



FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 23/2009

DATE: 15th DECEMBER, 2009

ISSUED BY THE PUBLIC SERVICE COMMISSION

THE FIJI PUBLIC SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER

VACANCIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Parmesh Chand
Permanent Secretary for the Public Service

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

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

MINISTRY OF FINANCE

2455/2009	DEPUTY SECRETARY [FINANCIAL & ASSET MANAGEMENT] -RE-ADVERTISED
------------------	---

The incumbent is one of the four (4) positions who reports directly to the Permanent Secretary of Finance. The Ministry is looking for a person who is well acquainted with and also has a broad knowledge of the domestic financial, capital and international markets and its operations. The incumbent is expected to have a good knowledge of the Fiji economy, especially the role of the Government and the Reserve Bank of Fiji (RBF) in the development of the financial and capital markets in Fiji. He/She is expected to work very closely with the Reserve Bank of Fiji, Capital Markets Development Authority (CMDA) and other Financial Institutions in Fiji, with the principle objective of deepening reform in the domestic financial market. The successful applicant will head the Financial and Assets Management, whose principal accountabilities include the provision of sound financial policy advice to the Permanent Secretary of Finance on improving financial management and performance of Government and its public entities, drive the Financial Management Reform programme approved by the Government, management of Government's balance sheet through the supervision of all surcharge and write-off matters, and providing timely and accurate reports to the Minister and the Permanent Secretary of Finance. Ensuring the review of internal control systems in Ministries and Departments through regular audits and systematic follow-up to address weaknesses in the system and financial irregularities highlighted by such inspections and the Auditor-General's Report. Managing the development of policies for better management, control and monitoring of Government's investments and the implementation of these controls.

Qualification: Previous experience in handling policy matters and as a person able 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. OR A best graduate with Masters Degree in Finance, Accounting and/or Economics. Preferable a Chartered Accountant and a member of the Fiji Institute of Accountant with at least 10 years experience in a similar senior management position in any other organization.

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

2456/2009	DEPUTY SECRETARY [BUDGET MANAGEMENT & ECONOMIC POLICY] -RE-ADVERTISED
------------------	--

This is one of the four (4) positions that reports directly to the Permanent Secretary. As head of the Budget Management & Economic Policy Division the Deputy Secretary is required to supervise and coordinate the Division's core role and functions. The principal accountabilities of the post is to provide sound economic and fiscal policy advice through reports on the fiscal position, macroeconomic situation, analysis of economic and fiscal issues in cabinet papers, review policy reports; management of government budget system through the production of budget strategy and rules report, preparation of financial circulars, revenue policy and the annual budget; facilitate the implementation of the FMR and FMIS; management of government aid resources through reports on relationships with donor agencies and policies, management of Government's scarce aid resources to ensure the optimum allocation of these resources to strategic sectors of the economy

to facilitate growth; monitoring of policy and budget implementation by ensuring that the budget policies are properly implemented and proper management of financial resources; and human resources development for the staff. The applicant must possess a clear and concise understanding of the Fiji economy and the various Government economic, fiscal and social policies.

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. OR A best graduate with Masters Degree in Economics with at least 10years experience in a similar senior management position in any other organization.

provision of efficient and effective administrative support to the Permanent Secretary, and to ensure ministerial services are met with regard to timeliness, accuracy and content of briefing. Ensure all personnel functions including staff recruitment are executed with due regard to policies, delegated authority, rules, regulations and HR practices; ensure OHS is promoted by facilitating OHS Committee's activities; ensure proper management of vehicle usage in the Ministries and the Service in adherence of the policies, rules, regulations and instructions in place; ensure training section of the Ministry carries out its functions effectively by responding to its changing training needs and meeting identified needs of the individuals of the Ministry; ensure IT support services is upgraded in terms of its capacity and quality; ensure media and public is provided with prompt response to their queries/inquiries; ensure Registry services are provided in an effective and efficient manner; ensure prompt processing of all write-offs reports and timely preparation of write-off report for presentation to Cabinet and Parliament; ensure proper exercise of Major Tender Board functions under the Finance (Supplies and Services) (General) Regulations and facilitate reform initiatives to establish the new Fiji Procurement Office; ensure Ministry's Board of Survey is conducted before the end of the year; ensure effective representation on Boards and Committees as the Ministry's representative/nominee.

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

2457/2009	DEPUTY SECRETARY [ADMINISTRATION/FINANCE] -RE-ADVERTISED
-----------	---

The incumbent is one of the four (4) positions that reports directly to the Permanent Secretary. As head of the Administration Division the Deputy Secretary is responsible for the efficient functioning of various sections of the Administration Division. The incumbent is required to provide professional and timely advice and support to the Permanent Secretary and senior managers with regards to the overall operation of the ministry and ensures all operational processes are functioning and improved, staff morale and high performance rate is maintained at all times and high value for money on outputs achieved. The principal accountabilities of the post is to ensure the

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. OR A best graduate with Masters Degree in Commerce or Economics, with at least 10 years experience in a similar senior management position in any other organization.

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

MINISTRY OF PRIMARY INDUSTRIES

DEPARTMENT OF AGRICULTURE

2458/2009	DEPUTY SECRETARY [CORPORATE SERVICES & PLANNING]
------------------	---

The Deputy Secretary [Corporate Services and Planning] is primarily responsible for providing the necessary timely and sound policy advice and executive support to the Permanent Secretary for Agriculture on all corporate services matters, relating to human resource management and development, financial management, and planning. The incumbent is also responsible to the Permanent Secretary for Agriculture for the efficient and effective management, control, direction, supervision and development of the corporate services and planning functions for the different functional/technical Divisions of the Department, including the Fiji College of Agriculture. He/she will be expected to direct and monitor the various reform programmes as part of the wider Civil Service Reform, Financial Management Reform and the Public Enterprises Reform. The Deputy Secretary will also be required to provide a

high level of administrative services for the Department to ensure quality customer service is provided to the various stakeholders. He/she is also required to provide timely advice and support to the senior managers with regards to the overall operation of the Department, to ensure that staff morale and high performance rate are maintained at all times and value for money on outputs is achieved. The Deputy Secretary is expected to monitor and evaluate the implementation of policies and programmes of the various Divisions of the Department based on the annual corporate plan and business plans as these relate to Corporate Services. He/she is expected to lead a team of professionals by motivating and encouraging personal and professional development.

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

2459/2009	CHIEF ADMINISTRATIVE OFFICER [DIRECTOR HUMAN RESOURCES & FINANCE]
------------------	--

Provides an advisory role to the Permanent Secretary for Agriculture through the Deputy Secretary (Corporate Services & Planning) by formulating and monitoring implementation of work plan of the Human Resource and Finance Division. Promote and advise senior management to maintain a good public relation. Monitor the upholding of confidentiality of information amongst staff as a critical code of ethics.

Liaise, advise and co-ordinate with Heads of Divisions within the Department of Agriculture on human resource and financial matters. Facilitate and implement the adoption of (IT) Management Information System of the Ministry. Co-ordinate and monitor the production of Publication on other agricultural enterprise for Staff, farmers and other stakeholder issues. Co-ordinate the capacity building and compliance to Performance Management Systems (PMS), Occupational Health & Safety (OHS) and Financial Management Reform (FMR).

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

2460/2009	DIRECTOR [ANIMAL HEALTH & PRODUCTION]
------------------	--

Responsible to the Deputy Secretary (Agriculture Development) for the overall supervision of the Animal Health and Production Division. Formulating and supplementing Livestock Sector Policies, facilitating Livestock Projects. Preparing, maintaining and reviewing of Livestock Project and Annual Budgets. Liaise with Government Ministries/Departments, Statutory Bodies, complement and review of the Divisions Co-operate Plan and Work Program. Preparation of Cabinet Memorandum, discussion papers and recommendations regarding livestock and agricultural related matters.

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

2461/2009	DIRECTOR [EXTENSION]
------------------	---------------------------------

Responsible to the Deputy Secretary (Agriculture Development) and Deputy Secretary (Corporate Services & Planning) for the overall management and implementation of key strategies in Crop development programmes in all the Divisions. Formulate, coordinate and direct all agriculture extension services undertaken by Field Officers. Render advice on all aspects of agriculture development to farmers and organisation in the private sector. Formulate and oversee budgets for all crops diversification programmes and other specialised commodities. Supervise, manage, develop and motivate staff and work closely with other Government agencies in implementing key strategies in agriculture development programmes in the region. The position must be output focused and provide regular reports on Division's financial performances reflecting the outputs of the Ministry's Strategic and Corporate Plans in quarterly, half-yearly and yearly basis. Formulate, implement key strategies in human resources development and management to ensure a highly motivated and skilled workforce. Provide guidance to all extension field staff on adoption and upgrading of key professional skills. Represent the

Ministry at several Committees and Council Meetings including but not limited to: Provincial Council Meetings, Divisional Development Committee, Advisory Councils, and Divisional heads of Ministry's Meeting.

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

2462/2009	DIRECTOR [LAND RESOURCES PLANNING & DEVELOPMENT]
------------------	---

Responsible to the Permanent Secretary for Agriculture for providing corporate leadership and management for the Department of Land Resources Planning & Development to ensure that it is fully accountable for its responsibilities. The appointee will formulate fair and non-discriminatory policies, strategies and programs for the development of available and potential land in Fiji for the resettlement of exited ALTA tenants and landless farmers. Responsible for the development of the National Rural Land Use Policies, strategies and programs approved by the Chief Executive Officer, Minister and Cabinet for implementation. As the Chairman of the Corporate management Group, the incumbent is required to provide specialist advise on policy and operational matters to the Chief Executive Officer in the formulation of the Departmental Policies. Monitor, evaluate and advise the key functions of the Farm management, Engineering, Surveying, Landuse

Planning, Rural Farming Assistance and the Corporate Service Unit of the department. Provide Secretarial Services to the Land Conservation Board of Fiji, the National Focal Point of the United Nation Convention to Combat Diversification/Land Degradation (UNCCD), the Land Development Authority and the Cabinet Sub-committee on ALTA. The incumbent be responsible for the two European Union funded sustainable development project such as the CROPPRO and the Development of Sustainable Agricultural in the Pacific Project (DSAP) and he/she will be required to attend various committee meetings within the Ministry, department and externally. Responsible for the performance planning and achievement of government goals, strategic planning, financial and funding systems, system development, personnel performance, statutory compliance, management reporting, public relations, policy advice with its relevant legislation and regulations.

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
Ministry of Finance
P O Box 2212
Government Buildings
Suva**

2463/2009	ACCOUNTS OFFICER [FINANCIAL POLICY ASSURANCE UNIT] -RE-ADVERTISED
-----------	--

Responsible to the Principal Accounts Officer (FPAU) for providing support and assistance in the drafting of financial policies relating to the financial management reform, consistent with the Fiji Accounting Standards. The successful appointee will also be required to implement change management strategies and conduct awareness workshops on issues relating to the reforms, and provide secretarial support to various committees and be able to present progress reports as and when required.

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

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

**The Director
Office of the Director of Public Prosecutions
P O Box 2355
Government Buildings
Suva**

2464/2009	ASSISTANT DIRECTOR OF PUBLIC PROSECUTIONS [WEST]
-----------	---

Responsible to the Director of Public Prosecutions for the management of the Office and enforcement of the Criminal Law in Fiji; assist Police Officers by providing appropriate legal advice in the conduct of investigation; give lectures to Police Officers and Law Enforcement officers in various Departments and Statutory Bodies and also assist the Director in the constant review of In-Service training needs of the Legal Staff in terms of professional staff

developments. The appointee will also be expected to prosecute cases of a sensitive nature and of particular public interest and argue appeals in the High Court and Court of Appeal.

Qualification: Professionally qualified under the provisions of the Legal Practitioner Act with at least 10 years experience in the conduct of criminal prosecutions and appeals at all levels. Some administrative experience and proven management ability is necessary.

Serving officers must have served at least 2-3 years as Principal Legal Officer in this particular field.

Salary: LG02 \$52, 839 - \$65, 929

2465/2009	ADMINISTRATIVE OFFICER [LITIGATION]
-----------	--

The appointee will be responsible for the efficient administration of the Department's Litigation calendar and the movements of Litigation files. The officer will ensure that there exists an efficient warning system and that all the officers attend to their schedule court commitments and that all Court documents are filed and served on time. The officer will assist professional staff in any research that will include searching relevant website and obtaining important legal information. The Officer will be the Liaison Officer between the Office of the Director of Public Prosecutions and the Courts registries and officials. The Officer is also expected to render opinions to the DPP when required.

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

2466/2009	ADMINISTRATIVE OFFICER [TRAINING]
-----------	--

Responsible to the Director of Public Prosecutions for developing, the proper

management and the assessment of training programs for profession officers and administrative staff. The incumbent is also responsible for liaising with training organizations both local and overseas for training opportunities, with international donors for the funding of training programmes, and the maintenance of all records pertaining to departmental and individual training.

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

2467/2009	LIBRARIAN
------------------	------------------

Responsible to the Director of public Prosecutions for the effective administration and operation of the Department's Library and Programmes. The appointee must have experience and sound working knowledge of the Dewey Decimal Classification Scheme, the Anglo-American Cataloguing Rules II and an internationally accepted subject-reading list. The appointee will be expected to design and implement programmes to promote library use, provide professional advise on Library design, setting resource requirements and procedures, design and conduct library skills workshops, select and distribute resources to various stations. Duties include recording, processing and distribution of acquired resources to various Stations and Divisions and maintenance of centralized cataloguing and processing service.

Qualification: A Degree in Librarianship or Information Studies with at least 2-3 years Library experience; **OR** A Diploma in Librarianship or Information Studies with at least 5 years Library experience. Appointees must possess well-developed written and oral communication skills, be able to plan and implement programmes and community activities, have some management experience of staff and resources and familiarity with current practices of Librarianship.

Salary: IR03 \$20, 335- \$25, 992

2468/2009	SECRETARY
------------------	------------------

Responsible to the Assistant Director of Public Prosecutions. Responsibilities include typing confidential correspondences and legal documents etc, minutes to heads of departments including the Commissioner of Police and his officers and memoranda to other government departments and private organizations and typing for other Legal Officers. The officer is also responsible for handling telephone calls for the Assistant DPP and such other duties that may be assigned by the Deputy DPP.

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

2469/2009	COMPUTER OPERATOR
------------------	--------------------------

Accountable to the Senior Systems Analyst Programmer in relation to maintenance of all IT based facilities, advice concerning office machines and computers. Responsible for compliance with development standards and quality assurance procedures. Preserve backup of all criminal records and provide statistics of criminal cases prosecuted, disposed and pending etc. Responsible for in-court trial presentations where evidence is presented using multi media technology. Trouble shooting of, computers, printers and network. Responsible for regular updates of software, uploading or reloading. Responsible for setting up multi-media tools used in professional training. Ensure that all policies

governing access and use of the Fiji Government Information Technology and communication network [GOVNET] infrastructure, services and equipment connected to it are observed and followed. Oversee and ensure all existing applications are enhanced, adequately supported and meet requirements through continuous assessment, evaluation and development, in line with Government and industry IT standards. Other tasks involve: obtaining quotations for the purchase of computers, printers, consumables and other IT/Office equipment; scanning and printing of trials photo's [confidential]; conversion of videotape footages to disc, etc. inventory management [computer accessories] responsible for servicing and maintenance of IT equipment in the Southern, Western, Eastern and Northern divisions; set up and run video conferencing links; carry out regular virus checks and scanning and other duties assigned by DPP/SSAP/DCS.

Qualification: A Diploma in Computer Studies.

Salary: IT07 \$9,659- \$16,243

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

**The Chief Registrar
High Court of Fiji
P O Box 2215
Government Buildings
Suva**

2470/2009	COURT OFFICER [PROBATE] HIGH COURT, SUVA
------------------	---

The position reports to the Senior Court Officer, High Court, Suva and ensure probate applications filed are in accordance with the relevant Rules and Act to enable grants to be issued. Maintain proper records of all probate applications filed. Ensure documents issued and filed are in accordance with the Probate Rules and Regulations. Ensure that all probate grants issued are delivered to all stakeholders. Ensure the provision of adequate and working office assets for the efficient operation of the probate registry. Monitoring and guidance of staff in the daily in the daily performance for their duties and responsibilities in achieving their sections/unit output. Interpretation and application of Succession, Probate and

Administration Rules in terms of the application filed seeking probate grant.

Qualification: A pass in Service Examination X(1), X(2) & X(3) and at least 2-3 years service as an Assistant Court Officer or equivalent and/or relevant skills and experience in any other related organisation. Assessed ability to contribute in a management role; OR A good degree and assessed at interview to have potential to reach senior level in a service career.

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

2471/2009	COURT OFFICER [HIGH COURT] LAUTOKA
------------------	---

The position reports to the Deputy Registrar, High Court, Lautoka and is responsible in managing the allocation of staff and resources for the Courts ensuring that courts are not interrupted while in session. Ensure that registry section is adequately resourced for counter service for court users. Overall supervision of the registry staff which includes: Checking on attendance i.e. punctuality and late arrivals. Monitoring the performance of staff on a daily basis. Offering advice and counseling to the staff in relation to their performance. Vetting of documents before they are stamped and issued. Checking of revenue collection, payments and lodgments in compliance with financial regulations. Ensure that monthly, quarterly and other statistics are submitted to the Department Head promptly. Recommendation of staff for In-house training. Implementing and reviewing application of policies, systems and standards of record management and its security in consultation with Deputy Registrar.

Qualification: A pass in Service Examination X(1), X(2) & X(3) and at least 2-3 years service as an Assistant Court Officer or equivalent and/or relevant skills and experience in any other related organisation. Assessed ability to contribute in a management role; OR A good degree and assessed at interview to have potential to reach senior level in a service career.

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

2472/2009	COURT OFFICER [FAMILY COURT] LABASA
------------------	--

The position reports to Senior Court Officer, Family Court Labasa. The position ensures that any document filed in the registry is proper and compliance with the requirement under the Family Law Act. Ensure that the Family Law Act, Family Law Rules and protocols of the registry are followed at all times while checking and accepting the documents and applications, giving out the dates correctly through checking the diaries of both the Magistrates and the Deputy Registrars. He/She ensures that Birth Certificates, Marriage Certificates is attached, all documents attached properly colour coding attached and equal distribution of cases between both Magistrates and Deputy Registrars. He/She ensures that proper Manuals listings and Data entry in relation to the applicants and the respondents residential addresses, work address, postal addresses, the type of applications, the children's information should be entered properly and also open new files in the computer. Ensure Revenue/Trust fund is collected and Banked according to the financial Act and Financial Instructions. The directions of the Resident Magistrate/Deputy Registrar and Senior Court Officer must be adhered as soon as possible through proper letter and memorandums for correspondence.

Qualification: A pass in Service Examination X(1), X(2) & X(3) and at least 2-3 years service as an Assistant Court Officer or equivalent and/or relevant skills and experience in any other related organisation. Assessed ability to contribute in a management role; OR A good degree and assessed at interview to have potential to reach senior level in a service career.

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

2473/2009 2474/2009 2475/2009 2476/2009	ASSISTANT COURT OFFICER [HIGH COURT] LAUTOKA - 4 POSTS
--	---

The position reports to the Deputy Registrar, Lautoka High Court and is responsible in reviewing, checking and issuing of court documents. Ensure compliance with the legislative requirements of the Constitution, Acts, Rules and Regulation relating to the functions of

the Magistrates Court System. Ensure that proper and correct court interpretation in court from English to Fijian/Hindi and vice versa, whenever required. Ensure proper entries are made for all the orders, fines/compensation payments received, etc. into the relevant registers. Ensure proper counter service to the members of the public and stakeholders. Preparation of returns. Ensure that the Public Service Code of Conduct, Values, Act, General Orders are followed.

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

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

2477/2009	ASSISTANT COURT OFFICER [MAGISTRATES COURT] LABASA
------------------	---

The position reports to the Court Officer Labasa Magistrates Court and is responsible to ensure that the files/TINs are properly prepared and reaches court within the time prescribed by the rules. Ensure compliance with the legislative requirements of the Constitution, Acts, Rules and Regulation relating to the functions of the Magistrates Court System. Ensure that proper and correct court interpretation in court from English to Fijian/Hindi and vice versa, whenever required. Ensure proper entries are made for all the orders, fines/compensation payments received, etc. into the relevant registers. Ensure proper counter service to the members of the public and stakeholders. Ensure that the Resident Magistrates [Courts] and the Acting Court Officers directives are properly complied with. Ensure that the Public Service Code of Conduct, Values, Act, General Orders are followed.

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

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

2478/2009 2479/2009 2480/2009	ASSISTANT COURT OFFICER [MAGISTRATES COURT] NASINU - 3 POSTS
-------------------------------------	---

The position reports to the Court Officer Nasinu Magistrates Court and is responsible to ensure that the files/TINs are properly prepared and reaches court within the time prescribed by the rules. Ensure compliance with the legislative requirements of the Constitution, Acts, Rules and Regulation relating to the functions of the Magistrates Court System. Ensure that proper and correct court interpretation in court from English to Fijian/Hindi and vice versa, whenever required. Ensure proper entries are made for all the orders, fines/compensation payments received, etc. into the relevant registers. Ensure proper counter service to the members of the public and stakeholders. Ensure that the Resident Magistrates [Courts] and the Acting Court Officers directives are properly complied with. Ensure that the Public Service Code of Conduct, Values, Act, General Orders are followed.

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

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

2481/2009 2482/2009	ASSITANT COURT OFFICER [MAGISTRATES COURT] BA -2 POSTS
------------------------	---

The position reports to the Court Officer Ba Magistrates Court and is responsible to ensure that the files/TINs are properly prepared and reaches court within the time prescribed by the rules. Ensure compliance with the legislative requirements of the Constitution, Acts, Rules and Regulation relating to the functions of the Magistrates Court System. Ensure that proper and correct court interpretation in court from English to Fijian/Hindi and vice versa, whenever required. Ensure proper entries are made for all the orders, fines/compensation payments received, etc. into the relevant registers. Ensure proper counter service to the members of the public and stakeholders. Ensure that the

Resident Magistrates [Courts] and the Acting Court Officers directives are properly complied with. Ensure that the Public Service Code of Conduct, Values, Act, General Orders are followed.

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

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

2483/2009 2484/2009	ASSISTANT COURT OFFICER [MAGISTRATES COURT] NADI -2 POSTS
------------------------	--

The position reports to the Court Officer Nadi Magistrates Court and is responsible to ensure that the files/TINs are properly prepared and reaches court within the time prescribed by the rules. Ensure compliance with the legislative requirements of the Constitution, Acts, Rules and Regulation relating to the functions of the Magistrates Court System. Ensure that proper and correct court interpretation in court from English to Fijian/Hindi and vice versa, whenever required. Ensure proper entries are made for all the orders, fines/compensation payments received, etc. into the relevant registers. Ensure proper counter service to the members of the public and stakeholders. Ensure that the Resident Magistrates [Courts] and the Acting Court Officers directives are properly complied with. Ensure that the Public Service Code of Conduct, Values, Act, General Orders are followed.

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

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

2485/2009 2486/2009	ASSISTANT COURT OFFICER [MAGISTRATE COURT] SIGATOKA -2 POSTS
------------------------	---

The position reports to the Court Officer Sigatoka Magistrates Court and is responsible to ensure that the files/TINs are properly prepared and reaches court within the time prescribed by the rules. Ensure compliance with the legislative requirements of the

Constitution, Acts, Rules and Regulation relating to the functions of the Magistrates Court System. Ensure that proper and correct court interpretation in court from English to Fijian/Hindi and vice versa, whenever required. Ensure proper entries are made for all the orders, fines/compensation payments received, etc. into the relevant registers. Ensure proper counter service to the members of the public and stakeholders. Ensure that the Resident Magistrates [Courts] and the Acting Court Officers directives are properly complied with. Ensure that the Public Service Code of Conduct, Values, Act, General Orders are followed.

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

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

2487/2009 2488/2009 2489/2009 2490/2009	ASSISTANT COURT OFFICER [MAGISTRATE COURT] LAUTOKA -4 POSTS
--	--

The position reports to the Senior Court Officer Lautoka Magistrates Court and is responsible to ensure that the files/TINs are properly prepared and reaches court within the time prescribed by the rules. Ensure compliance with the legislative requirements of the Constitution, Acts, Rules and Regulation relating to the functions of the Magistrates Court System. Ensure that proper and correct court interpretation in court from English to Fijian/Hindi and vice versa, whenever required. Ensure proper entries are made for all the orders, fines/compensation payments received, etc. into the relevant registers. Ensure proper counter service to the members of the public and stakeholders. Ensure that the Resident Magistrates [Courts] and the Acting Court Officers directives are properly complied with. Ensure that the Public Service Code of Conduct, Values, Act, General Orders are followed.

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

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

2491/2009	ASSISTANT COURT OFFICER [MAGISTRATES COURT] LABASA
-----------	---

The position reports to the Court Officer Labasa Magistrates Court and is responsible to ensure that the files/TINs are properly prepared and reaches court within the time prescribed by the rules. Ensure compliance with the legislative requirements of the Constitution, Acts, Rules and Regulation relating to the functions of the Magistrates Court System. Ensure that proper and correct court interpretation in court from English to Fijian/Hindi and vice versa, whenever required. Ensure proper entries are made for all the orders, fines/compensation payments received, etc. into the relevant registers. Ensure proper counter service to the members of the public and stakeholders. Ensure that the Resident Magistrates [Courts] and the Acting Court Officers directives are properly complied with. Ensure that the Public Service Code of Conduct, Values, Act, General Orders are followed.

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

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

2492/2009	ASSISTANT COURT OFFICER [HIGH COURT] LABASA
-----------	--

The position reports to the Deputy Registrar, Labasa High Court and is responsible in reviewing, checking and issuing of court documents. Ensure compliance with the legislative requirements of the Constitution, Acts, Rules and Regulation relating to the functions of the Magistrates Court System. Ensure that proper and correct court interpretation in court from English to Fijian/Hindi and vice versa, whenever required. Ensure proper entries are made for all the orders, fines/compensation payments received, etc. into the relevant registers. Ensure proper counter service to the members of the public and stakeholders. Preparation of return. Ensure that the Public Service Code of Conduct, Values, Act, General Orders are followed.

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

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

2493/2009 2494/2009	ASSISTANT COURT OFFICER [SHERIFF OFFICER] MAGISTRATES COURT LABASA -2 POSTS
------------------------	--

The position reports to the Senior Court Officer, Magistrates Court, Labasa and is responsible for the daily service and execution of Sheriff's processes for the Northern Division, as assigned by the Supervising Officer, under the directions of the Deputy Sheriff ensuring that service and execution is done in compliance with statutes regulating these procedures. Maintaining record and reports daily, on the progress of each process assigned, for submission to supervising officer ensuring that concerned entities are updated on the progress of service or execution of the process and for further action as required by statute. Preparation and submission of affidavits of service on served processes as required by the statute. Ensuring the safety, security and confidentiality of processes assigned. Perform any other function assigned by the Deputy Sheriff, Northern.

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

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

2495/2009	ASSISTANT COURT OFFICER [SHERIFF OFFICER] MAGISTRATES COURT SIGATOKA
-----------	---

The position reports to the Senior Court Officer, Magistrates Court, Labasa and is responsible for the daily service and execution of Sheriff's processes for the Northern Division, as assigned by the Supervising Officer, under the directions of the Deputy Sheriff ensuring that service and execution is done in compliance with statutes regulating these procedures. Maintaining record and reports daily, on the progress of each process assigned, for submission to supervising officer ensuring that concerned entities are updated on the progress of service or execution of the process and for further action as required by statute. Preparation and submission of affidavits of service on served processes as required by the

statute. Ensuring the safety, security and confidentiality of processes assigned. Perform any other function assigned by the Deputy Sheriff, Northern.

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

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

2496/2009	ASSISTANT COURT OFFICER [FAMILY COURT DIVISION] LAUTOKA
-----------	--

The position reports to Senior Court Officer, Family Court Division, Lautoka and is responsible for attending court hearings and chamber matters for interpretation and clerical duties. Providing efficient and effective court sittings by assisting in the preparation of documentation such as legal documents, complaints and other applications to court. Assist in the preparation of cause lists and cases for preparation of legal documents for enforcement of court orders. Assist in proper conduct of court sessions and assisting judicial officers in all aspects relating to court cases. Providing information and assistance required by the public and other customers. Updating and maintaining court records, case registers and court diaries to ensure accuracy. Other duties assigned by immediate superior.

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

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

2497/2009	ASSISTANT COURT OFFICER [FAMILY COURT DIVISION] LABASA
-----------	---

The position report to the Senior Court Officer, Family Court Division, Labasa and is responsible for attending court hearings and chamber matters for interpretation and clerical duties. Providing efficient and effective court sittings by assisting in the preparation of documentation such as legal documents, complaints and other applications to court.

Assist in the preparation of cause lists and cases for preparation of legal documents for enforcement of court orders. Assist in proper conduct of court

sessions and assisting judicial officers in all aspects relating to court cases. Providing information and assistance required by the public and other customers. Updating and maintaining court records, case registers and court diaries to ensure accuracy.

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

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

2498/2009	SYSTEM ANALYST/PROGRAMMER [HIGH COURT]
-----------	---

The position reports to the Director Corporate Service and is responsible in compiling and ensure system documentation [user and technical reference] is up-to date through continuous revision of documents, upgrading of equipment and consultation with users ensuring better management practice and standards is maintained for a secure and user-friendly systems. Ensure publications are updated in the intranet site regularly and all cause lists to be uploaded to judicial internet site regularly and other information to be updated on the department Intranet and Internet site as and when required. Collect, analyze, update, modify and maintain the judicial intranet site and the Web server and also assist in developing and maintaining the department internet website and the remote Web server and ensure that the information made available on the website is correct, timely and relevant to Judicial and user's needs and provide backup services by troubleshooting programs to determine, identify and fix problems promptly ensuring efficient and uninterrupted work. Prepare proposal for upgrade of new-related software and hardware and arrange meetings and briefings on development and progress of both sides. Accountable for enhancement and development of databases covering all technical phases to maintenance and user support. Ensure subordinate is well-informed, familiar with and adhere to system maintenance and operating procedures and requirements by assisting the MIS manager in In-house training ensuring skill transfer and thorough knowledge of the whole system is attained.

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

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

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**

2499/2009	PRINCIPAL ADMINISTRATIVE OFFICER [REGISTRATION] HQ
-----------	---

Responsible to the Permanent Secretary for Health through the Deputy Secretary – Hospital Services for the convening of the Medical & Dental Council Meeting in accordance with the Medical and Dental Practitioner's Act Cap 255, Pharmacy & Poisons Board meeting in accordance with Pharmacy & Poisons Act cap 114, Private Hospital Board meeting in compliance with Private Hospital Act Cap 256A, record minutes and promulgate the decisions of the Council and Board. To deal with application for annual renewal of practicing licence for Acupuncturist and Chiropractors; facilitate temporary registration for doctors on voluntary work during short visits in the country. Maintain records of Part I, II and Specialist Registration for doctors. Ensure that membership of Board of visitors for various hospitals and health centers are renewed and gazette. Ensure that request for cases of medical treatment abroad, which are high in demand, are dealt with promptly by means of obtaining quotes from overseas specialist's institutions, and cases approved by Permanent Secretary for Health for evacuation. Ensure that requests for Medical Board on employees and issues on Workmen's Compensation Act received from government Ministry/Department and Statutory Organization are dealt with promptly. Responsible for the issuing of import licence on certain chemical items approved by the Chief Pharmacist. To deal with requests and approval for doctors wishing to do locum practice and maintaining a register for audit inspection. Attend meetings called by Permanent Secretary for Health and Deputy Secretary – Hospital Services.

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

2500/2009	PRINCIPAL ADMINISTRATIVE OFFICER [HEALTH PLANNING] HQ
------------------	--

Responsible to the Permanent Secretary for Health through the Director Health Information, Planning and Infrastructure for the management and administration of the Health Planning & Infrastructure Unit. The incumbent is required to lead, direct and motivate the team, coach and develop staff in change management and effectively manage resources allocated to the Unit. Responsible for the development, coordination and monitoring of new health service infrastructure and facilities development in accordance with the National Health Plan and the Ministry of Health Corporate and Strategic Plans. To liaise with Ministry of Works & Transport including the private sector regarding architectural designs and specifications for capital works. To liaise with Ministry of Finance & National Planning including donor agencies on budget provisions for health service infrastructure and facilities development. To monitor and ensure that tender processes and agreements made for health service infrastructure and facilities development comply with standing financial procedures. Responsible for the development and implementation of appropriate performance indicators by which quality, efficiency and effectiveness of health service infrastructure and facilities development can be monitored by. To develop contingency plans to ensure continuity of service provision. To assist the Director Health Information, Planning and Infrastructure in the planning, development, monitoring and evaluation of the Ministry of Health Corporate and Strategic Plans

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

2501/2009	PRINCIPAL ADMINISTRATIVE OFFICER [HEALTH SYSTEM STANDARD] HQ
------------------	---

Responsible to the Director Nursing & Health System Standards for the Management and administration of the Standards and Monitoring Unit, Development, Coordination and monitoring of Health System Standards. Director supervision of a major development component of the standards and Monitoring Unit. Prepare purchase/provider agreements between Ministry of Health and Operational Divisions. Development and implementation of appropriate performance indicators by which the quality and effectiveness of health care can be monitored. The incumbent will act as adviser to the Director Nursing Health System Standard on health service standards and monitoring issues, supports the Director Nursing Health System Standard in international health standards matters and represent or delegate for the Director Health System Standard as required. The Principal Administrative Officer [Standard & Monitoring] must be able to demonstrate a capacity for issue analysis and policy development, together with a systematic approach to administration and an understanding of regulatory processes. A sound understanding and an appreciation of the range of professional and sub-professional inputs necessary for the provision of health service in Fiji are desirable. The successful candidate will have strong communication skills, [written and oral] and a proven capacity to drive change and persuade others in a constructive course of action.

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

2502/2009	SENIOR ADMINISTRATIVE OFFICER [CENTRAL EASTERN HEALTH SERVICES]
------------------	--

Responsible to the Divisional Medical Officer Central/Eastern Health Service for the day-to-day administration of the Divisional HR Unit and provide support services as required. The incumbent is responsible for the planning and development of the Division's HR budget proposal to ensure it has the appropriate staff establishment to achieve the organisation's objectives and also to ensure that effectiveness of services is maintained. Ensure staff development through orientation/induction of new staff members and on-going in-house and external training programmes and overall supervision of HR staff at the Divisional and sub divisional hospitals. Ensure the application of staff disciplinary and grievance procedures outlined in the relevant legislation pertaining to all health workers in cases of breach of professional practice/ethics/conducts is adhered to. Ensure safe and appropriate working environment through compliance of OHS Act and the timely preparation and submission of monthly, quarterly and annual reports.

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

2503/2009	ADMINISTRATIVE OFFICER [CENTRAL EASTERN]
------------------	---

Responsible to the Divisional Medical Officer Cent/East Health Service through the Senior Administrative Officer for supervising and monitoring of activities of the General Services Unit. Responsibilities include Asset management, IT

Systems Management also direct supervision of service contract management and all relations with Public Works Department within the Division. To coach and counsel subordinates and liaise with superior officers on Training and Development for staff.

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

2504/2009	SENIOR SECRETARY [HQ]
------------------	----------------------------------

Responsible to the Permanent Secretary for Health for performing efficient and effective secretarial duties. Duties include high level typing, receive and register all inward and outward mails, maintain reliable filing and storage system, maintain register of movement of files and official correspondence to and from the Permanent Secretary's office, maintain confidentiality of information, maintain well kept and secured cabinet for storing information that includes publications and official correspondence. The incumbent is also required to organize travel arrangements both local and abroad that includes meetings, workshops for the Permanent Secretary and attend to telephone calls and visitors. The successful applicant is expected to be an articulate personal assistant and must demonstrate excellent customer service skills, be courteous and polite in all undertakings.

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

2505/2009	SECRETARY [DMO] CENTRAL EASTERN
-----------	--

Responsible to the Divisional Medical Officer, Central Eastern Health Service for all Secretarial duties that include typing, Shorthand, taking of minutes of Meetings, filing, attending to telephone calls/enquiries, operating office machines, arranging appointments and any other duties assigned from time to time. Motivated and innovated in workplace. Ability to work in a Team and autonomously willingness to upgrade oneself in the appropriate field. The incumbent has to ensure that Admin & Finance matters are brought to the attention of Divisional Medical Officer. Ensure that all flimsies are circulated to Senior Officers for their information.

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

2506/2009	SECRETARY [LABASA HOSPITAL]
-----------	--

Responsible to the Medical Superintendent, Labasa Hospital for all Secretarial duties that include typing, Shorthand, taking of minutes of Meetings, filing, attending to telephone calls/enquiries, operating office machines, arranging appointments and any other duties assigned from time to time. Motivated and innovated in workplace. Ability to work in a Team and autonomously willingness to upgrade oneself in the appropriate field. The incumbent has to ensure that Admin & Finance matters are brought to

the attention of Medical Superintendent. Ensure that all flimsies are circulated to Senior Officers for their information.

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

2507/2009	SECRETARY [NATIONAL ADVISOR FAMILY HEALTH] HQ
-----------	--

Responsible to the National Advisor Family Health for all Secretarial duties that includes typing, Shorthand, taking of minutes of Meetings, filing, attending to telephone calls/enquiries, operating office machines, arranging appointments and any other duties assigned from time to time. Motivated and innovated in workplace. Ability to work in a Team and autonomously willingness to upgrade oneself in the appropriate field. The incumbent has to ensure that Admin & Finance matters are brought to the attention of National Advisor Family Health. Ensure that all flimsies are circulated to Senior Officers for their information.

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

2508/2009	STENO TYPIST / TYPIST [LAUTOKA HOSPITAL]
-----------	---

Responsible to the Hospital Administrator, Lautoka Hospital through the Executive Officer, for the provision of typing services in the Hospital. To provide quality Secretarial duties, dispatching of correspondences and maintaining confidentiality of all information. To ensure that the secretarial/administrative services in Personnel Section are provided effectively to the Customer and the ministry as a whole. Attend to any other duties as assigned by supervisors.

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

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

2509/2009	STENO TYPIST / TYPIST [FIJI SCHOOL OF NURSING]
-----------	---

Responsible to the Principal through the Senior Administrative Officer, Fiji School of Nursing, for the effective day-to-day management and operations of typing pool services in the institution. Responsible for the provision of quality Secretarial duties, dispatching of correspondences and maintaining confidentiality of all memos and medical reports. To ensure that the secretarial/administrative services in the institution are provided promptly and effectively to the Customer and to the institution

Qualification: Fiji School Leaving Certificate of Completion (English at 30 % and at least 50% in 2 other subjects] or New Zealand School Certificate [English plus 2 other subjects] and at least 35wpm

typing on manual typewriter or 40wpm typing speed on electronic/electric typewriter. Knowledge of word processing and Computer Management Skills are essential. Shorthand skill is advantageous.

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

2510/2009	STENO TYPIST / TYPIST [LABASA HOSPITAL]
-----------	--

Responsible to the Hospital Administrator Labasa Hospital through the Administrative Officer for the effective day-to-day management and operations of typing pool services in the hospital. Responsible for the quality provision of Secretarial duties and dispatching of correspondences and maintaining confidentiality of all memos and medical reports and dispatching of correspondences and maintaining confidentiality of all memos and medical reports. To ensure that the secretarial/administrative services in the hospital are provided effectively to the Customer and to the hospital as a team together with the other administrative staff.

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

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

2511/2009 2512/2009	ASSISTANT STATISTICIAN [HEALTH INFORMATION UNIT] HQ -2 POSTS
------------------------	---

Responsible to the Director Health Information Planning & Infrastructure, through the Statistician, Ministry of Health headquarters for the development of health information system and to maintain its computerized system. To organize and collect national health related statistical data; coordinate the use of international classification of diseases and operations. To assist in analysing health data and update the health indicators of Fiji. A good understanding and ability to classify disease and medical procedures using the International Statistical

Classification of Diseases and Related Health Problems, 10th Revision, Australian Modification (ICD -10- AM). Ability to use Patient Information System [PATIS Software]. Assist in the management and supervision of staff of the Health Information Unit.

Qualification: A Diploma in Population Studies and Demography. Qualifications required for appointment as a Statistical Officer and at least 23 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to contribute in a management role; A Degree in Statistical Studies or related discipline.

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

2513/2009	SENIOR HEALTH PROMOTION OFFICER [TRAINING & POLICY] NCHP, TAMAVUA
-----------	--

Responsible to the Head, National Center for Health Promotion for the implementation of Health Promoting Community programs. To ensure provision of appropriate training to communities on the concept of Healthy Island. Provide professional guidance and skills training to staff at Divisional/Sub-divisional level on healthy island/health promotion. Ensure regular reporting of healthy island/health promotion activities and outcomes. Responsible for monitoring of National Health Promotion Council Small Grant Scheme

Organise weekly media programmes and contribute to the publications of the Centre. Duties also include contributions to human resource and community development and formulation of public health policies.

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

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

2514/2009	SENIOR HEALTH PROMOTION OFFICER [SOCIAL MARKETING] NCHP, TAMAVUA
-----------	---

Responsible to the Deputy Secretary – Public Health through the National Advisor for the National Center for Health Promotion for Social Marketing. The incumbent is responsible for initiating and conducting market research; identifying the extent of the health problems to be addressed. Collaborating with colleagues in designing the strategies for the proposed campaign and also obtaining feedback from the community based health promotion programmes e.g. Health Promoting villages and settlements, Health Promoting Health Care Facilities, Health Promoting Schools and Health Promoting Workplace. The incumbent liaises closely with non-governmental organisations and health issues based agencies such as the Anti Smoking Society of Fiji to obtain relevant information and statistic to justify the campaigns. The incumbent also assists in general administration and management of the centre and attends to any other duties assigned by the National Advisor NCHP from time to time.

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

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

2515/2009	SENIOR SISTER [TAMAVUA / TWOMEY HOSPITAL]
-----------	--

Responsible to the Medical Superintendent, Tamavua Twomey Hospital 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 the hospital 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 at Tamavua Hospital.

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

2516/2009	SENIOR SISTER [SAVUSAVU HEALTH CENTER]
-----------	---

Responsible to the Supervising Health Sister Northern Division through the Sub – Divisional Medical Officer, Cakaudrove, Savusavu Hospital for the planning, organization, management and supervision of nursing staff within the Cakaudrove 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. Consistently good reports and ability to contribute at supervisory level.

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

2517/2009	SENIOR SISTER [LEVUKA HOSPITAL]
-----------	--

Responsible to the Sub Divisional Medical Officer [Lomaiviti] through the Manager Nursing Eastern, CentEast Health Services 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 Levuka. Hospital through organized trainings and attachments at the major base hospitals. Provide counseling, coaching and teaching for the nurses and referral for other staff. 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

2518/2009	SISTER [LABOUR WARD] CWM HOSPITAL
-----------	--

Responsible to the Matron [Maternity], CWM Hospital through the Senior Sister, for the planning, organization, management and supervision of nursing duties in the Labour Ward

Qualification: Qualifications required for appointment as a Staff Nurse and with a minimum of 5 years post registration experience. Certificate in Public Health Nursing or Midwifery is essential for Health Sister post, the latter essential for maternity Sister posts. For post in specialized area, a minimum of three (3) years successful experience in that discipline is essential. A graduate with relevant qualification and with a minimum of three (3) years post registration experience may also be considered. Consistently good reports and assessed ability to supervise staff and manage resources.

Salary: NU05 \$16, 436 - \$19, 189

2519/2009 2520/2009	SISTER [WOMEN'S AND MEN'S WARD] NADI HOSPITAL -2 POSTS
------------------------	---

Responsible to the Sub – divisional Medical Officer, Nadi, through the Senior Sister, Nadi Hospital for the planning, organization, management and supervision of nursing duties in the Nadi hospital wards .

Qualification: Qualifications required for appointment as a Staff Nurse and with a minimum of 5 years post registration experience. Certificate in Public Health Nursing or Midwifery is essential for Health Sister post, the latter essential for maternity Sister posts. For post in specialized area, a minimum of three (3) years successful experience in that discipline is essential. A graduate with relevant qualification and with a minimum of three (3) years post registration experience may also be considered.

Consistently good reports and assessed ability to supervise staff and manage resources.

Salary: NU05 \$16, 436 - \$19, 189

2521/2009	SISTER [VUNISEA HOSPITAL]
-----------	--------------------------------------

Responsible to the Sub – Divisional Medical Officer, Kadavu through the Senior Sister, Vunisea Hospital for the planning, organization, management and supervision of Nursing staff within the Hospital. Provide nursing leadership and direction through strategic management to ensure the effective and efficient delivery of quality curative, preventative, promotive and rehabilitative nursing care within the institution.

Qualification: Qualifications required for appointment as a Staff Nurse and with a minimum of 5 years post registration experience. Certificate in Public Health Nursing or Midwifery is essential for Health Sister post, the latter essential for maternity Sister posts. For post in specialized area, a minimum of three (3) years successful experience in that discipline is essential. A graduate with relevant qualification and with a minimum of three (3) years post registration experience may also be considered. Consistently good reports and assessed ability to supervise staff and manage resources.

Salary: NU05 \$16, 436 - \$19, 189

2522/2009	SISTER [NAUSORI MATERNITY UNIT]
-----------	--

Responsible to the Sub – divisional Medical Officer Rewa, through the Senior Sister, Nausori Maternity Hospital for the planning, organization, management and supervision of nursing duties in the Maternity Unit.

Qualification: Qualifications required for appointment as a Staff Nurse and with a minimum of 5 years post registration experience. Certificate in Public Health Nursing or Midwifery is essential for Health Sister post, the latter essential for maternity Sister posts. For post in specialized area, a minimum of three (3) years successful experience in that discipline is essential. A graduate with relevant qualification and with a minimum of three (3) years post registration experience may also be considered.

Consistently good reports and assessed ability to supervise staff and manage resources.

Salary: NU05 \$16, 436 - \$19, 189

2523/2009	HEALTH SISTER [LEVUKA HEALTH CENTER]
-----------	---

Responsible to the Sub – Divisional Medical Officer, Lomaiviti through the Sub – Divisional Health Sister, Levuka for the planning, organization, management and supervision of community health nursing staff within the area. Provide nursing leadership and direction through strategic management to ensure the effective and efficient delivery of quality curative, preventative, promotive and rehabilitative nursing care within the Lomaiviti subdivision.

Qualification: Qualifications required for appointment as a Staff Nurse and with a minimum of 5 years post registration experience. Certificate in Public Health Nursing or Midwifery is essential for Health Sister post, the latter essential for maternity Sister posts. For post in specialized area, a minimum of three (3) years successful experience in that discipline is essential. A graduate with relevant qualification and with a minimum of three (3) years post registration experience may also be considered. Consistently good reports and assessed ability to supervise staff and manage resources.

Salary: NU05 \$16, 436 - \$19, 189

2524/2009	HEALTH SISTER [LAUTOKA HEALTH CENTER]
-----------	--

Responsible to the Manager Nursing, Western Health Services through the Sub-divisional Health Sister for planning, organization, management and supervision of community health nursing staff within the subdivision.

Qualification: Qualifications required for appointment as a Staff Nurse and with a minimum of 5 years post registration experience. Certificate in Public Health Nursing or Midwifery is essential for Health Sister post, the latter essential for maternity Sister posts. For post in specialized area, a minimum of three (3) years successful experience in that discipline is essential. A graduate with relevant

qualification and with a minimum of three (3) years post registration experience may also be considered. Consistently good reports and assessed ability to supervise staff and manage resources.

Salary: NU05 \$16, 436 - \$19, 189

2525/2009	HEALTH SISTER [NAUSORI HEALTH CENTER]
------------------	--

Responsible to the Sub – Divisional Medical Officer, Rewa through the Sub – Divisional Health Sister, Rewa for the planning, organization, management and supervision of community health nursing staff within the area. Provide nursing leadership and direction through strategic management to ensure the effective and efficient delivery of quality curative, preventative, promotive and rehabilitative nursing care within the Rewa medical area.

Qualification: Qualifications required for appointment as a Staff Nurse and with a minimum of 5 years post registration experience. Certificate in Public Health Nursing or Midwifery is essential for Health Sister post, the latter essential for maternity Sister posts. For post in specialized area, a minimum of three (3) years successful experience in that discipline is essential. A graduate with relevant qualification and with a minimum of three (3) years post registration experience may also be considered. Consistently good reports and assessed ability to supervise staff and manage resources.

Salary: NU05 \$16, 436 - \$19, 189

2526/2009	HEALTH SISTER [NADI HEALTH CENTER]
------------------	---

Responsible to the Sub Divisional Medical Officer, Nadi through the Sub-divisional Health Sister Nadi for the planning, organization, management and supervision of community health nursing staff within the subdivision. The incumbent has to assist the teachers in discussing health matters with Parents and Students. Supervise performances with team members and discuss certain delegated issues with teachers. To inspect individual students for the detection of minor ailments that needs to be treated. Assess individual health status to identify any deviation and to plan and conduct health talks. Ensure to promote optimum care and maintenance of

good health including eye care to prevent infections/diseases. Conduct health talks and carry out vaccination on all school children.

Qualification: Qualifications required for appointment as a Staff Nurse and with a minimum of 5 years post registration experience. Certificate in Public Health Nursing or Midwifery is essential for Health Sister post, the latter essential for maternity Sister posts. For post in specialized area, a minimum of three (3) years successful experience in that discipline is essential. A graduate with relevant qualification and with a minimum of three (3) years post registration experience may also be considered. Consistently good reports and assessed ability to supervise staff and manage resources.

Salary: NU05 \$16, 436 - \$19, 189

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

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

2527/2009	SENIOR RESEARCH OFFICER
------------------	--------------------------------

The incumbent is responsible to the Principal Fisheries Officer - Management in carrying out the day to day operations of the Management Division. He/She will assist Principal Fisheries Officer – Management in planning of all Management activities for further development in the country. He/She will assist Principal Fisheries Officer - Management in the performance planning of the division and achievement of government goals. Responsible for supervision and monitoring of the staff of the division and its effectiveness in its delivery. Assist Principal Fisheries Officer – Management in the compilation of the divisions’ Annual Corporate Plan, Annual Business Plan, Annual Budget and Annual Reports.

Qualification: Qualifications required for appointment as Research Officer and at least 23 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization. Particular specialist

experience will be required for most posts, and the ability to manage and train staff.

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

2528/2009 2529/2009	MARINE OFFICER II -2 POSTS
------------------------	---------------------------------------

Prepare the ship's logbooks. Upkeep of vessels while in port and organization of rations before each voyage. Maintenance, stock and replacement of all anchor and deck ropes. Maintenance of ship's punts and dinghies and outboard engines. Organize the use of protective clothing for all seamen. Plan and schedule all sea voyages together with Extension Field Officer. Assist in development and extension fisheries activities whilst on voyage. Report on defects on vessels, engine ancillary and ensure these repairs are affected. Assist training of staff on board on sailing techniques

Qualification: Grade 5 Engineers Certificate with relevant sea-going experience. Ability to provide supervision of staff; OR 3rd Class Engineers Certificate with relevant sea-going experience. Consistently good reports and assessed ability to provide supervision of staff; OR Engine Operators Certificate with relevant sea-going experience. Ability to supervise staff essential.

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

2530/2009	AGRICULTURAL TECHNICAL OFFICER
-----------	---------------------------------------

The incumbent is to assist Marine Officer II [Captain] in the cleaning and day to day operation of fisheries vessels. Ensure safety and cleanliness of fisheries vessels and its workshop. Assist Marine Officer II [Captain] in ensuring that all fisheries vessels are OH&S compliance.

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

degree and assessed at interview to have potential to reach at least Principal level.

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

2531/2009	FISHERIES OFFICER [CAPTURE]
-----------	--

The incumbent is responsible to Senior Fisheries Officer-Western for the day to day activities of the Fisheries Department in the Western Division. Assist Senior Fisheries Officer-Western in the planning of all fisheries activities in the Western Division. Assist in the performance planning of the division and the achievement of government goals. Responsible for supervision and monitoring of staff in the Western division and its effectiveness in its delivery. Assist Senior Fisheries Officer-Western in the compilation of the divisions' quarterly/annual reports. Coordinate extension work with rural fishing group and individual fishermen. Assist Senior Fisheries Officer-Western in identifying rural fishing projects for local and foreign funding.

Qualification: Qualifications required for appointment as Assistant Fisheries 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. Consistently good reports with demonstrated ability to supervise and control staff and ability to perform effectively in rural situation; **OR** A good degree in Fisheries, Marine Biology or suitable alternative in Biological Sciences and successful performance as a Graduate and recommended for transfer to this grade.

Salary: PR03 \$20, 335 - \$26, 810

2532/2009 2533/2009	FISHERIES TECHNICAL OFFICER [CAPTURE] -2 POSTS
------------------------	---

The incumbent is responsible to the Fisheries Officer-Capture and assist in the management of the Coastal Fisheries development activities. Identify potential Coastal Fisheries commodities for development and support. Organize awareness training/RFSC on post harvest, gear & fish technology, fisheries business and general fisheries awareness. Attend to Extension work with rural

fishing groups and individual fishermen and recommend rural fishing projects for local and Foreign Aid funding. Attend to Provincial and Divisional Development Committee Meetings when needed.

Qualification: Qualifications required for appointment as Fisheries Assistant with a pass in Z(1) and Z(2) exams 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. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

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

2534/2009	STORES OFFICER I
-----------	------------------

Responsible for preparation of request to Assistant Accounts Officer for purchase of stores needed for the Department of Fisheries. Receive and update inventory on all goods received from suppliers. Monitor the location and movement of public stores under his control. Ensure safe keeping of public stores and records.

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

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

2535/2009	EXECUTIVE OFFICER
-----------	-------------------

Responsible to Director-Fisheries for the execution of Public Service rules and regulations in the day to day managing of the Department of Fisheries. Assist the Administrative Officer on the timely and accurate compilation of Staff Board papers for the Department of Fisheries. Ensure proper maintenance and filing of correspondences and safe keeping of files. Ensure timely and accurate compilation of departmental quarterly returns; leave, staff, quarters, vehicle, absenteeism and late arrival. Conduct quarterly

Board of Survey on public stores within the Department of Fisheries. Ensure proper recording and maintenance of departmental assets. Acknowledgement of correspondences from ministries/departments and external organisations.

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

.....

WITHDRAWAL OF VACANCIES

FPSOC NO	VACANCY NO	POST
MINISTRY OF FINANCE		
19/2009	2063/2009	Deputy Secretary [Financial & Asset Management] – withdrawn and re-advertised – MQR to be reviewed.
19/2009	2064/2009	Deputy Secretary [Budget Management & Economic Policy] – withdrawn and re-advertised – MQR to be reviewed
19/2009	2065/2009	Deputy Secretary [Administration/Finance] -withdrawn and re-advertised – MQR to be reviewed
8/2009	383/2009	Accounts Officer [Financial Policy Assurance Unit] – withdrawn. Candidate does not meet the

		MQR.
OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS		
19/2009	2100/2009 & 2101/2009	Principal Legal Officer – Non-availability of qualified applicants.
MINISTRY OF HEALTH		
8/2009	393/2009	Principal Medical Officer [Psychiatry] St Giles Hospital – Non-availability of suitably qualified applicants.
MINISTRY OF WORKS, TRANSPORT & PUBLIC UTILITIES		
7/2009	340/2009	Senior Engineer [Roads] HQ – Non-availability of qualified applicants.
6/2009	304/2009	Senior Engineer [Construction] Labasa – Non-availability of qualified applicants
6/2009	305/2009	Senior Engineer [Construction] Walu Bay – Non-availability of qualified applicants
6/2009	309/2009	Senior Engineer [Electrical] Walu Bay – Non-availability of qualified applicants
6/2009	308/2009	Engineer [Plant Pool] Walu Bay – Non-availability of qualified applicants
6/2009	302-303/2009	Engineer [Structures] HQ – Non-availability of qualified applicants
6/2009	301/2009	Architect, HQ – Sole applicant not qualify in terms of MQR
6/2009	311/2009	Engineer [Electrical] Walu Bay – Sole applicant appointed on

		another vacancy.
PUBLIC SERVICE COMMISSION		
18/2009	1093/2009	Senior Economic Planning Officer [HSC] – no applicants.

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

Circular dated: 31/12/2009
Before noon: 15/12/2009
Circular dated: 15/01/2010
Before noon: 31/12/2009

.....
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 or telephone Alumita Tamanikaiyaroi on 3314588 ext 238 of the Public Service Commission.