



FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 5/2010

DATE: 15TH MARCH, 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

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

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

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

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

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

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

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

Subsection (1): The appointment or promotion of a person to an office pursuant to Part 6 Section 12 of the State Service Decree No.6 of 2009 must be made on the basis of merit after

an open, competitive selection process, and in accordance with Part 6, Section 9 of State Service Decree No.6 of 2009.

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

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

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

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

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

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

Parmesh Chand
Permanent Secretary for the Public Service

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

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

OFFICE OF THE ATTORNEY GENERAL

265/2010	DEPUTY SOLICITOR GENERAL
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Responsible to the Solicitor-General & Permanent Secretary for Justice and Anti Corruption for the Legal Advisory services to Ministries and Departments, all legal drafting and civil actions brought by or against the State. Supervise all policy formulation of all sections of the Chambers. Ensure that human, financial and all resources are managed efficiently and economically. Keep a constant review of the existing administration machinery of the Chambers. Supervision of all staff.

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

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

MINISTRY OF INDUSTRY AND TRADE

DEPARTMENT OF CO-OPERATIVES

266/2010	DIRECTOR & REGISTRAR OF CO-OPERATIVES
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Responsible to the Permanent Secretary for the day to day functions of the Department, formulating and reviewing policies and strategies relating to national co-operative development. The appointee is also required to carry out the statutory functions required under the Co-operatives Act; resolve politically sensitive issues on established policies including the formulation and interpretation of broad government policies affecting co-operative development; provide advice and recommendations on broad departmental and national policies to the Permanent Secretary and the Minister responsible for Co-operatives.

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

PUBLIC SERVICE COMMISSION

267/2010	SECRETARY [PA TO THE DEPUTY SECRETARY]
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The incumbent is responsible to the Deputy Secretary, Public Service Commission for performing an efficient and an effective secretarial functions. Duties include general typing of correspondence and minutes. Attend to all telephone calls and enquiries and maintain confidentiality. The incumbent is required to maintain an appointment dairy for all meetings, workshops, arrange transport bookings and appointments. The incumbent is also required to clear all inward mails, dispatch mails and keep a register for file movements within the Commission.

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: SSO4 \$15,689 - \$20,018

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

**The Permanent Secretary
Ministry of National Planning
P O Box 2351
Government Buildings
Suva**

268/2010 269/2010 270/2010 271/2010	SENIOR ECONOMIC PLANNING OFFICER -SECTORAL/REGIONAL [DIVISIONAL POSTS] -4 POSTS
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Responsible to the Chief Economic Planning Officer, Sectoral/Regional, the Senior Economic Planning Officer will support the Divisional Commissioner's Office in improving coordination and knowledge exchange of Governments National Policy Initiatives. This involves ensuring that decision makers and stakeholders are regularly briefed on all development issues; collective decisions are based on sound analysis and carefully weighed options; maximum co-operation and co-ordination among central government ministries and implementing agencies are maintained; and all scarce technical and professional resources in government are effectively pooled to achieve development initiatives. The position is also responsible for strengthening the formulation of sectoral objectives, strategies, policies and investment programmes of Ministries and associated government agencies; provide assistance to planning units or contact persons at the Ministries in the Division; transparent policy making process with participation by the private sector and Non Government Organisations (NGOs) is institutionalized; and "quality testing" sectoral strategies, policies and project proposals to ensure consistency with national and sectoral objectives and priorities. The Senior Economic Planning Officer will report to the Divisional Commissioner on the day to day activities. He/She will be based at the Office of the Commissioner under the direct supervision of the Commissioner and supported by Chief Sectoral/Regional of the Ministry of National Planning.

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: SSO2 \$26,063 - \$33,154

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

The Attorney General
Office of the Attorney General
P O Box 2213
Government Buildings
Suva

272/2010	STATE SOLICITOR
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Responsible to the Solicitor-General & Permanent Secretary for Justice and Anti Corruption for the Legal advisory services to Ministries and Departments, with special responsibility for the conduct of civil litigation on behalf of Government. Litigation involves conducting trials and appeals in Magistrate Court, High Court, Fiji Court of Appeal and the Supreme Court. Supervision of subordinate legal officers.

Qualification: Professionally qualified under the provisions of the Legal Practitioner's Act. Serving officers must have served at least 2-3 years as Principal Legal Officer or equivalent and/or relevant skills and experience in this particular field in any other organisation or relevant degree or postgraduate qualification. Preference will be given to applicants with experience in Litigation work or could demonstrate similar aptitude.

Salary: LGO1 \$57, 297 - \$72, 154

273/2010 274/2010 275/2010 276/2010	LEGAL OFFICER [4 POSTS]
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Responsible to the Solicitor-General in providing legal advice to Government Ministries and Departments. Preparation of Government Legal documents, (Drafting). Conduct all civil legal litigations and related matters pertaining to Government. Attend meetings and advice on legal implementations of all legal agreements involving government.

Qualification: Professionally qualified under the provisions of the Legal Practitioner's Act.

Salary: LG05 \$24, 013 - \$29, 923

277 /2010	SENIOR ADMINISTRATIVE OFFICER
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Assist in facilitating the implementation of the corporate outputs by co-ordinating the best human resource management practices and procedures to achieve set objectives through personnel functions and general service programmes. Reporting to the Director Corporate Services through the Principal Administrative Officer, the position manages the efficient operation of the Administration and other related sections of the Office. The incumbent will be required to oversee the administration and general supervision of the Government wage earners, administration of leave and ACR's for all staff, maintenance of appropriate vehicle control measures, OHS compliance procedures and policies, maintenance of stores and equipment inventories, maintain and update staff personnel data, confidential files, civil listing and staff establishment register; ensure timely and accurate operation of Annual Board of survey, timely processing of overseas travel arrangements for staffs, training of staffs both local and overseas and provide secretariat services to the Ministry's Senior Managers meetings. In addition, the appointee will contribute to the compilation of Annual Corporate Plans, Annual Reports, review and update Units Business Plans, PD's and IWP's. Further, the incumbent shall also be accountable to the Solicitor-General through the Director Corporate Services for the efficient operation of the Litigation section of the Office.

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: SSO2 \$26, 063 - \$33, 154

278/2010	EXECUTIVE OFFICER [BOARDS & COMMITTEES]
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Responsible to the Director Corporate Services through the Administrative Officer (Boards & Committees and Commission) to ensure effective and efficient operations of the unit, timely processing of all

relevant licences and distribution of meeting papers and timely arrangement for meetings. Maintain an up to date record of all meetings and public exhibition of Cinematographic Films, processing the appointment of Board members and their relevant allowances/expenses, screen and process applications for licences etc. and maintain up to date registry.

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: SSO4 \$15,689 - \$20,018

279/2010	EXECUTIVE OFFICER [FIJI LAW REFORM COMMISSION]
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Responsible to the Solicitor-General & Permanent Secretary for Justice and Anti Corruption through the Executive Chairman, Fiji Law Reform Commission in providing administrative support for the reviews undertaken by the Commission. The incumbent is to ensure that personal records are updated weekly, maintaining of cleanliness of Office and ensure that welfare of staff are attended to. General coordination with headquarters in compiling of absenteeism record of staff and maintenance of Inventory Ledger Book. Maintenance of Fiji Law Reform Commission vehicles, log Book and running sheets. Scrutinizing of telephone calls, assisting in the Board of Survey, identifying training needs for staff under the Fiji Law Reform Commission. Act as a support personnel in compiling of daily Office equipment needs.

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: SSO4 \$15,689 - \$20,018

280/2010 281/2010	SECRETARY [PA TO THE STATE SOLICITOR] -2 POSTS
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Responsible to the Solicitor-General through the designated State Solicitor for providing accurate and timely secretarial support, typing of legal opinions, court documents and other official documents. Good dictation skills will be an advantage. Answering telephone calls and responding to queries. Arranging/Organizing meeting schedules in liaison with internal officers and other government departments. Confirmation of appointments, receiving of inward mails and operation of office machines such as facsimile, photocopiers etc; filing and maintaining confidential, official case documents.

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: SSO4 \$15,689 - \$20,018

281/2010	SECRETARY
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Responsible to the Solicitor-General through the designated Deputy Solicitor-General for providing accurate and timely secretarial support, typing of legal opinions, court documents and other official documents. Good dictation skills will be an advantage. Answering telephone calls and responding to queries. Arranging/Organizing meeting schedules in liaison with internal officers and

other government departments. Confirmation of appointments, receiving of inward mails and operation of office machines such as facsimile, photocopiers etc; filing and maintaining confidential, official case documents.

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: SSO4 \$15,689 - \$20,018

282/2010	ASSISTANT LIBRARIAN [FIJI LAW REFORM COMMISSION]
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Responsible to the Director, Fiji Law Reform Commission for ordering, accessioning, classification and distribution of library materials, conduct and assist research for the Commissions Professional Staff, update and maintain digital database act as network administrator, liaise with ITC on relevant issue. Oversee the re-launching and maintaining the Commission's website.

Qualification: A Degree in Librarianship or Information Studies or any related field of study and at least 2-3 years experience as a Library Assistant or equivalent or relevant skills and experience in this particular field in any other organisation; **OR A** Diploma in Librarianship, Information Studies or any related field and more than 3 years experience as a Library Assistant. Appointees should demonstrate good written and oral communication skills and a sound, overall knowledge of current practices of Librarianship.

Salary: IRO4 \$15,691 - \$20,018

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

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

DEPARTMENT OF TOWN & COUNTRY PLANNING

283/2010	PRINCIPAL TOWN PLANNER
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Responsible to the Director of Town Planning as Officer – in – Charge of the Forward Planning Section. The section is responsible for the strategic physical planning of the urban and rural communities of Fiji, through preparation of town planning schemes and its revision, local area advisory plans and land rezoning plans. The Principal Town Planner deputizes for the Director in the administration of the Town Planning Act [Cap.139] the overall administration and management of the department.

Qualification: Qualifications required for appointment as Senior Town Planner and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation with meritorious performance or relevant degree or postgraduate qualification.

Salary: LBO1 \$36,237 - \$46,895

284/2010	TECHNICAL ASSISTANT
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Responsible to the Principal Town Planner through the Senior Town Planner in carrying out necessary research for preparation of land use plans and specific land development matters within Fiji. Data collection and drafting work relating to preparation of local, sub-regional and regional plans, statutory Town Planning schemes, local advisory plans, and land rezoning proposals.

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

experience for a minimum of 5 years in an appropriate area and demonstrated ability.

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

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

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

DEPARTMENT OF TRANSPORT

285/2010	SENIOR MARINE OFFICER [DECK] SURVEYOR
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Responsible to the Director Maritime Safety through the Principal Marine Officer [Ships Inspection] for the survey of vessels under the Fiji Maritime Code and the Small Craft Code standards. Prepares survey reports and defect lists for vessels under survey in accordance with Marine (Survey Report) Regulations 1990. Knowledge of ship plans, computation of ship stability, tonnage and load-lines are essential. Conduct Flag state control inspection (as and when required) and may be required to conduct in-house training and attend to any other duty assigned by the Principal Marine Officer or the Director Maritime Safety time to time.

Qualification: Grade 2 Master Certificate with relevant sea-going experience. Consistently good reports and demonstrated ability to control and manage staff and resources; OR Master Pacific Islands Certificate with relevant sea-going experience. Consistently good reports and demonstrated ability to control and manage staff and valuable resources.

Salary: TG02 \$26, 063 - \$34, 174

286/2010	SENIOR MARINE OFFICER [ENGINEER] SURVEYOR
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Responsible to the Director Maritime Safety through the Principal Marine Officer [Ships Inspection] for the survey of vessels under the Fiji Maritime Code and the Small Craft Code standards. Prepares survey

reports and defect lists for vessels under survey in accordance with Marine (Survey Report) Regulations 1990. Knowledge of ship plans, computation of ship stability, tonnage and load-lines are essential. Conduct Flag state control inspection (as and when required) and participate in conference/meetings. Facilitate in-house training and attend to any other duty assigned by the Principal Marine Officer or the Director Maritime Safety from time to time.

Qualification: Grade 2 Engineers Certificate with relevant sea-going experience. Consistently good reports and demonstrated ability to control and manage staff and valuable resources; OR First Class Engineers Certificate with relevant sea-going experience. Consistently good reports and demonstrated ability to control and manage staff and valuable resources.

Salary: TGO2 \$26, 063 - \$34, 174

287/2010	SENIOR MARINE OFFICER [DECK] EXAMINER
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Responsible to the Director of Maritime Safety through the Principal Marine Officer [Ships Personnel] to carry out examination of all deck officer and crew and to ensure that all the training and assessment are in accordance with international standards. It also includes the carrying out of quality audits and investigation of all courses offered by Maritime Training Providers. Also responsible in carrying out marine survey assessment and accident investigations on Fiji and foreign ships operating within Fiji waters to ensure and confirm its seaworthiness and safe operation in accordance with national and international maritime standards. Owing to the duties involved, the incumbent is delegated a high degree of independence for planning and management of the examination section with reference required to PMO [SP] for approval of purchase or any specific matter that needs his attention. Other roles are to coordinate maritime Awareness Program which includes reaching out to the maritime rural areas.

Qualification: Grade 2 Master Certificate with relevant sea-going experience. Consistently good reports and demonstrated ability to control and manage staff and resources; OR Master Pacific Islands Certificate with relevant sea-going experience. Consistently good reports and

demonstrated ability to control and manage staff and valuable resources.

Salary: TGO2 \$26, 063 - \$34, 174

288/2010 289/2010	MARINE OFFICER II [DECK] SURVEYOR -2 POSTS
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Responsible to the Director Maritime Safety through the Principal Marine Officer [Ships Inspection] for the survey of vessels under the Fiji Maritime Code and the Small Craft Code standards. Prepares survey reports and defect lists for vessels under survey in accordance with Marine (Survey Report) Regulations 1990. Prepares reports of ship inspections outlining any deficiencies in terms of statutory requirements in accordance with Marine (Survey Report) Regulations 1990 Inspection of foreign vessels to ensure that they meet statutory requirements of the Port State Control inspection procedures under the Tokyo MOU.

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

Salary: TGO4 \$15, 114 - \$18, 466

290/2010	MARINE OFFICER II [TOWER ATTENDANT] LAUTOKA
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The position reports to the Director Maritime Safety through the Deputy Port Master Lautoka and assists the Deputy Port Master in carrying out obligations under the Marine Act and subsidiary regulation. The position serves as a Radio Officer and is based in Lautoka. It maintains listening watch on VHF to ships communications and also disseminates safety and traffic to ships. Ensures that all communications between ships and towers are logged and requests from ships are carried out. The position facilitates

vessel entry into ports and control movements through VHF.

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

Salary: TGO4 \$15, 114 - \$18, 466

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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: 31/03/2010
Before noon: 15/03/2010
Circular dated: 15/04/2010
Before noon: 31/03/2010

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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 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