



## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 3/2010

DATE: 15<sup>th</sup> FEBRUARY, 2010

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.

GP 142 Form can be downloaded from our website: [www.psc.gov.fj](http://www.psc.gov.fj)

**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 2212  
Government Buildings  
Suva**

MINISTRY OF LOCAL GOVERNMENT, URBAN  
DEVELOPMENT, HOUSING & ENVIRONMENT

DEPARTMENT OF ENVIRONMENT

<b>121/2010</b>	<b>DIRECTOR [ENVIRONMENT]</b>
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Responsible to the Permanent Secretary for Local Government, Urban Development, Housing & Environment through the Deputy Secretary for coordinating and ensuring that the functions of the Department of Environment are carried out by its staff according to the requirements of the Environment Management Act, Endangered & Protected Species Act, and the Ozone Depleting Substances Act. The appointee is a national focal point under the various international environmental conventions. The position need to be an effective negotiator at regional and international forums to ensure that Fiji benefits from international and regional projects/programmes that are developed under the conventions. The position operates with a high level of independence in establishing policies and views relating to the environment with which to advise the Minister and the Permanent Secretary responsible for the Environment, particularly on effective implementation plans, action plans, and monitoring plans. The appointee need to communicate with line Ministries, local governments, NGOs and other organisations whose work relates to environmental management. The appointee will be involved in addressing environmental issues that are global, regional, national and local, therefore, communication is required with relevant international, regional, national and local organisations to share information or coordinate their involvements in national environmental programmes and related 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:** USO4 \$45,198 - \$54,776

DEPARTMENT OF LOCAL GOVERNMENT

<b>122/2010</b>	<b>DIRECTOR [LOCAL GOVERNMENT]</b>
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Responsible to the Permanent Secretary for Local Government, Urban Development, Housing & Environment through the Deputy Secretary for ensuring good governance with the implementation of the Local Governance Reform recommendations at municipal council level. To advise Special Administrators and Chief Executive Officers on provisions in the Local Government Act regarding Rating Powers, Finance, Accounts and Audit. Function of Councils membership and meetings of councils and drafting of Cabinet papers of interest to Government. Improve provisions in the Local Government Act by analyzing problems faced by Councils and advising on suitable amendments in consultation with the Solicitor General and relevant institutions in the Private and Public Sector. Strengthen administrative, management and financial services provided by Councils through appraising and assessing annual budgets, annual reports, capital loan applications, submissions on new and amendments to By Laws and Regulations, records and proceedings of municipal council meetings and working closely with the other arms of Government on Local Government policies. Promote international and regional co-operation amongst municipal councils in the use of scarce resources, establishment of metropolitan government and institutional strengthening through capacity building. Assist and

support Boards and Committees responsible for advising the Minister and Permanent Secretary on new townships, investigation of defaults in the performance of councils and Special Administrators, revision of council ward boundaries, election of councilors and recruitment and discipline of staff in the Ministry. Advise Permanent Secretary and Minister on Local Government issues by analyzing and assessing resolutions of municipal councils.

**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:** USO4 \$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**

123/2010	<b>PRINCIPAL ACCOUNTS OFFICER [FINANCIAL CONTROL UNIT]</b>
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The position reports to the Director Financial Control, Internal Audit & Compliance. The incumbent will head a team of four senior staff in the newly established Financial Control Unit. The appointee is responsible for the assessment and development of robust and effective financial controls for new and

existing policies in the government financial systems. He/she will be tasked in assessing and identifying risks associated with government projects and provide sound advice on managing these risks to senior management of the Ministry. The incumbent will be required to analyze the accuracy of financial reports and statements produced by ministries and departments. The appointee should be highly motivated and be a team player and have the proven ability to manage the setup and establishment of the Unit.

**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

124/2010 125/2010	<b>SENIOR ACCOUNTS OFFICER [FINANCIAL CONTROL UNIT] -2 POSTS</b>
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The position reports to the Principal Auditor Financial Control. The incumbent will be part of a 5 member team of the newly established Financial Control Unit. As the Senior Auditor he/she will be required to work closely with the Principal Auditor on identifying and reporting on the weakness/loopholes in the financial controls. The appointee will be responsible for assessing and reporting on risks associated with TMA and projects and provides sound recommendations to management. The incumbent will be required to analyze financial reports and statements produced by ministries and departments and should have a keen eye for detail. The officer should be able to work with the minimum of supervision.

**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

126/2010 127/2010	<b>ACCOUNTS OFFICER [FINANCIAL CONTROL UNIT] -2 POSTS</b>
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The position reports to the Senior Auditor Financial Control. The incumbent will be part of a 5 member team of the newly established Financial Control Unit. As the Auditor he/she will be required to work closely with the Senior Auditor to identify and report on the weakness/loopholes in the financial controls. The appointee will be responsible for assessing and reporting on risks associated with TMA and projects and provides sound recommendations to management. The incumbent will be required to analyze financial reports and statements produced by ministries and departments and should have a keen eye for detail. The officer should be able to work with the minimum of supervision.

**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

128/2010	<b>AUDITOR</b>
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The position is responsible to the Senior Auditor (Internal Audit) for the planning and conduct of internal audits of Government Ministries/Departments. The appointee will also be required to supervise the work of subordinate staff in the section, assist in the conduct of special audits and when required, to evaluate and report on the effectiveness of internal control systems in compliance with government policies, procedures and regulations

**Qualification:** An Accounting degree and membership with the Fiji Institute of Accountants. The person appointed must have served in the private sector or the Department of Audit for a period of not less than 12 months and must demonstrate abilities to advance further than this level. **OR** He or she should be a team player, have acquired consistently good reports and assessed potential and ability to progress one grade beyond the Auditor position. Those who have served for two years or more may also be considered for the post. Graduates in accounting and auditing are better positioned for appointment to this level.

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

129/2010	<b>ASSISTANT ACCOUNTS OFFICER [SURCHARGE]</b>
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Responsible to the Senior Accounts Officer [Surcharge] for initiating surcharge action, and processing submissions on explanations and appeals received. The appointee assists in the analysis of Auditor General's report recommendations and the coordination and compilation of responses from ministries and departments on the Public Accounts Committee Report.

**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

130/2010	<b>SENIOR EXAMINER OF ACCOUNTS</b>
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The position is responsible to the Auditor (Internal Audit) to assist in the planning and conduct of internal audits of Government Ministries/Departments. The appointee will also be required to assist in the conduct of special audits when required, and to evaluate and report on the effectiveness of internal control systems in compliance with government policies, procedures and regulations.

**Qualification:** A pass in Service Examination U. Appointees must have served at least one year in SS05 grade, have passed H1 and H2 Service Examinations and/or successfully completed Form 7 examinations with a pass in either accounting or economics.

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

131/2010	<b>SENIOR ACCOUNTS OFFICER [TREASURY]</b>
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The appointee will be responsible to the Chief Accountant [Treasury] through the Principal Accounts Officer. The duties of the position include organizing systematic and effective monitoring of various functions in the Cash/Payment Section, ensuring accurate and timely advise on losses reports from ministries and departments and initiating surcharge action where necessary, maintaining adequate supplies and printing of all revenue earning forms, licence and cheque books, ensuring FIRCA disbursements are effected as per agreement, assisting and monitoring all reconciliations and commitment figures together with unrepresented cheque figures, supervising the operations of the Pension Section and actively participating in the implementation of the Financial Management Information System and Financial Management Reform.

**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

132/2010	<b>SYSTEMS ANALYST / PROGRAMMER -RE-ADVERTISED</b>
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The position will be responsible to Director [Corporate Services] and the primary purpose of the post is to plan, assist and monitor the development of computer systems. The successful appointee will be responsible for proves hardware and software support to maintaining trouble-shooting problems and ensuring data integrity with the information systems. Some of the principal accountabilities include an effective IT management support by conducting awareness programmes for computer literacy; consult with stakeholders and government agencies for improved development and enhancement of process improvements; provision of reports as required and maximize support for end users by upgrading all IT components. The incumbent is also responsible for the overall FMIS administrative support for efficient use of the FMIS application; and to provide hardware and software support for the FMIS Team; and to attend to FMIS IT related issues through regular consultation with ITC and Infor Global. Possession of some accounting knowledge would be desirable.

**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 Education, National Heritage, Culture  
& Arts and Youth & Sports  
Private Mail Bag  
Government Buildings  
Suva**

133/2010	<b>HEAD OF DEPARTMENT [1] COMMERCIAL STUDIES [ED5C] -VUNISEA SECONDARY SCHOOL</b>
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To be responsible to the Principal for the Commercial Studies Department of the school. The appointee would be required to manage departmental organisation and provide professional leadership and guidance to the departmental staff on curriculum issues and related matters in order that teachers maximise their knowledge and develop their repertoire of teaching skills so that students excel in their studies.

**Qualification:** Recognised University degree with relevant subject majors for all HOD positions except PEMAC. Teacher training is essential. For PEMAC the successful completion of conversion course plus Diploma PEMAC (MOE), Graduates of PEMAC will have an advantage. Additionally, at least 5 years competent teaching experience with at least 2 years at senior forms in relevant subject areas. Completed 3 years of rural service; or superior assessment in the last 3 years. Potential to advance to higher posts.

**Salary:** ED5C \$23, 040 - \$27, 281

134/2010	<b>HEAD OF DEPARTMENT [2] COMMERCIAL STUDIES [ED5D] – 4 POSTS -BUCALEVU SECONDARY SCHOOL</b>
135/2010	<b>-QUEEN VICTORIA SCHOOL</b>
136/2010	<b>-SILA CENTRAL COLLEGE</b>
137/2010	<b>-SUVA GRAMMAR SCHOOL</b>

Responsible to the Commercial Studies Department of the school. The appointee would be required to manage departmental organisation and provide professional leadership and guidance to the departmental staff on curriculum issues and related matters in order that teachers maximise their knowledge and develop their repertoire of teaching skills so that students excel in their studies.

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

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

138/2010	<b>HEAD OF DEPARTMENT [INDUSTRIAL ARTS] ED5C -VUNISEA SECONDARY SCHOOL</b>
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To be responsible to the Principal for the Industrial Arts Department of the school. The appointee would be required to manage departmental organisation and provide professional leadership and guidance to the departmental staff on curriculum issues and related matters in order that teachers maximise their knowledge and develop their repertoire of teaching skills so that students excel in their studies.

**Qualification:** A relevant Diploma from recognized institution in Building, Civil Engineering, Architectural Technology, Quantity Survey, Automotive Engineering or Mechanical Engineering with a recognized Teacher Training qualification. In addition, at least 10 years of competent teaching experience with at least 2 years at upper secondary level. Applicant should be able to demonstrate leadership qualities with consistently good reports for the last 3 years. Rural services and relevant industrial experience would be an added advantage. Applicants with relevant Degree from a recognized institution with 5 years competent teaching experience in the relevant subject areas above would be an added advantage.

**Salary:** ED5C \$23, 040 - \$27, 281

139/2010	<b>HEAD OF DEPARTMENT [INDUSTRIAL ARTS] ED5D -SUVA GRAMMAR SCHOOL</b>
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To be responsible to the Principal for the Industrial Arts Department of the school. The appointee would be required to manage departmental organisation and provide professional leadership and guidance to the departmental staff on curriculum issues and related matters in order that teachers maximise their knowledge and develop their repertoire of teaching skills so that students excel in their studies.

**Qualification:** A relevant Diploma from recognized institution in Building, Civil Engineering, Architectural Technology, Quantity Survey, Automotive Engineering or Mechanical Engineering with a recognized Teacher Training qualification. In addition, at least 10 years of competent teaching experience with at least 2 years at upper secondary level. Applicant should be able to demonstrate leadership qualities with consistently good reports for the last 3 years. Rural services and relevant industrial experience would be an added advantage. Applicants with relevant Degree from a recognized institution with 5 years competent teaching experience in the relevant subject areas above would be an added advantage.

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

140/2010 141/2010 142/2010 143/2010	<b>HEAD OF DEPARTMENT [2] LANGUAGE [ED5D] – 4 POSTS -LABASA COLLEGE -NASINU SECONDARY SCHOOL -SILA CENTRAL COLLEGE -VUNISEA SECONDARY SCHOOL</b>
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Responsible to the Principal for the Language Department of the school. The appointee would be required to manage departmental organisation and provide professional leadership and guidance to the departmental staff on curriculum issues and related matters in order that teachers maximise their knowledge and develop their repertoire of teaching skills so that students excel in their studies.

**Qualification:** Qualification as for HOD 1. Experience as HOD 1 will be an advantage. The

candidate should meet the requirement for the subject majors in the relevant area. Potential to advance to higher posts.

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

144/2010 145/2010 146/2010 147/2010	<b>HEAD OF DEPARTMENT [2] MATHS ED5D – 4 POSTS -ADI CAKOBANU SCHOOL -RATU KADAVULEVU SECONDARY -SILA CENTRAL COLLEGE -SUVA GRAMMAR SCHOOL</b>
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To be responsible to the Principal for the Maths Department of the school. The appointee would be required to manage departmental organisation and provide professional leadership and guidance to the departmental staff on curriculum issues and related matters in order that teachers maximise their knowledge and develop their repertoire of teaching skills so that students excel in their studies.

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

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

148/2010 149/2010 150/2010	<b>HEAD OF DEPARTMENT [1] SOCIAL SCIENCE ED5C – 3 POSTS -LABASA COLLEGE -LEVUKA PUBLIC SCHOOL -VUNISEA SECONDARY</b>
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Responsible to the Principal for the Social Science Department of the school. The appointee would be required to manage departmental organisation and provide professional leadership and guidance to the departmental staff on curriculum issues and related matters in order that teachers maximise their knowledge and develop their repertoire of teaching skills so that students excel in their studies.

**Qualification:** Recognised University degree with relevant subject majors for all HOD positions except

PEMAC. Teacher training is essential. For PEMAC the successful completion of conversion course plus Diploma PEMAC (MOE), Graduates of PEMAC will have an advantage. Additionally, at least 5 years competent teaching experience with at least 2 years at senior forms in relevant subject areas. Completed 3 years of rural service; or superior assessment in the last 3 years. Potential to advance to higher posts.

**Salary:** ED5C \$23, 040 - \$27, 281

151/2010 152/2010	<b>HEAD OF DEPARTMENT [2] SCIENCE ED5D – 2 POSTS -ADI CAKOBANU SCHOOL -RATU KADAVULEVU SCHOOL</b>
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To be responsible to the Principal for the Science Department of the school. The appointee would be required to manage departmental organisation and provide professional leadership and guidance to the departmental staff on curriculum issues and related matters in order that teachers maximise their knowledge and develop their repertoire of teaching skills so that students excel in their studies.

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

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

153/2010 154/2010	<b>HEAD OF DEPARTMENT [2] SOCIAL SCIENCE ED5D – 2 POSTS -ADI CAKOBANU SCHOOL -LAUCALA BAY SECONDARY SCHOOL</b>
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Responsible to the Principal for the Social Science Department of the school. The appointee would be required to manage departmental organisation and provide professional leadership and guidance to the departmental staff on curriculum issues and related matters in order that teachers maximise their knowledge and develop their repertoire of teaching skills so that students excel in their studies.

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

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

155/2010	<b>PRINCIPAL EDUCATION OFFICER [EXECUTIVE SUPPORT UNIT]</b>
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The position is responsible to the Permanent Secretary for identifying and monitoring ministerial issues and activities relating to all documents and requests from the Minister and Permanent Secretary to ensure compliance with the Government's policy agenda and the Ministry's priorities. The successful appointee's work focuses on communications support to the Executive support arm in responding to communications related issues, including ministerial correspondences briefing notes, Parliamentary Questions, Cabinet papers and enquiries from the public. Works in close collaboration with key personnel in the Ministry to ensure the content of responses to enquiries is consistent with the Government policy agenda and reflective of situations at the local level. The position is also accountable for ensuring consistent system wide responses to ministerial enquiries from Ministry officers that articulate Ministry policy direction and the Government's policy agenda whilst having regard for local realities. Analyse the content of specific responses to ministerial enquiries prepared by the Ministry Staff to optimize the quality, validity and propriety. The successful appointee also ensures strong working relationships are developed and maintained between the Executive Service Office and Ministry personnel to facilitate the provision of accurate information in a high responsive manner. Ensure that quality assurance and timeliness standards are met including compliance with policy protocols and record keeping principles. Prepare or co-ordinate speeches and statements for the Executive Support Office. Co-ordinate and supervise ministerial tours – both and overseas. This includes the preparation of meeting papers and other documents required for the meeting or conference. Develop and conduct training relating to the preparation of documents and briefings. Perform other tasks as required.

**Qualification:** Recognised degree with teacher training and postgraduate qualification is preferred. At least 2 years in ED1A -C grade or 3 years in ED2A -D grade or 4 years in ED3C or 6 years experience in ED4A -C grad, based upon standard rating scale; or equivalent experience in tertiary education posts or Ministry of Education posts with superior administrative ability and professional leadership skills. Applicants with at least 3 years of rural service will be preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the wider community and recognised leaders in Education would be an added advantage. Potential to advance to higher posts.

**Salary:** ED1D \$38, 378 - \$44, 037

<b>156/2010</b>	<b>PRINCIPAL EDUCATION OFFICER [RESEARCH &amp; DEVELOPMENT SECTION]</b>
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To coordinate functions of the Research, Development and Planning Section of the Ministry and review, formulate and cost policies so as to be aligned with Government policy framework. Liase with Ministry of National Planning, Ministry of Finance and Ministry of Works in matters relating to Capital Projects funded through Government Budget and aid donor agencies such as AUSAID, European Union, NZODA, JICA, etc. The post coordinates functions of the Development, Planning, Research, Statistics and Fijian Education Units and plays an important role in the policy development of the Ministry of Education. As such responsibilities cover a very wide spectrum of work embraced in the Principal accountabilities of each unit stated hereunder. Assessing the current needs and projecting the long-term needs of the Ministry for school development and staffing needs.

**Qualification:** Recognised degree with teacher training and postgraduate qualification is preferred. At least 2 years in ED1A -C grade or 3 years in ED2A -D grade or 4 years in ED3C or 6 years experience in ED4A -C grad, based upon standard rating scale; or equivalent experience in tertiary education posts or Ministry of Education posts with superior administrative ability and professional leadership skills. Applicants with at least 3 years of rural service will be preferred. Contribution to Fiji education beyond the immediate school environment and the ability to communicate effectively on education issues with the

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

**Salary:** ED1D \$38, 378 - \$44, 037

<b>157/2010</b>	<b>SENIOR EDUCATION OFFICER [EXECUTIVE SUPPORT UNIT]</b>
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Reporting directly to Principal Executive Support Unit. Managing the relationship between the MoE and the Media. Maintaining a mutually supportive relationship between the Ministry and the Office of the Minister for Education, through the PEO on all media related matters. Coordinating the distribution of media releases and also provides a communications consultancy service to sectors of the Ministry to assist them in developing and implementing communications strategies to support their service delivery. In the majority of these instances, the Media Officer will also project and manage the implementation of identified strategies. Identifies and acts on opportunities to lift the profile of the Ministry and to develop supportive relationships between the Department and the Community. Supports and advises the Minister, PSE and Senior Executives on media issues. Development of mutually supportive links between all levels of the Ministry and the media. Coaching of Ministry staff preparing for media interviews and prepares and coordinates professional development programs on media issues. Provides strategic advice to assist minister's staff and the PSE in resolving potential issues or crisis, and other senior departmental staff in dealing with crisis situations in schools, divisions, districts and Head Office. Writing and editing speeches and statements for the Minister and the PSE. Editing documents for the Ministry e.g. SDP, Annual Report, etc. Drafting correspondences for the Minister of Education. Representing ESU o Committees and taskforces set up by various sections of the Ministry. To attend to other responsibilities as assigned by PEO [ESU].

**Qualification:** Recognized degree with relevant subject majors and teacher training. A post graduate qualification will be an added advantage. At least 8 years competent teaching experience with 6 years in ED6A -C grade or 5 years in ED5A -E grade with superior assessment based upon standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports. Applicants with at least 3 years or rural service will be preferred. Ability to communicate effectively on

educational issues with the wider community and recognized leaders in Education. Potential to advance to higher posts.

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

<b>158/2010</b>	<b>EDUCATION OFFICER [EXECUTIVE SUPPORT UNIT]</b>
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Reports to the Principal Education Officer, Executive Support. The successful appointee will be responsible for the co-ordination of the publication of the Education Gazette. The Education Gazette is published on a term basis and contains important information for teachers and students in school. The successful appointee will oversee and co-ordinate the editing, layout and graphic design of the gazette while the contents are supplied by Section Heads of the Ministry. Also included is the Ministry's quarterly publication – Edu Times. The successful appointee will also oversee and co-ordinate the compilation, writing, layout and graphic design of the quarterly publication. Writing and editing speeches and statements for the Minister. Coordinate the daily update on feedback and information obtained from all Section Heads which includes District or Divisional Officers that would assist the Executive Support Unit. Represent the Unit in taskforce committees and sub-committees.

**Qualification:** Recognised degree with relevant subject majors and teacher training. At least 9 years competent teaching experience with 3 years superior assessment in ED6A-D or 2 years in ED5A-E or 1 year in ED4A grade based upon standard rating scale. Leadership qualities have been demonstrated by the applicant and consistently good reports. Applicants with at least three years of rural service will be preferred. Ability to communicate effectively on education issues with the wider community and recognised leaders in Education. Potential to advance to higher posts.

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

<b>159/2010</b>	<b>SENIOR ADMINISTRATIVE OFFICER [POST PROCESSING UNIT]</b>
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Responsible to the Principal Administrative Officer (Post Processing Unit) for the provision of personnel

and administrative supports and services to assist in the filing of all advertised vacant positions in the Ministry of Education with timeliness, efficiency and effectiveness. Assist the Principal Administrative Officer [PPU] in the successful completion of the day to day functions of the Post Processing Unit leading to the preparation of Staff Board schedules, appointment/promotion papers for the Commission Delegate and the implementation of the decisions of the appointing authorities. Ensure the proceedings of the Central Staff Board and the Ministry's Staff Board including decisions taken by the two (2) Boards are properly and accurately recorded and promulgated promptly. Prepare and submit to the Commission Delegate for her consideration at her regular fortnightly meetings, folders containing Commission Delegates' Submissions and Meeting Agenda on appointments/promotions. Ensure the decisions of the Commission Delegate are promulgated promptly and all administrative formalities are completed effectively. Ensure good office management practices are maintained in the Post Processing unit and that highly motivated staff and a high standard of performance are maintained at all times.

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

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

<b>160/2010</b>	<b>ADMINISTRATIVE OFFICER [INDUSTRIAL RELATION UNIT]</b>
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Responsible to the Director Administration and Finance for the day to day administration of the Unit and provide support services as required. The incumbent has to receipt and record all disciplinary cases and complaints and is required to compile investigations reports, do write up on every case and make proposals to the Disciplinary Sub-Committee and the Disciplinary Staff Board of the Ministry. Coordinate with Head of Sections and Divisional on disciplinary matters pertaining to their officers and divisions if required. Liaise with PSC on Disciplinary issues affecting the Ministry's Staff and make submission thereof. Ensure that the application of staff disciplinary and grievance procedures outlined in the relevant legislations are fully adhered to.

**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

161/2010	<b>ADMINISTRATIVE OFFICER [SECONDARY – POST PROCESSING UNIT]</b>
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Responsible to the Principal Administrative Officer, Post Processing Unit through the Senior Administrative Officer, Post Processing Unit in processing Secondary vacancies. Facilitates in filling of all advertised vacancies by processing applications, preparation schedules of applicants, attends Staff Board Meetings. Prepares Commission Delegate Submission, confirms promotions, prepares Appeal Board Submissions and maintains records.

**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

162/2010	<b>ADMINISTRATIVE OFFICER [NON TEACHING – POST PROCESSING UNIT]</b>
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Responsible to the Principal Administrative Officer, Post Processing Unit through the Senior Administrative Officer, Post Processing Unit in processing Tertiary, Administrative, Accounting, Clerical and Miscellaneous vacancies. Facilitates in filling of all advertised vacancies by processing applications, preparation schedule of applicants, attends Staff Board Meetings, prepares Commission Delegate Submissions, confirms Promotions,

prepares Appeal Board Submissions and maintains records.

**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

163/2010	<b>ADMINISTRATIVE OFFICER [PRIMARY – PERSONNEL SECTION] HQ</b>
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Responsible to the Principal Administrative Officer through the Senior Administrative Officer in the processing of primary teacher's appointment, acting appointments of Headteachers and Assistant Headteachers and advertising of primary teaching vacancies. Prepare probationary and temporary appointment and facilitate preparation of commission papers. Assist in the compilation of relevant statistics on primary staffing matters and implement upgrading/release of salary. Liaise with the Director Primary and Divisional Education Officers on relevant staffing matters and rural allowance matters. Upgrading of relevant registers and attend to counter service. Any other queries by the districts on primary teachers.

**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

164/2010	<b>EXECUTIVE OFFICER [CURRICULUM DEVELOPMENT UNIT]</b>
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The appointee will be responsible to the Director, Curriculum Development Unit for all administrative and accounting procedures including duties such as hotel booking, flight arrangements and travel reservations for all visits and workshops by the Curriculum Advisory Unit Staff. Process claims, accountable advance and purchasing of stores for the stores. The incumbent is also responsible for supervision of support and unestablished staff. Control vote book and is in-charge of the transport unit.

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

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

165/2010	<b>EXECUTIVE OFFICER [NAUSORI EDUCATION OFFICE]</b>
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Reporting directly to Divisional Education Officer [Central] and provide timely advice on financial status and preparation of transfer and traveling allowance. Provide all attendance related reports. Provide timely submission of financial reports to Headquarters. Ensure office inventory is kept and maintained and arrange Board of Survey when the need arises. Ensure that payments (transfer, stationery purchases) are done within the budgeted allocation and updating vehicle records in accordance to the requirements of the Transport Rules and Regulations. Maintaining and updating of records for all maternity leave and inpatient sick-leave in accordance with GO & PSC Rules and Regulations. Control outgoing calls. Supervise established and unestablished staff.

**Qualification:** Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 23 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organization.

Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

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

166/2010	<b>EXECUTIVE OFFICER [REGISTRY]</b>
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Reporting to the Principal Assistant Secretary Personnel through the Senior Assistant Secretary Personnel. Overall supervision of the Registry Section including opening incoming mails and file census. Ensures that all mails/correspondence received are registered and distributed to there various respective personnel and files are properly recorded and maintain in the system. Movements of file are controlled and easily accessible to officers.

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

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

167/2010	<b>EXECUTIVE OFFICER [RATU KADAVULEVU SCHOOL]</b>
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The appointee will be responsible to the Principal for the general office administration and supervision of subordinate staff, receive and dispatch mail and maintain mail register, receipting and banking revenue and trust fund monies collected and prepare monthly and quarterly returns. Maintain, operate and reconcile trust fund and Imprest account, maintain and reconcile commitment/expenditure ledger, updating stock register, attend to students, teachers and public and any other duties assigned by the Principal.

**Qualification:** Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 23 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organization.

Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

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

<b>168/2010</b> <b>169/2010</b>	<b>EXECUTIVE OFFICER</b> <b>[BURSAR] – 2 POSTS</b> <b>-RATU KADAVULEVU SCHOOL</b> <b>-SUVA GRAMMAR SCHOOL</b>
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The appointee will be responsible to the Principal for the general office administration and supervision of subordinate staff, monitor the School Stores, Collection, Receipting and Recording of Revenue Trust/ Fund. Reconciliation of Operating Trust Fund and Imprest Accounts. Keeping and maintaining records of unestablished staff. Preparation of monthly return and any other duties assigned by the Principal.

**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

**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**

<b>170/2010</b>	<b>SECRETARY</b> <b>[PA TO THE DIRECTOR</b> <b>INFORMATION, PLANNING &amp;</b> <b>INFRASTRUCTURE] HQ</b>
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Responsible to the Director Information, Planning & Infrastructure 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. Ability to work in a Team and autonomously willing to upgrade oneself in the appropriate field. The incumbent has to ensure that Admin & Finance matters are brought to the attention of the Director Information, Planning & Infrastructure. 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

<b>171/2010</b>	<b>SECRETARY</b> <b>[NATIONAL ADVISOR</b> <b>ENVIRONMENTAL HEALTH]</b>
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Responsible to the Chief Health Inspector [National Advisor Environmental Health] 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 Administration & Finance matters are brought to the attention of National Advisor Environmental 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

172/2010	<b>SENIOR SECRETARY [PA TO THE MINISTER]</b>
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Responsible to the Minister for Health for all general secretarial duties that include typing, Shorthand, taking of minutes of Meetings, filing, attending to telephone calls/enquiries, operating office machines, receive and register all inward and outward mails, maintain reliable systematic filing and storage system, maintain a register of movement of files and official correspondences within the ministry, maintain confidentiality of information, maintain a well kept and secured cabinet storing confidential information that includes publications and official correspondences. The incumbent is also required to organize travel arrangements both local and abroad that include meetings and workshops for the Minister, arranging appointments and any other duties assigned from time to time. It is expected that the successful applicant will be an articulate personal assistant and must demonstrate excellent customer service skills, be courteous and polite in all undertakings during the course of work.

**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

173/2010	<b>PRINCIPAL DENTAL OFFICER [CWM HOSPITAL]</b>
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Responsible to the Medical Superintendent through the Hospital Administrator, CWM Hospital for the day to day running of the Oral Health unit. The incumbent is responsible for the overall planning, organization, and administration of the Clinical Department in the hospital. To ensure that the department provides high quality patient care and contributes to the development of a high professional workforce in CWM Hospital Oral Health service. The incumbent should have shown good management and leadership skills and to be able to manage resources (e.g.: Human, equipments etc) under his/her direction.

**Qualification:** At least 2-3 years service in DE02 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation or relevant degree or relevant or postgraduate qualification. Consistently good reports and the ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. A recognised postgraduate diploma in a relevant specialist field is desirable. Proven ability to teach required for co-ordinator position.

**Salary:** DE01 \$38,204 - \$48,990

174/2010	<b>INSTRUCTOR DENTAL THERAPIST [LAUTOKA HOSPITAL]</b>
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Responsible to the Principal Dental Officer through the Senior Dental Officer for the efficient day to day running of the Dental Clinic. The incumbent is responsible for facilitating the implementation and monitoring of work policies and guidelines in the department. Submit necessary recommendations to Senior Dental Officer on clinical changes to improve standards and quality of service and instill professionalism in staff. Assist the Senior Dental Officer in the organization of the department's daily clinic activities. Ensure that the outpatient clinic provide effective and efficient service by; providing general supervision to the Dental Therapists and liaises with Supervising Dental Hygienists on hygienist matters. Ensure that Supervising Hygienist prepare duty roster for the Dental Hygienists and

ensure that the rosters for the dental Therapist is in place and perform any other duties as may be delegated by the Principal Dental Officer from time to time.

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

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

175/2010	<b>SISTER [WAINIKORO HEALTH CENTRE]</b>
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Responsible to the Divisional Medical Officer, Northern through the Sub – Divisional Health Sister, Macuata for the planning, organization, management and supervision of nursing staff within the Wainikoro Medical Area. Facilitate the continuous updating of knowledge and skills of the nurses at Wainikoro Health Centre 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 community.

**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

176/2010 177/2010 178/2010	<b>SISTER [TAMAVUA HOSPITAL] -3 POSTS</b>
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Responsible to the Medical Superintendent through the Senior Sister, Tamavua Hospital for planning, organization, management and supervision of nursing duties in the hospital wards. Evaluate nursing staffs and ward assistants in their performance and essential job functions. To co-ordinate monthly meeting and referrals to base Hospitals. To ensure that staff comply with OHS Regulations and to attend to other duties assigned from time to time.

**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

179/2010	<b>SISTER [TAVEUNI HOSPITAL]</b>
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Responsible to the Sub-Divisional Medical Officer through the Senior Sister, Taveuni Hospital for planning, organization, management and supervision of nursing duties in the hospital wards. Evaluate nursing staffs and ward assistants in their performance and essential job functions. To co-ordinate monthly meeting and referrals to base Hospitals. To ensure that staff comply with OHS Regulations and to attend to other duties assigned from time to time.

**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

180/2010	<b>SISTER [TAVUA HOSPITAL]</b>
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Responsible to the Sub-Divisional Medical Officer through the Senior Sister, Tavua Hospital for planning, organization, management and supervision of nursing duties in the hospital wards. Evaluate nursing staffs and ward assistants in their performance and essential job functions. To coordinate monthly meeting and referrals to base Hospitals. To ensure that staff comply with OHS Regulations and to attend to other duties assigned from time to time.

**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

181/2010	<b>SISTER [SIGATOKA HOSPITAL]</b>
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Responsible to the Sub - Divisional Medical Officer, Nadroga/Navosa, through the Senior Sister, Sigatoka Hospital for the planning, organization, management and supervision of nursing duties in the hospital wards. Evaluate nursing staffs and ward assistants in their performance and essential job functions. Coordinate monthly meeting and referrals to other divisional hospitals. To carry out and supervise clinical activities outlined in the Business Plan. To liaise with Sister in-charge and recommend nursing staff for training. To ensure that staff do comply with OHS Regulations.

**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

182/2010	<b>SISTER [SEAQAQA HEALTH CENTRE]</b>
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Responsible to the Supervising Health Sister Northern, through the Medical Officer in charge, Seaqaqa Health Centre for the planning, organization, management and supervision of nursing duties in the Health Centre. Evaluate nursing staffs in their performance and essential job functions. Coordinate monthly meeting and referrals to other base hospitals. To carry out and supervise clinical activities outlined in the Business Plan. To liaise with Officer in-charge and recommend nursing staff for training. To ensure that staff do comply with OHS Regulations.

**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

183/2010	<b>SISTER [SAVUSAVU HOSPITAL]</b>
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Responsible to the Sub - Divisional Medical Officer, Cakaudrove, through the Senior Sister, Savusavu Hospital for planning, organization, management and

supervision of nursing duties in the hospital wards. Evaluate nursing staffs and ward assistants in their performance and essential job functions. Coordinate monthly meeting and referrals to other base hospitals. To carry out and supervise clinical activities outlined in the Business Plan. To liaise with Sister in-charge and recommend nursing staffs for training. To ensure that staff do comply with OHS Regulations.

**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

184/2010	<b>SISTER [RA MATERNITY HOSPITAL]</b>
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Responsible to the Sub – divisional Medical Officer, Ra, through the Senior Sister, Ra Maternity Hospital for the planning, organization, management and supervision of nursing duties in the hospital wards and attend to other duties that may be assigned by the Supervisor from time to time.

**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

185/2010	<b>ASSISTANT STATISTICIAN [HEALTH] LABASA HOSPITAL</b>
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Responsible to the Hospital Administrator Labasa Hospital for the creation, maintenance and assessment of the medical records, this includes the necessity of maintaining storage areas in a tiny and accessible condition. Acting as resource personnel for other department in respect of patient record and information management. Ensure that the medical-legal requirements for the patient information are complied with by, safeguarding the confidentiality of patient information. Supervise the staff of the Medical Records Unit and provide training in procedure relevant to the Department. Provide monthly statistics to the Ministry of Health on occasion of services and convene meetings to review the quality of health information and patient record. 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 Epi Info Software is essential.

**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

186/2010	<b>ADMINISTRATIVE OFFICER [LABASA HOSPITAL]</b>
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Responsible to the Medical Superintendent through the Hospital Administrator, Labasa Hospital for the day-to-day administration of the Corporate Services unit and to provide support services as required. The incumbent has to assist the Hospital Administrator in 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. Provide secretariat support services in HR departmental heads meetings. To ensure staff development through orientation/induction of new

staff members and on-going in-house and external training programs. Ensure that the application of staff disciplinary and grievance procedures outlined in the relevant legislation pertaining to all health workers in cases of breach of professional practise/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 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>187/2010</b>	<b>ADMINISTRATIVE OFFICER [NORTHERN HEALTH SERVICES] RO QOMATE HOUSE, LABASA</b>
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Responsible to the Divisional Medical Officer Northern through the Senior Administrative Officer [HRM] for the day-to-day administration of the unit and provide support services as required. The incumbent has to assist in 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. Provide secretariat support services in HR departmental heads meetings. To ensure staff development through orientation/induction of new staff members and on-going in-house and external training programs. Ensure that the application of staff disciplinary and grievance procedures outlined in the relevant legislation pertaining to all health workers in cases of breach of professional practise/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 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>188/2010</b>	<b>ASSISTANT ACCOUNTS OFFICER [SALARIES SECTION] HQ</b>
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Responsible to the Principal Accounts Officer through the Accounts Officer [Salaries] for the proper and efficient day to day running of the Salaries Section. Ensure that correct and timely payments of FPNP deductions are made for all Ministry staff and all inputs raised are accurate and effected in that particular fortnightly payday. Ensure that edit reports returned by the Ministry of Finance are in order and that any corrections are re – submitted. Check the updating and feeding of the temporary relieving staff master files, edit reports, manual pay updates, corrections, timesheets and pass for payments any manual vouchers raised. Oversee the accurate and timely payment of salaries for all Ministry of Health staff.

**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>189/2010</b>	<b>ACCOUNTS OFFICER [LEDGERS] HQ</b>
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Responsible to the Principal Accounts Officer through the Senior Accounts Officer for the development of co-ordinated planning within the Accounts Section; ensuring that the staff are given the full coverage of the reform changes, corporate plans, strategies, customer oriented services; examine resources, allocation of duties, identify goals and areas of priority

according to resources, develop action plan for improvements and accommodate changes implemented by the FMIS project. Confer with the Medical Institutions on distribution of financial resources, the ability to maintain and deliver the proposed Health Care Services in-line with the National Health policy; review of infrastructure developments and maintenance program's for the existing assets in their control; monitoring total expenditure and revenue of the Ministry, and provide support services to the Principal Accountant and Senior Accountant as 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

<b>190/2010</b>	<b>PRINCIPAL PHARMACY OFFICER [LAUTOKA HOSPITAL]</b>
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The incumbent is responsible to the Chief Pharmacist through the Medical Superintendent for the planning, directing, co-ordinating and control of the requisition and distribution of drugs for Lautoka Hospital and all other Health Institutions in the Western Division. To ensure that essential pharmaceutical services in the divisions are provided in accordance with standard policies and procedures; organise and conduct public awareness campaigns regarding disease state and medication and also educational sessions for all divisional staff regarding current pharmaceutical information; provide professional advice to the Divisional and Lautoka Hospital Drug & Therapeutics Committee and the Senior Pharmacist's Management Committee. The incumbent is responsible for submitting yearly reports; on the Pharmacy Department's need for the division on the budget, equipment, storage/office space and human resources and to provide monthly and annual reports for the departments. To provide other support services as required by the Medical Superintendent from time to time.

**Qualification:** Registered as a Pharmacist under the Pharmacy & Poisons Act. At least 2-3 years

experience in the PH02 grade or equivalent. Consistently good reports and ability to manage staff. Ability to manage a large pharmacy, teach or take a management role in Government Pharmacy. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Relevant postgraduate qualifications will be desirable.

**Salary:** PH01 \$38, 204 - \$48, 801

<b>191/2010</b>	<b>PRINCIPAL PHARMACY OFFICER [LABASA HOSPITAL]</b>
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The incumbent is responsible to the Chief Pharmacist through the Medical Superintendent, Labasa Hospital for the planning, directing, co-ordinating and control of the requisition and distribution of drugs for Labasa Hospital and all other Health Institutions in the Northern Division. To ensure that essential pharmaceutical services in the divisions are provided in accordance with standard policies and procedures; organise and conduct public awareness campaigns regarding disease state and medication and also educational sessions for all divisional staff regarding current pharmaceutical information; provide professional advice to the Divisional and Labasa Hospital Drug & Therapeutics Committee and the Senior Pharmacist's Management Committee.

The incumbent is responsible for submitting yearly reports; on the Pharmacy Department's need for the division on the budget, equipment, storage/office space and human resources and to provide monthly and annual reports for the departments. To provide other support services as required by the Medical Superintendent from time to time.

**Qualification:** Registered as a Pharmacist under the Pharmacy & Poisons Act. At least 2-3 years experience in the PH02 grade or equivalent. Consistently good reports and ability to manage staff. Ability to manage a large pharmacy, teach or take a management role in Government Pharmacy. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Relevant postgraduate qualifications will be desirable.

**Salary:** PH01 \$38, 204 - \$48, 801

192/2010 193/2010 194/2010	PHARMACY ASSISTANT [CWM HOSPITAL] -3 POSTS
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Responsible to the Principal Pharmacy Officer, CWM Hospital and duties include outpatient services to assist the Pharmacist in the dispensing of drugs. To ensure the distribution of imprest stock of pharmaceuticals in wards, theatres and departments under the directions of a supervisor. To check pharmacy store and ensure the proper custody of pharmaceuticals within the stores section. To assist in manufacturing, in the preparation of disinfectants and antiseptics for ward supply. To ensure that all activities undertaken comply with relevant policies and procedures of the department and undertake any other duties as required by Pharmacist-In-Charge or other senior staff.

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

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

195/2010	PHARMACY ASSISTANT [LAUTOKA HOSPITAL]
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Responsible to the Principal Pharmacy Officer, Lautoka Hospital and duties include outpatient services to assist the Pharmacist in the dispensing of drugs. To ensure the distribution of imprest stock of pharmaceuticals in wards, theatres and departments under the directions of a supervisor. To check pharmacy store and ensure the proper custody of pharmaceuticals within the stores section. To assist in manufacturing, in the preparation of disinfectants and antiseptics for ward supply. To ensure that all activities undertaken comply with relevant policies and procedures of the department and undertake any other duties as required by Pharmacist-In-Charge or other senior staff.

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

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

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 2109  
Government Buildings  
Suva

DEPARTMENT OF ENVIRONMENT

196/2010 197/2010	SENIOR ENVIRONMENT OFFICER -NORTHERN -WESTERN
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The appointee will be responsible to the Director of Environment for Development Plans and Procedures for Environment Management in the Northern and Western Division. Coordinate/Facilitate the implementation all development activities by Government Department, Industrial and Commercial Facilities and other stakeholders in the Divisions. Implement and Regulate Waste Disposal Recycling Regulations, Environment Impact Assessment under Environment Management Act, Conservation under EPS Act, Ozone Depleting Substance under the ODS Act. Develop, formulate and implement strategies for the Divisions. Monitor all Environment activities in the Divisions.

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

**Salary:** LB02 \$27, 585 - \$37, 064

198/2010	ENVIRONMENT OFFICER [NABORO LANDFILL OPERATIONS]
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Responsible to the Senior Environment Officer (Waste and Pollution Control).The officer is required to ensure that the operations of Naboro Landfill are as according to the contract signed between the Fiji Government and the operator; be accountable for monitoring of all aspects of the operations including compliance to the Environment Management Act;

reviewing monthly reports made to the Department of Environment and overseeing that payments are timely; Coordinate Naboro Landfill Taskforce meetings, and ensuring that recommendations are fulfilled ; Prepare Cabinet updates on the operations; and Develop strategies with relevant parties in ensuring that the Landfill is made use of to it's full capacity

**Qualification:** A recognised degree in Environmental Studies or equivalent with full accreditation.

**Salary:** LB03 \$20, 335 - \$27, 690

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**WITHDRAWAL OF VACANCIES**

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FPSOC NO	VACANCY NO	POST
<b>MINISTRY OF FINANCE</b>		
6/2009	281/2009	Systems Analyst/Programmer – non – availability of qualified applicants
<b>MINISTRY OF INDUSTRY &amp; TRADE</b>		
6/2009	267/2009	Administrative Officer [Co-operatives] – non – availability of qualified applicants
<b>MINISTRY OF PROVINCIAL DEVELOPMENT, MULTI-ETHNIC AFFAIRS, NATIONAL DISASTER MANAGEMENT &amp; SUGAR</b>		
17/2009	827/2009	Senior Administrative Officer [Senior Disaster Management Officer – TEA] – withdrawn as the National Disaster Management Office has been re-aligned to Ministry of Provincial Development.

<b>MINISTRY OF HEALTH</b>		
7/2009	336/2009	Hospital Administrator [CWM Hospital] – withdrawn and to be re-advertised later .

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

**Circular dated:** 28/02/2010  
**Before noon:** 15/02/2010  
**Circular dated:** 15/03/2010  
**Before noon:** 28/02/2010

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

However should you require additional information do not hesitate to email: [atamanikaiyaroi@govnet.gov.fj](mailto:atamanikaiyaroi@govnet.gov.fj) or telephone Alumita Tamanikaiyaroi on 3314588 ext 238 of the Public Service Commission. The Fiji Public Service Official Circulars can also be downloaded from our website: [www.psc.gov.fj](http://www.psc.gov.fj)

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