



## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 24/2009

DATE: 31<sup>st</sup> 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 10<sup>th</sup> April, 2009, all appointments and promotions will be on three [3] years contract subject to performance review annually with effect from 10<sup>th</sup> April, 2009.

**Parmesh Chand**

**Permanent Secretary for the Public Service**

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

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

**MINISTRY OF PUBLIC ENTERPRISES, TOURISM &  
COMMUNICATIONS**

<b>2536/2009</b>	<b>DIRECTOR [TOURISM] -RE-ADVERTISED</b>
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The position reports directly to the Permanent Secretary for Tourism. The incumbent will be responsible for the translation of the policies formulated within the Ministry into implementable activities. The position will be responsible to monitor the activities and ensure the targets of the Corporate Plan are achieved in line with the resources available. The Director will be required to work in liaison with the various segments of the Tourism Industry in determining industry priorities and communicate the development plans and policies to the industry and the government. He/She will be required to direct and monitor the work of the subordinates, manage the administration of the hotels Aid act, discuss project proposals with developers and investors, monitor the implementation of the Tourism Forum and Tourism Council Resolutions, Tourism Inter-Agency and TOHESS resolutions. Assist the Permanent Secretary in planning and execution of the Tourism Development Plan, manage the implementation of the Eco-Tourism Program and formulate policy papers.

**Qualification:** Previous experience with policy matters and assessed ability to give advice to the Permanent Secretary at political level is required and an experience of negotiation/discussion with senior staff of Government and non-Government Agencies. Officers should have shown evidence of well-rounded forceful personalities with and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent levels may achieve this level after not less than 13 years of service including at least 3 years at Principal level in

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

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

<b>2537/2009</b>	<b>DIRECTOR [COMMUNICATION]</b>
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Responsible to the Permanent Secretary for Public Enterprise, Tourism and Communication for the operation of the department, provision of the strategic direction in the management and execution, of the Department of Communication operation in the areas that the National Frequency spectrum is administered efficiently considering that it is a limited natural resources; the telecommunication service providers, radio-communication services providers and broadcasting service providers operate within the ambit of their license. Manage the human and financial resources to achieve the purpose and mission of the department. Contribute to policy development advice, ministerial advice to other ministries and departments on matters relating to Communication. Manage the annual capital grants and encourage the provision of telecommunication and postal services in the rural areas. Manage and supervise the overall operation of the Department of Communication to ensure that they comply with the core objective of the Ministry. Provide professional advice to stakeholders and customers in the telecom industry. Compile and present the annual budget proposal for recurrent and capital expenditure and institute budget control. The incumbent also communicate with the Principal Engineer to ensure that the tasks and activities of the department are carried out efficiently, effectively and on time. The incumbent communicates with the Telecommunication Providers, Television Providers, Approval of Contractors, Radio Dealers and Customers on technical and regulatory matters. HE also communicates with the Solicitor General's Office for legal advice on new license and telecom legislation, FTIB on investors in the Telecom industry, Ministry of Home Affairs and Ministry of Foreign Affairs on regulatory matters in particular foreign military forces engaging in military exercises and ministry of Finance and National Planning on rural capital projects.

**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 Public Enterprises, Tourism & Communications  
P O Box 1260  
Suva**

DEPARTMENT OF COMMUNICATIONS

<b>2538/2009</b>	<b>SENIOR ENGINEER [TELECOMMUNICATION]</b>
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Responsible to the Director Telecommunication to manage the overall activities of the Department of Communications and monitor progressive results of activities to meet targets, management of radio frequency spectrum database [FREQMAN] for Fiji. Co-ordinate the national policies and plans with various arms of the telecommunication sector in order to develop the national positions key issues of interest. Co-ordinate in the development of bilateral agreements with other countries to settle operational issues and other matters of mutual interest in the radio field. Liaise with Director Communication on the general operational activities of the Department. Direct, motivate and co-ordinate subordinates to obtain optimum results. Provide effective

management and leadership in administering the Department of Communication. Provide total support in the management of radio frequency spectrum. Provide resource and financial management support. Manage and monitor the activities of subordinates in carrying out annual inspections/surveys/frequency monitoring/assignments of radio frequencies/allocation of radio frequency bands. Respond to customer complaints. Institute proper radio signal measurement techniques for conformity to radio communication and telecommunication standards. Co-ordinate human resource development. Identify training requirements for each subordinate staff. Facilitate changes as and when required for the Department as well as to ensure statutory compliance [OHS].

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

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

<b>2539/2009</b>	<b>ENGINEER [COMMUNICATION]</b>
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Responsible to the Senior Engineer Telecom in the effective financial and management controls to ensure timely delivery of licenses [ie telecommunication/sound broadcast/television broadcast/maritime radio communication/aeronautical etc., permits, radio operators' certificates, policies of various types in the telecom sector] to the people of Fiji and other foreign agencies. Liaise with neighboring Pacific Island countries, other overseas and local agencies to establish a combined GMDSS Master Plan for the South Pacific Region. Effective control of resources including test equipment, vehicle, monitoring devices and manpower to ensure that the Department effectively functions to meet targets and objectives of the Ministry. Liaise with Senior Engineer Telecom on matters relating to activities and tasks performed by all subordinates within the Department of Communication and provide progressive reports on weekly/monthly and quarterly basis. Provide reports of collected revenue and status of arrears of revenue

on monthly and quarterly basis to CEO and Accounting Head of the Ministry. Provide effective management and leadership in administering the department of Communications. Provide total support in the management of radio frequency spectrum. Manage and monitor the activities of subordinates in carrying out annual inspections/surveys/frequency monitoring/assignment of radio frequencies/allocation of radio frequency bands. Assist the Senior Engineer Telecom to institute proper radio signal measurement techniques for conformity to radio communication and telecommunication standards, coordinate human resource development, identify training requirements for each subordinates staff, facilitate changes as and when required for the Department as well as to ensure statutory compliance [OHS].

**Qualification:** A recognised degree in Radio and Electronic Engineering or relevant specialization with no relevant work experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree.

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

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

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

2540/2009	<b>SENIOR ACCOUNTS OFFICER [DEBT] SENIOR DEBT ANALYST -RE-ADVERTISED</b>
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This is a challenging position for a highly motivated person, with good experience in finance and government debt management. The incumbent will be responsible to the Principal Accounts Officer in the Debt and Cashflow Management Unit [DCF MU] within the Ministry of Finance, responsible for the national debt. Initially, this will involve assisting with the establishment and development of a fully integrated Unit within the Ministry of Finance and to build capacity within the Unit to improve the internal debt and cash management infrastructure and systems to meet the changing needs of the nation. He/She will advise the Permanent Secretary Finance and Government on the composition and structure of

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

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

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

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

The Permanent Secretary  
 Ministry of Defence, National Security & Immigration  
 P O Box 2349  
 Government Buildings  
 Suva

2541/2009	PRINCIPAL ACCOUNTS OFFICER [RFMF]
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The Principal Accounts Officer reports to the Director Finance, Logistics and Acquisition. The appointee is responsible for managing and controlling financial resources of the RFMF, providing advice to the Commander/Management of Financial and accounting matters. Prepares recommendations and related correspondence on financial and accounting matters and providing leadership and direction to subordinates in the performance of their duties. He/She shall be accountable for preparation and timely submission of Budget Estimates, application of Virement of Funds, RIE, application for additional provision and financial reports to the Ministry of Finance and National Planning. The appointee shall be charged with overseeing the safe custody; control and maintenance of cash and ensuring timely disbursement of funds to RFMF overseas based units and allocation of funds to cost center managers. Shall respond to inquiries and queries with information and sound advice of servicemen and women to the Auditor General, Ministry of Finance, Government Departments and external organizations. He/She shall be responsible and accountable for compliance with financial rules and regulations in the exercise of the functions of the position.

**Qualification:** Appointee must have a degree or post graduate degree in accounting, or Finance and a member of Fiji Institute of Accountants or an equivalent/recognized professional body. He/She should have also served at least 2 years as Senior Accounts Officer or relevant experience in any other organisation, or without the 2 years requirement, has demonstrated intellectual capacity drive, determination and flair in existing grade or position.  
**OR** An officer of high caliber. Qualification required for appointment as Senior Accounts Officer for at least 2 years and must have demonstrated intellectual capacity, drive, determination and flair in existing

grade/position. Consistently good reports and ability to manage staff and resources.

**Salary:** AC01 \$40, 201 - \$51, 302

2542/2009	SENIOR ACCOUNTS OFFICER [RFMF]
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This position reports directly to the Principal Accounts Officer for the supervision of duties assigned to the payment staff and the ledger staff in the Accounts Section of the institution. The primary role of the position is the suspension of duties assigned to the staff and the day to day running of the accounts section. The position is also responsible for overseeing the proper maintenance and update of accounts and the timely preparation and submission of reconciliation statement for: Revolving Fund Account, Trust Fund Account, IDC Account, Salary Reconciliation, Drawings Reconciliation, Monthly Commitment and Expenditure Report and Trading and Manufacturing Account

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

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

2543/2009	ACCOUNTS OFFICER [LEDGERS]
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This position reports directly to the Senior Accounts Officer for providing support and assistance in the running of the Accounts Section. Responsibilities include the day to day running of the ledgers section, ensure timely submission of all ledger reconciliations such as Trust Fund Reconciliation, RFA

Reconciliation, TMA reconciliation and Inter Departmental clearances The appointee will also ensure timely close of monthly accounts in liaison with Ministry of Finance and the submission of commitment and expenditure report in a timely manner and other duties assigned by senior management from time to time.

**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

2544/2009	<b>ASSISTANT ACCOUNTS OFFICER [LEDGERS]</b>
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The appointee will be responsible to the Accounts Officer (Ledgers) and will be in charge of the ledgers section. The appointee will be required to prepare monthly reconciliations for trust fund, revolving fund account and inter departmental clearances. Also to liaise with other government departments in regards to direct charges and also to ensure clearance of all charges at the end of every month. The appointee should have some knowledge on the financial management information system.

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

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

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

**The Director  
Department of Immigration  
P O Box 2224  
Government Buildings  
Suva**

2545/2009 2546/2009 2547/2009 2548/2009	<b>ASSISTANT IMMIGRATION OFFICER -4 POSTS</b>
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Responsible to the Senior Immigration Officer through the Immigration Officer in the performance of Immigration duties, including the clearance of overseas aircrafts and vessels; processing of permit and passport applications; conducting of investigation and maintaining various registers.

**Qualification:** Qualifications required for appointment as Immigration Inspector and at least 2-3 years service as Immigration Inspector or equivalent or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to contribute in a management role.

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

2549/2009 2550/2009 2551/2009	<b>IMMIGRATION INSPECTOR -3 POSTS</b>
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Responsible for the clearance of all international aircrafts and vessels, vet passport and visa applications, assist in investigations/inspections and compile reports, maintain registers, data entry of arrival/departure records, attend to inquiries relating to Immigration matters and any other duty assigned by Senior Officers.

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

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

2552/2009 2553/2009	<b>TYPIST -2 POSTS</b>
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Responsible for typing of Immigration documents and correspondences including passports, permits, approval letters, warrants of detention and removal orders. Also assist Section Staff in attending to members of the public through telephone and counter service; directing callers to desk officer responsible. Be able to operate office machines such as; photocopier, fax machine, scanner etc; filing of correspondences and relieving of Secretaries.

**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

**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**

2554/2009	<b>SENIOR SISTER [KOROVOU HOSPITAL]</b>
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Responsible to the Manager Nursing Central through the Sub – Divisional Medical Officer, Tailevu, Korovou 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 Korovou 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 within the institution.

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

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

2555/2009	<b>SENIOR SISTER [NADI HOSPITAL]</b>
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Responsible to the Sub Divisional Medical Officer Nadi for the planning, organization, management and supervising to nursing staff within the Nadi Hospital. Facilitate the continuous updating of knowledge and skills of the nurses at institution through organized trainings and attachments at the major base hospital. 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

2556/2009	<b>SENIOR SISTER [WAINIBOKASI HOSPITAL]</b>
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Responsible to the Senior Medical Officer Wainibokasi 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 Wainibokasi 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 within the 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

2557/2009	<b>HEALTH SISTER [SAMABULA HEALTH CENTRE]</b>
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Responsible to the Medical Officer in charge, Samabula Health Center through the Senior Health Sister for the planning, organization, management and supervision of nursing and staff within the institution. 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 Samabula 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

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

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

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DEPARTMENT OF HOUSING

2558/2009	<b>ADMINISTRATIVE OFFICER</b>
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Responsible to Director Housing through the Principal Administrative Officer for providing administrative support to senior officers in the Department, assess situation reporting on programmes and activities, provide feedback reports on request/enquiry and update ongoing matters. The appointee is also expected to undertake investigations and research in housing and squatter issues as directed. The appointee will also be required to attend to all correspondence relating to housing development, Public Rental Board, HART, Housing Authority and other organizations that work very closely with the Department. The appointee will also be the Secretary to the Steering Committee for the development of the Housing Policy and Strategy for Fiji.

**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

2559/2009	<b>TECHNICAL OFFICER I</b>
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Responsible to Director Housing through the Principal Administrative Officer for situation reporting on programmes and activities, feedback on request/enquiry, updates on ongoing matters or as and when required. The function of the position is to play a important supportive role to the Director, Engineer and to the Department as a whole and is expected to assist the senior staff of the Department in performing the functions of the Department. The appointee will be responsible to undertake investigations and research in housing and squatter issues as directed, and attend to complaints lodged against Housing Authority, Public Rental Board, HART, ECREA and other partnering implementing agencies. Assist with the monitoring of squatter development throughout the country and carry out

policing of designation areas for squatter development as well as attend to complaints. Required to undertake regular field visits and investigations where necessary.

**Qualification:** Qualifications required for appointment as Technical Officer Class II and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Demonstrated ability to supervise and control staff and resources.

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

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

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

DEPARTMENT OF AGRICULTURE

<b>2560/2009</b>	<b>PRINCIPAL ECONOMIC PLANNING OFFICER</b>
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Responsible to the Chief Economist in the coordination and preparation of the agricultural statistical programs in terms of undertaking agricultural census/surveys on an annual basis to assess the performance of the agriculture sector. Delegate agriculture statistical activities to the national data team on the collation, compilation and processing of food and agricultural related information using specific data processing software and producing reports to the management and the national steering committee on domestic agricultural status at Divisional, Provincial and Locality levels. Establish a national database and prepare quarterly progress reports highlighting the performance of the agriculture sector. Conduct in-house training programs for the enumerators.

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

determination and flair in existing grade and proven to be a meritorious performer.

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

<b>2561/2009</b>	<b>SENIOR ECONOMIC PLANNING OFFICER [CAPITAL DEVELOPMENT AND MARKETING]</b>
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Responsible to the Chief Economist in the coordination and preparation of the agricultural statistical programs in terms of undertaking agricultural census/surveys on an annual basis to assess the performance of the agriculture sector. Delegate agriculture statistical activities to the national data team on the collation, compilation and processing of food and agricultural related information using specific data processing software and producing reports to the management and the national steering committee on domestic agricultural status at Divisional, Provincial and Locality levels. Establish a national database and prepare quarterly progress reports highlighting the performance of the agriculture sector. Conduct in-house training programs for the enumerators.

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

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

<b>2562/2009</b>	<b>PRINCIPAL AGRICULTURAL OFFICER [ANIMAL PRODUCTION]</b>
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Responsible to the Regional Director (Central/Eastern) for advising and planning on all Animal Production programme including Beef Dairy, Pigs, Goat, Sheep, and Bees. Provide guidance and training to Extension Staff and farmers. Liaise with other government departments and commercial organisations on animal production and livestock feed matters. Advise and direct on integrated crop-livestock farming systems, pastures and on matters related to livestock breeding. Facilitate livestock

project analysis, coordinate and compute Animal Health & Production Capital Project, Annual Reports and Work Programmes. In his absence, deputise the Director on Company Boards and Statutory Bodies related to livestock and agribusiness sectors. Draft cabinet memoranda, discussion papers and commentaries on livestock and agricultural related matters.

**Qualification:** Qualifications required for appointment as Senior Agricultural 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 with meritorious performance or relevant degree or postgraduate qualification.

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

<b>2563/2009</b>	<b>PRINCIPAL AGRICULTURAL OFFICER [FARM MANAGEMENT - LRPD]</b>
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Responsible to the Director Land Resources Planning & Development on all technical matters relating to the Farm Management section of the Department. Supervise, plan, control and coordinate all activities relating to farm management in order to achieve corporate plan targets and to ensure the effective implementation of the farming assistance scheme. Monitor, and evaluate all agricultural projects and provide farm appraisals and consultancy services to farmers and organisations as and when required. Assist the Director in the training needs of farmers in the Farm Management discipline and coordinate the transfer of technology through training and field visits. Work closely with Fiji Sugar Cooperation and the Native Land Trust Board in the effective implementation of the farming assistance scheme. Provide quarterly, half-yearly and annual reports of the Section.

**Qualification:** Qualifications required for appointment as Senior Agricultural 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 with meritorious performance or relevant degree or postgraduate qualification.

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

<b>2564/2009</b>	<b>SENIOR AGRICULTURAL OFFICER [LWRM] NORTHERN</b>
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Responsible to Director Land & Water Resource Management through the Principal Agricultural Officer (L&WRM) for ensuring that the Divisions management and administration system compliance with government rules and regulations, for the effective and efficient delivery of services, monitoring and enforcing legislation under the Division's jurisdiction to ensure compliance under legal framework. Effectively manage diverse team of sub professional, technical and skilled staff through planning, coaching and recognition. Ensure effective and efficient utilisation of finance through regular monitoring and inspections. Oversee the security and protection of Government properties through regular inspection and maintenance of infrastructures and administration of security services. Provide quality secretariat services to the Labasa Drainage Board through efficient resource (physical/finance) management and ensure timely maintenance of Sugar Drainage Schemes. Achieve organisations goals through timely and successful implementation of work programme. Ensure an efficient, competent and motivated work force through 'in-service' and on the job training and performance appraisal.

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

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

<b>2565/2009</b>	<b>SENIOR AGRICULTURAL OFFICER [CENTRAL / EASTERN]</b>
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Responsible to the Director Animal Health and Production for the on field execution of all Animal Health & Production programmes within the Central and Eastern Divisions. Develop work programmes for livestock officers in line with allocated resources, monitor these work programmes, review and reallocate resources according to results of review programmes. Ensure the effective enforcement of regulatory duties delegated under various legislations under the Ministry's responsibility. Liaise with government departments and non-Government

organizations on rural development matters relevant to the division's areas of responsibility.

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

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

2566/2009	<b>SENIOR AGRICULTURAL OFFICER [EXTENSION] NAITASIRI</b>
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Responsible to Principal Agricultural Officer (Central) for planning and co-ordinating crop extension activities for Naitasiri Province. Provide administrative, technical and moral support to field staff in Naitasiri. Identify technical and administrative constraints within the Naitasiri Agricultural Office. Plan work programme in detail for implementation. Identify staff training needs. Prepare annual budget estimates, annual work programme and progress reports on work programme. Attend to Provincial Council meetings as Technical Advisor in matter relating to Agricultural Development in the province.

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

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

2567/2009	<b>SENIOR AGRICULTURAL OFFICER [EXTENSION] TAILEVU</b>
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Responsible to Principal Agricultural Officer (Central) for planning and co-ordinating crop extension activities for Tailevu Province. Provide administrative, technical and moral support to field staff in Tailevu. Identify technical and administrative constraints within the Tailevu Agricultural Office. Plan work programme in detail for implementation. Identify staff training needs. Prepare annual budget estimates, annual work programme and progress reports on work programme. Attend to Provincial Council meetings as Technical Advisor in matter relating to Agricultural Development in the province.

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

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

2568/2009	<b>SENIOR RESEARCH OFFICER [AGRONOMY - ROOTCROPS] -RE-ADVERTISED</b>
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The appointee will report to the Principal Research Officer (Agronomy) for all aspects of field and laboratory root crop research. Some of the principal accountabilities include initiating and planning rootcrop trials, budgeting, and develop appropriate systems and technologies; carry out the assessment and evaluation of crops trials, compilation of progress reports, prepare technical bulletin; manage resources and provide on the job training to staff and employee, liaise with stakeholders on root crop activities and maintain root crop germ plasma.

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

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

2569/2009	<b>AGRICULTURAL TECHNICAL OFFICER [AH &amp; P] SERUA / NAMOSI</b>
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Responsible to the Senior Agricultural Officer for coordination, planning and execution of all livestock production and extension activities, animal health & enforcement of laws and regulation relating to livestock under the Animal Health Act in the Serua/Namosi province. Supervise and coordinate work programme clinical regulatory, disease eradication meat inspection and surveillance, animal licence and dog campaign. Prepare monthly, quarterly and yearly reports and provide technical service to field staff on animal production matters.

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

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

<b>2570/2009</b>	<b>AGRICULTURAL TECHNICAL OFFICER [AH &amp; P] LAUTOKA</b>
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Responsible to the Senior Agricultural Officer (Western) for coordination, planning and execution of all livestock production and extension activities, animal health & enforcement of laws and regulation relating to livestock under the Animal Health Act in the Lautoka area. Supervise and coordinate work programme clinical regulatory, disease eradication meat inspection and surveillance, animal licence and dog campaign. Prepare monthly, quarterly and yearly reports and provide technical service to field staff on animal production matters.

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

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

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

**The Permanent Secretary  
Ministry of Works, Transport & Public Utilities  
Private Mail Bag  
Samabula**

DEPARTMENT OF WORKS

<b>2571/2009</b>	<b>PRINCIPAL ACCOUNTS OFFICER [HQ]</b>
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Responsible to the Permanent Secretary for Works and Transport for all accounting functions and implementation of the Financial and Stores Regulations and the departmental financial decisions; in charge of departmental revenue and control of expenditure; responsible for training of clerical and stores personnel and supervision of staff.

**Qualification:** Appointee must have a degree or post graduate degree in accounting, or Finance and a member of Fiji Institute of Accountants or an equivalent/recognized professional body. He/She should have also served at least 2 years as Senior Accounts Officer or relevant experience in any other organisation, or without the 2 years requirement, has demonstrated intellectual capacity drive, determination and flair in existing grade or position. **OR** An officer of high caliber. Qualification required for appointment as Senior Accounts Officer for at least 2 years and must have demonstrated intellectual capacity, drive, determination and flair in existing grade/position. Consistently good reports and ability to manage staff and resources.

**Salary:** AC01 \$40, 201 - \$51, 302

<b>2572/2009</b>	<b>ACCOUNTS OFFICER [MECHANICAL] CENTRAL EASTERN</b>
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Responsible to the Divisional Engineer (Works) Central Eastern for all accounting function of the Mechanical and Electrical Section, Supervision of accounts staff, monitoring of returns, review and improve systems and procedures in operation, implement control measures and undertake any other duties assigned from time to time

**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

<b>2573/2009</b>	<b>ASSISTANT ACCOUNTS OFFICER [ROADS] HQ</b>
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Responsible to the Senior Accounts Officer (Roads) for passing bills for payment; checking schedules; checking and passing payment vouchers; checking and editing reports from EDP; liaising with Section Chief Clerk on day to day running of the sections; carrying out reconciliation of suspense account. Preparing expenditure report. Attending to queries regarding accounts and expenditure; baking and GL Reconciliation of Dominion Cash Account and any other duties assigned by the Accountant

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

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

<b>2574/2009</b>	<b>PRINCIPAL ENGINEER [MECHANICAL] WALU BAY</b>
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Responsible to the Chief Engineer [Mechanical/Electrical] Central Eastern for organization, administration and control of the Mechanical Engineering branch of the department, preparation of budget requirement for the Mechanical Section, manpower planning and providing technical guidance to Engineers in the repair/maintenance of vehicles and heavy plants. Any other duties assigned by the Chief Engineer Mechanical/Electrical.

**Qualification:** Corporate membership of a recognised Institute or equivalent qualification. An officer of high calibre. Qualifications required for appointment at EP04 level and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation or relevant degree or post

graduate qualification. Consistently good reports with at least one superior performance assessment at the EP04 level. An ability to manage staff and resources, demonstrated intellectual capacity, drive, determination and flair in existing grade. Particular specialist experience may be required for some posts.

**Salary:** EP03 \$43, 109 - \$55, 267

<b>2575/2009</b>	<b>ADMINISTRATIVE OFFICER [HUMAN RESOURCES] HQ</b>
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Responsible to the Senior Administrative Officer for the provision of administrative support services. Duties include supervision of personnel and Registry Section, monitoring the duties of the staff and to ensure adherence to General Orders, JIC Agreement, PSC Regulations, Financial Instructions, Circulars and Stores Regulations whilst dealing with personal matters, leave applications, retirement, resignations, workmen's compensation act, processing of all appointments for established staff, assists and guides the Executive Officer Registry in the day to day duties, and maintenance of all confidential Personal Files, Annual Confidential Reports and Position Descriptions.

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

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

<b>2576/2009</b>	<b>ADMINISTRATIVE OFFICER [HUMAN RESOURCES - WORKS] LAUTOKA</b>
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Responsible to the Divisional Engineer [Works] Western for the provision of administrative support services. Duties include supervision of personnel and Registry Section, monitoring the duties of the staff and to ensure adherence to General Orders, JIC Agreement, PSC Regulations, Financial Instructions, Circulars and Stores Regulations whilst dealing with personal matters, leave applications, retirement, resignations, workmen's compensation act,

processing of all appointments for established staff, assists and guides the Executive Officer Registry in the day to day duties, and maintenance of all confidential Personal Files, Annual Confidential Reports and Position Descriptions.

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

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

<b>2577/2009</b>	<b>EXECUTIVE OFFICER [HUMAN RESOURCES – WORKS] WALU BAY</b>
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Responsible to the Chief Engineer [Mechanical/Electrical] Central Eastern for statistical returns in respect of established and unestablished staff and the preparation and maintenance of departmental unestablished records. The appointee will be required to act as liaison officer for all queries/reports regarding transport and investigate reports where necessary, maintain register and follow up cases on accidents and attend to any other duties assigned from time to time.

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

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

<b>2578/2009</b>	<b>EXECUTIVE OFFICER [POST PROCESSING UNIT] HQ</b>
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Responsible to the Senior Administrative Officer [Post Processing]. He/She shall ensure that all members of the Departmental Staff Board are timely informed of

Staff Board Meetings by prompt preparation of agenda/addendum and dispatch of papers to the Members before the meeting; Ensure that decisions of the Departmental Staff Board are expeditiously promulgated through co-coordinating with the Secretary to the Departmental Staff Board and Secretary to the HQ Staff Board, providing vacancy returns to both HQ Staff and Departmental Staff Boards in order for Management to monitor the processing of vacancies; Ensure that all substantive vacancies in the department are expeditiously advertised and that all acting appointments are processed promptly and decisions of the Permanent Secretary are promulgated expeditiously.

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

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

<b>2579/2009</b>	<b>SECRETARY [PA TO THE CHIEF ENGINEER WORKS] CENTRAL EASTERN</b>
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Responsible to the Divisional Engineer Central Eastern for performing general secretarial duties which may include taking and transcribing dictation, operating word processor, photocopier etc, answering telephone enquiries, arranging appointments, filing and dispatching of DEC/E's correspondence, typing of confidential correspondence and any other duties as may be assigned by the Divisional Engineer Central Eastern.

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

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

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

<b>2580/2009</b>	<b>SECRETARY [PA TO THE DIVISIONAL ENGINEER WORKS] NORTHERN</b>
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Responsible to the Divisional Engineer [Works] Northern for performing general secretarial duties which may include taking and transcribing dictation, operating word processor, photocopier etc, answering telephone enquiries, arranging appointments, filing and dispatching of DE[Works] Northern correspondence, typing of confidential correspondence and any other duties as may be assigned by the Divisional Engineer [Works] Northern.

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

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

<b>2581/2009</b>	<b>PRINCIPAL ARCHITECT [HQ]</b>
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Responsible to the Director of Buildings and Government Architect for the design and administration of all government building works. The appointee should be capable of managing and coordinating the works of professional and technical staff, formulate briefs and produce designs to large

buildings projects, commission consultants and administer government contracts.

**Qualification:** Corporate membership of a recognised Institute or equivalent qualifications. An officer of high calibre. Qualifications required for appointment at EP04 level and at least 2-3 years service in the grade or equivalent and/or relevant skills and experience in this particular field in any other organisation or relevant degree or post graduate qualification. Consistently good reports with at least one superior performance assessment at the EP04 or EP05 levels. An ability to manage staff and resources, demonstrated intellectual capacity, drive, determination and flair in existing grade. Particular specialist experience may be required for some posts.

**Salary:** EP03 \$43, 109 - \$55, 267

<b>2582/2009</b>	<b>SENIOR TECHNICAL OFFICER [ARCHITECT] HQ</b>
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Reports to the Director of Buildings and Government Architect through the Principal Architect for designing and preparing of plans for the construction of all types of public buildings. Duties include supervision of construction and project administration and any other duties assigned from time to time.

**Qualification:** Technician Diploma or equivalent qualification in relevant specialisation with at least 2-3 years service at ES03 level and/or relevant skills and experience in this particular field in any other organisation.

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

<b>2583/2009</b>	<b>TECHNICAL OFFICER HIGHER GRADE [ARCHITECT] HQ</b>
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Responsible to the Principal Architect for the preparations of fully documented drawings, schedules for construction from a design or Architects sketches, supervise construction, survey sites, prepare inspection reports and undertake any other duties assigned from time to time.

**Qualification:** Technician Diploma or equivalent qualification in relevant specialisation. At least 23

years service in ES04 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff and manage capital resources.

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

2584/2009	<b>TECHNICAL OFFICER [QUANTITY SURVEYING &amp; ESTIMATING] HQ</b>
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Responsible to the PWSO for the processing of productivity studies to be carried out in the various aspects of the Ministry's Engineering projects. Other major responsibilities including leading teams on site inspections, costs monitoring, preparing reports on building groups/routine maintenance projects throughout Fiji.

**Qualification:** Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

**Salary:** ES05 \$15, 691 - \$20, 410

2585/2009	<b>TECHNICAL OFFICER [WORKSTUDY] HQ</b>
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Responsible to the Technical Officer Higher Grade for preparing estimates of budgetary purposes, measuring and taking off quantities for estimates, preparing materials and labour schedules, preparing bar charts and network analysis and other documentation from completed estimates, supervision of staff and any other duties assigned from time to time.

**Qualification:** Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

**Salary:** ES05 \$15, 691 - \$20, 410

2586/2009	<b>SECRETARY [PA TO THE DIRECTOR BUILDINGS &amp; GOVERNMENT ARCHITECT] HQ</b>
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Responsible to the Director of Buildings & Government Architect for performing general secretarial duties which may include taking and transcribing dictation, operating word processor, photocopier etc. , answering telephone enquiries, arranging appointments, filing and dispatching of Director of Buildings & Government Architect's correspondence, typing of confidential correspondence and any other duties as may be assigned by the Director of Buildings & Government Architect.

**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

2587/2009	<b>SUPERVISOR HIGHER GRADE [BUILDINGS] CENTRAL EASTERN</b>
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Responsible to the construction Engineer for construction and maintenance of public buildings, bridges, reservoirs, etc. in the Central Division. Duties include estimating and programming of work, exercising control through a number of Foreman/Workman and co-ordinating their activities to ensure that work is completed to the required quality and within costs.

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

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

<b>2588/2009</b>	<b>SUPERVISOR [BUILDINGS] LAUTOKA</b>
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Responsible to the Supervisor Higher Grade [Buildings] Lautoka for building construction and maintenance projects, supervise Foreman and co-ordinate their activities, ensure that work is completed to the required quality and within cost estimates.

**Qualification:** Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

**Salary:** ES05 \$15, 691 - \$20, 410

<b>2589/2009</b>	<b>SUPERVISOR HIGHER GRADE [PLANT POOL] CENTRAL EASTERN</b>
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Responsible to the Senior Engineer (Plant Pool) for checking licences of operators and drivers; checking defects to vehicles and approving job requisition slips for its repairs; visiting job sites to check machines and operators; setting priority repair list of vehicles and machines for workshops supervisors information; attending emergency meetings in case of cyclones; approving time cards of drivers and operators daily.

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

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

**WITHDRAWAL OF VACANCIES**

FPSOC NO	VACANCY NO	POST
<b>MINISTRY OF FINANCE</b>		
18/2009	2001/2009	Senior Accounts Officer [Debt] / Senior Debt Analyst – non availability of qualified applicants.

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

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

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

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