health Inspector. Consistently good reports and assessed potential and ability to manage staff.

**Salary:** HW05 \$20,545 - \$27,046

2440/2009	HEALTH INSPECTOR [LABASA HEALTH OFFICE]
-----------	--

Responsible to the Divisional Health Inspector Northern through the Sub-divisional Medical Officer, Macuata for dealing with all environmental Health matters within the Macuata Subdivision. To enforce and administer the requirements under the public health act, pure food act, quarantine act and relevant subsidiary Legislation. The appointee will be required to instigate prosecution and advice Rural Local Authority on matters pertaining to Public Health, Town Planning. Duties will also include that of Secretary to Rural Local Authority and Quarantine Officer and deal with Town Planning and Sub-division of Land Matters. Should be familiar with the provision of National and International Health Regulation.

**Qualification:** Relevant qualification (RHS, DHI, DEH, BEH) and/or 23 years work experience as an Assistant Health Inspector. Consistently good reports and assessed potential and ability to manage staff.

**Salary:** HW05 \$20,545 - \$27,046

2441/2009	WELFARE OFFICER II [CHAPLAIN] FIJI SCHOOL OF NURSING, TAMAVUA
-----------	--

Responsible to the Principal, Fiji School of Nursing for the general welfare of the student nurses and the provision of quality and effective counseling services. The duties of this post include the preparation of detailed reports of cases for case seminars and for vital decision making. Preparation, implementation and evaluation of counseling services conducted during the year. Maintenance of proper records, ensuring staff confidentiality of all cases attended to. The position also serves as the chaplain of the school and is also expected to assume teaching role. The incumbent needs to be spiritually motivated and teaching skills would be an advantage.

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

**Salary:** HW06 \$12,297 - \$19,258

2442/2009	WELFARE OFFICER [SAMABULA OLD PEOPLE'S HOME]
-----------	--

Responsible to the Divisional Medical Officer Central/Eastern for the day-to-day running of the Samabula Old People's Home. Duties include supervision of employees [GWE] liaising with Divisional Medical Officer Central/Eastern regarding needs for the welfare of the residents. To work closely with the Board of Visitors on the needs of the Home. To Assess new cases for the Home and attend to any other duties as and when assigned by Senior Officers. The incumbent needs to have some knowledge of accounting and personnel work and must have good interpersonal, negotiation and communication skills.

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

**Salary:** HW06 \$12,297 - \$19,258

2443/2009	<b>WELFARE OFFICER [NATABUA OLD PEOPLE'S HOME] LAUTOKA</b>
-----------	--

Responsible to the Divisional Medical Officer Western/Hospital Administrator for the day-to-day running of the Natabua Old People's Home. Duties include supervision of employees [GWE] liasing with Divisional Medical Officer Western regarding needs for the welfare of the residents. To work closely with the Board of Visitors on the needs of the Home. .To assess new cases for the Home and attend to any other duties as and when assigned by Senior Officers. The incumbent needs to have some knowledge of accounting and personnel work and must have good interpersonal, negotiation and communication skills.

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

**Salary:** HW06 \$12, 297 - \$19, 258

2444/2009	<b>SENIOR HEALTH INSPECTOR [DIVISIONAL HEALTH INSPECTOR CENTRAL] SUVA HEALTH OFFICE</b>
-----------	---

Responsible to the Divisional Medical Officer Central/Eastern for the overall administration and management of public health functions required under the public health Act Cap. 111 and Public Health Regulation. To Advises Rural Local Authority Boards on their functions. Responsible for the planning, implementation, monitoring and evaluation of all environmental health programs and activities within the Central division. Facilitate Environmental Health Planning and Management functions and compliance of Public Health [National Building Code] Regulations 2004 Subdivision of Land Act Cap. 140. Town Planning Act Cap 139 and Town Planning General Provisions. Collaborate with communities and industries to control pollution. Facilitate Health Promotion programs and projects with stakeholders to improve health. Coordinate systematic surveillance and monitoring of food processes in compliance with Food Safety Act 2003 and Food Safety Regulation 2009. Coordinate systematic surveillance of food import at ports of entry. Ensure systematic surveillance of quarantine diseases at designated

ports of entry in compliance with Quarantine Act Cap. 112 and International Health Regulations. Activate and implement Divisional Disease Outbreak Response Procedures during emergencies. To coordinate vector borne diseases surveillance and control programs and activities at divisional and sub-divisional level. Coordinate training of officers on legal and enforcement procedures including prosecution training. Arrange for in-service training on office administration and staff management for officers. Provide and submit timely reports when so required. Carry out internal inspections of all Rural Local Authority government grants and revenue collected. Ensure that auditing of public funds is carried out annually. Advise Provincial Councils, Advisory Councils and other boards on the roles and functions of public health officers. Perform other duties required by the Divisional Medical Officer Central/Eastern from time to time.

**Qualification:** Relevant degree (Bachelor of Environmental Health, Bachelor of Applied Science or equivalent) with 8-10 years experience post qualification. **OR** Consistently good reports with at least 2-3 years experience as a Health Inspector Higher Grade/Instructor and/or relevant skills and experience in any other organisation. Must have demonstrated ability to manage staff.

**Salary:** HW01 \$37, 654 - \$46, 037

2445/2009	<b>SENIOR HEALTH INSPECTOR [DIVISIONAL HEALTH INSPECTOR WESTERN] LAUTOKA HEALTH OFFICE</b>
-----------	--

Responsible to the Divisional Medical Officer Western for the overall administration and management of public health functions required under the public health Act Cap. 111 and Public Health Regulation. Advises Rural Local Authority Boards on their functions. Responsible to the planning, implementation, monitoring and evaluation of all environmental health programs and activities in the Western division. Facilitate Environmental Health Planning and Management functions and compliance of Public Health [National Building Code] Regulations 2004 Subdivision of Land Act Cap. 140. Town Planning Act Cap 139 and Town Planning General Provisions. Collaborate with communities and industries to control pollution. Facilitate Health Promotion programs and projects with stakeholders to improve health. Coordinate systematic surveillance

and monitoring of food processes in compliance with Food Safety Act 2003 and Food Safety Regulation 2009. Coordinate systematic surveillance of food import at ports of entry. Ensure systematic surveillance of quarantine diseases at designated ports of entry in compliance with Quarantine Act Cap. 112 and International Health Regulations. Activate and implement Divisional Disease Outbreak Response Procedures during emergencies. Coordinate vector borne diseases surveillance and control programs and activities at divisional and sub-divisional level. Coordinate training of officers on legal and enforcement procedures including prosecution training. Arrange for in-service training on office administration and staff management for officers. Provide and submit timely reports when so required. Carry out internal inspections of all Rural Local Authority government grants and revenue collected. Ensure that auditing of public funds is carried out annually. Advise Provincial Councils, Advisory Councils and other boards the roles and functions of public health officers. Perform other duties required by the Divisional Medical Officer Western from time to time.

**Qualification:** Relevant degree (Bachelor of Environmental Health, Bachelor of Applied Science or equivalent) with 8-10 years experience post qualification. **OR** Consistently good reports with at least 2-3 years experience as a Health Inspector Higher Grade/Instructor and/or relevant skills and experience in any other organisation. Must have demonstrated ability to manage staff.

**Salary:** HW01 \$37,654 - \$46,037

<b>2446/2009</b>	<b>SENIOR HEALTH INSPECTOR [DIVISIONAL HEALTH INSPECTOR NORTHERN] LABASA HEALTH OFFICE</b>
------------------	--

Responsible to the Divisional Medical Officer Northern for the overall administration and management of public health functions required under the public health Act Cap. 111 and Public Health Regulation. Advises Rural Local Authority Boards on their functions. Responsible for the planning, implementation, monitoring and evaluation of all environmental health programs and activities in the Northern division. Facilitate Environmental Health Planning and Management functions and compliance of Public Health [National Building Code] Regulations 2004 Subdivision of Land Act Cap. 140. Town

Planning Act Cap 139 and Town Planning General Provisions. Collaborate with communities and industries to control pollution. Facilitate Health Promotion programs and projects with stakeholders to improve health. Coordinate systematic surveillance and monitoring of food processes in compliance with Food Safety Act 2003 and Food Safety Regulation 2009. Coordinate systematic surveillance of food import at ports of entry. Ensure systematic surveillance of quarantine diseases at designated ports of entry in compliance with Quarantine Act Cap. 112 and International Health Regulations. Activate and implement Divisional Disease Outbreak Response Procedures during emergencies. Coordinate vector borne diseases surveillance and control programs and activities at divisional and sub-divisional level. Coordinate training of officers on legal and enforcement procedures including prosecution training. Arrange for in-service training on office administration and staff management for officers. Provide and submit timely reports when so required. Carry out internal inspections of all Rural Local Authority government grants and revenue collected. Ensure that auditing of public funds is carried out annually. Advise Provincial Councils, Advisory Councils and other boards on the roles and functions of public health officers. Perform other duties required by the Divisional Medical Officer Northern from time to time.

**Qualification:** Relevant degree (Bachelor of Environmental Health, Bachelor of Applied Science or equivalent) with 8-10 years experience post qualification. **OR** Consistently good reports with at least 2-3 years experience as a Health Inspector Higher Grade/Instructor and/or relevant skills and experience in any other organisation. Must have demonstrated ability to manage staff.

**Salary:** HW01 \$37,654 - \$46,037

<b>2447/2009</b>	<b>SENIOR HEALTH INSPECTOR [POLLUTION &amp; WASTE MANAGEMENT]</b>
------------------	---

Responsible to the Chief Health Inspector in the enforcement, compliance and administration of the Public Health Act and all the Primary subsidiary legislations, regulations, by-laws and aligned Acts on public health. Where occasion arises he/she may prosecute offenders or instigate legal proceedings, on behalf of Central Board of Health. Administering the control of diseases notifiable under the Public Health

Act with the object of identifying the environmental risks, channel of infection, preventing and mitigating its further spread and should also have sound knowledge of the theory of communicable diseases control. The officer will be responsible for Health Protection & Promotional Programs on significant environmental parameters and be able to co-ordinate workshops, seminars and capacity training. Management of waste and pollution control by overseeing the adequacy of disposal services and the implementation of best-practised sanitary designs and systems and also be in a position to advise Local Authorities on waste and pollution management; Assessing of environmental & health impacts and monitoring programs provided by the various sub-divisional health offices; Disaster Preparedness and Sanitation; Facilitate community water and sanitation projects, analytical research proposals and prepare budgets; Assessment reports on applications for noxious and offensive trades and ensuring compliance and regular monitoring under the Primary Acts. The officer is the focal point in the implementation of Waste Management and Pollution Control activities through monitoring and ensuring compliance, in accordance with existing legislations through updates on environmental health situations. To carry out any other duties assigned from time to time by the Chief Health Inspector.

**Qualification:** Relevant degree (Bachelor of Environmental Health, Bachelor of Applied Science or equivalent) with 8-10 years experience post qualification. **OR** Consistently good reports with at least 2-3 years experience as a Health Inspector Higher Grade/Instructor and/or relevant skills and experience in any other organisation. Must have demonstrated ability to manage staff.

**Salary:** HW01 \$37,654 - \$46,037

<b>2448/2009</b>	<b>SENIOR HEALTH INSPECTOR [FOOD QUALITY CONTROL] HQ</b>
------------------	--

Responsible to the Chief Health Inspector for the Rural Administration and management of all environmental health matters within Fiji under the Public Health, Pure food, Quarantine Acts and their Subsidiary Legislation. The appointee will be responsible for the supervision, inspection and direction given to all pure food inspectors of local authorities and relevant stakeholders to ensure compliance with national food policies and relevant

legislation. To ensure maintenance of quality and safety of all food products for sale and water for human consumption. Monitor quality of all products for import, export and for local consumption, especially for new food imports. Responsible for certification of food imports and export, supervision and monitoring, collection and analysis of food samples to ensure compliance with food standards.

**Qualification:** Relevant degree (Bachelor of Environmental Health, Bachelor of Applied Science or equivalent) with 8-10 years experience post qualification. **OR** Consistently good reports with at least 2-3 years experience as a Health Inspector Higher Grade/Instructor and/or relevant skills and experience in any other organisation. Must have demonstrated ability to manage staff.

**Salary:** HW01 \$37,654 - \$46,037

<b>2449/2009</b>	<b>PHARMACY ASSISTANT [LAUTOKA HOSPITAL]</b>
------------------	--

Responsible to the Principal Pharmacy Officer through the Senior Pharmacy Officer Lautoka Hospital for the dispensing of drugs. Duties include provision of pharmacy services to Outpatients. To ensure the distribution of imprest stock of pharmaceuticals in wards, theatres and departments under the directions of a supervisor. To check pharmacy store and ensure the proper custody of pharmaceuticals within the stores section. To assist in the preparation of disinfectants and antiseptics for ward supply. To ensure that all activities undertaken comply with relevant policies and procedures of the department and undertake any other duties as required by Pharmacist-In-Charge or other senior staff.

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

**Salary:** PH05 \$7,972 - \$12,068

<b>2450/2009</b>	<b>PHARMACY ASSISTANT [CWM HOSPITAL]</b>
------------------	--

Responsible to the Principal Pharmacy Officer through the Senior Pharmacy Officer CWM Hospital for the dispensing of drugs. Duties include provision of pharmacy services to Outpatients. To ensure the

prompt distribution of imprest stock of pharmaceuticals in wards, theatres and departments under the directions of a supervisor. To check pharmacy store and ensure the proper custody of pharmaceuticals within the stores section. To assist in the preparation of disinfectants and antiseptics for ward supply. To ensure that all activities undertaken comply with relevant policies and procedures of the department and undertake any other duties as required by Pharmacist-In-Charge or other senior staff.

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

**Salary:** PH05 \$7,972 - \$12,068

2451/2009	<b>SENIOR DOMESTIC ASSISTANT [SEAMSTRESS] LAUTOKA HOSPITAL</b>
-----------	--

Responsible to the Hospital Administrator, Lautoka Hospital through the Head Seamstress for the day to day administration of the Sewing Room including supervision of staff and maintenance of equipment and resources in accordance with OHS standards; Plan, organize, manage and control purchasing, manufacturing and maintenance of linen for participating hospitals and units; provide support to the Head Seamstress and Hospital Administrator as required.

**Qualification:** Qualifications for appointment as TG06 and at least 2-3 years experience in that grade equivalent. A reasonable understanding of the English language is essential. Some maturity is required together with the ability to supervise staff and plan day-to-day work programmes for junior officers. Although NZSC/FSLC of Completion qualifications are desirable FJC is acceptable.

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

2452/2009	<b>SENIOR DOMESTIC ASSISTANT [TAMAVUA/TWOMEY]</b>
-----------	---

Responsible to the Executive Officer Tamavua/Twomey Hospital through the Dietician for the supervision of kitchen staff in cooking and preparation of meals and other special meals upon request for patients and staff. Ensure that ration is

issued on daily basis and that rations received from suppliers are carefully checked. The incumbent must possess supervisory/management skills, experience in baking and pastry making is essential and must be prepared to work during weekends.

**Qualification:** Qualifications for appointment as TG06 and at least 2-3 years experience in that grade equivalent. A reasonable understanding of the English language is essential. Some maturity is required together with the ability to supervise staff and plan day-to-day work programmes for junior officers. Although NZSC/FSLC of Completion qualifications are desirable FJC is acceptable.

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

2453/2009	<b>SENIOR DOMESTIC ASSISTANT [SEAMSTRESS] LABASA HOSPITAL</b>
-----------	---

Responsible to the Hospital Administrator, Labasa Hospital through the Head Seamstress for the day to day administration of the Sewing Room including supervision of staff and maintenance of equipment and resources in accordance with OHS standards; Plan, organize, manage and control purchasing, manufacturing and maintenance of linen for participating hospitals and units; provide support to the Head Seamstress and Hospital Administrator as required.

**Qualification:** Qualifications for appointment as TG06 and at least 2-3 years experience in that grade equivalent. A reasonable understanding of the English language is essential. Some maturity is required together with the ability to supervise staff and plan day-to-day work programmes for junior officers. Although NZSC/FSLC of Completion qualifications are desirable FJC is acceptable.

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

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

The Permanent Secretary  
 Ministry of Industry & Trade  
 P O Box 2118  
 Government Buildings  
 Suva

2454/2009	<b>STANDARDS OFFICER [FAIR TRADING &amp; CONSUMER AFFAIRS]</b>
-----------	--

Responsible to the Director Fair Trading & Consumer Affairs for the Administration, enforcement of the Trade Standards and Quality Control Legislation, development and formulation of Standards to be used as National Standards. The appointee would be required to prepare, frame, modify or amend standard specifications for quality of commodities, processes, practices and services imported into, produced or provided in Fiji, produce research in relation to Standards, provide technical advise and assistance in Standards and quality control matters, maintain a Library, publish and print documents including Standards, undertake awareness/promotion work in connection with Standardization and quality control, provide Secretariat to the Trade Standards Advisory Council/Committees and co-ordinate participation in Regional and International Standards Organizations on matters relating to Standards in the Fiji Islands. Ability to prepare well researched and clearly presented submissions, proven ability to show initiative and meet deadlines, preparing ministerial speeches and briefing notes. A highly developed oral and written communication skills is essential.

**Qualification:** Technician Diploma or equivalent qualification in relevant specialization. At least 23 years service at ES03 level and/or relevant skill and experience in this particular field in any other organization.

**Salary:** ES02 \$26, 505- \$33, 777

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

FPSOC NO	VACANCY NO	POST
<b>MINISTRY OF WORKS, TRANSPORT &amp; PUBLIC UTILITIES</b>		
20/2009	2144/2009	Deputy Secretary [Transport] – withdrawn as Mr Malakai Tadulala has filled the post.

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

**Circular dated:** 15/12/2009  
**Before noon:** 30/11/2009  
**Circular dated:** 31/12/2009  
**Before noon:** 15/12/2009

.....  
**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.