

## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 6/2010

DATE: 31<sup>st</sup> 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](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 2211  
Government Buildings  
Suva**

MINISTRY OF PRIMARY INDUSTRIES

DEPARTMENT OF AGRICULTURE

<b>291/2010</b>	<b>DIRECTOR QUARANTINE [STANDARD COMPLIANCE]</b>
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Responsible to the Permanent Secretary for Agriculture through the Deputy Secretary (Agriculture Development) and Deputy Secretary (Corporate Services & Planning) for the overall management and implementation of key strategies in the provision of professional and technical advice on matters relating to Biosecurity and Trade Facilitation. Formulate, coordinate and direct the proper management of all Quarantine programmes and activities focused on facilitating trade and protecting plants, animals and human lives from high risk pests and diseases. Build and strengthen strategic partnership with stakeholders in developing standards, guidelines, operational manuals and audit systems in compliance with the International Standards and Agreements. Formulate and assist in negotiations on Bilateral Quarantine Agreements (BQA) on behalf of the Fiji Government. Ensure that Quarantine programmes undertaken contribute to promoting an enabling economic environment for private sector investment and economic development. Promote and strengthen Fiji's involvement and participation in the Regional and International Quarantine and Biosecurity Cooperation. Direct and implement key strategies on Human Resource Development and ensure institutional strengthening of the Quarantine Division. Facilitate the reviews of Quarantine and Biosecurity Acts and Regulations and ensure the effective enforcement of these laws. Any other duties assigned from time to time.

**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 Labour, Industrial Relations &  
Employment  
G P O Box 2216  
Government Buildings  
Suva**

<b>292/2010</b>	<b>ENGINEER [MECHANICAL – OHS RISK ENGINEERING SERVICE]</b>
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Responsible to the Principal Mechanical Engineer – OHS Risk Engineering Service for the effective and efficient resources management of the professional engineering unit. Facilitate and deliver the statutory engineering design vetting and registration of specified plants, machinery engineering processes under the OHS legislations: advise local and overseas manufacturers, importers, exporters, suppliers, including national and international authorities on safety engineering requirements of plants and machinery in workplaces; commissioning and certification of specified imported plants and machinery, development and implementation of plant

and machinery regulations and related national accreditation systems; develop and implement national OHS and ionizing radiations safety policies; provide risk engineering consultancies including Non – Destructive Testing [NDT] services to clients; carryout professional investigation on plant and machinery incidents; facilitate the development and maintenance of OHS Risk Engineering Database; liaise with the Ministry of Trade and Commerce, Fiji Islands Customs Services and Consumer Council of Fiji, and key stakeholders on prohibition and standards requirement for plant and machinery; and provide professional support service to the OHS Field Operation staff. The appointee is also responsible for the professional safety engineering inputs in the development and training of staff and clients; participation in Joint OHS Partnership Projects with key and targeted industries, and deliver OHS promotions and awareness, and perform other duties that may be assigned from time to time.

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

**Salary:** EPO5 \$23, 888 - \$30, 342

293/2010	<b>ENGINEER [CHEMICAL HYGIENE]/LABOUR OFFICER [OHS]</b>
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Responsible to the Senior Technical Officer/Senior Labour Officer [OHS] – Chemical Assessment & Control – for the on-going registration of industrial and agricultural chemicals and updating of the National Chemical Inventory under the OHS Legislation. Duties also include advice to local and overseas manufacturers, importers, exporters, suppliers, including national and international authorities on OHS and environmental requirements for chemical products and processes for use in workplaces; advise importers, manufacturers and suppliers of chemicals on notification and assessment requirements for new chemicals or the declaration of a chemical for priority assessment; provide professional advice on chemical assessment reports to guide enforcement decision; provide chemical and OHS audit services to clients; assist enforcement of chemical provisions under the OHS Legislation; liaise with national authorities on

policies and best practice to maintain a quality national chemical management system and provide professional support service to the OHS Field Operations staff. The incumbent is also responsible for providing professional inputs relating to OHS and environment issues on chemicals in the development and enforcement of national OHS policies and assist the training of staff and clients; participation in Joint OHS Partnership Projects with industries; OHS promotion and research and perform such other duties that may be assigned from time to time.

**Qualification:** A recognised degree in Chemical or Environment Engineering or relevant specialisation with relevant work experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree.

**Salary:** EPO5 \$23, 888 - \$30, 342

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

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

294/2010	<b>SENIOR LEGAL OFFICER</b>
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The appointee shall be responsible to the Director of Public Prosecutions for prosecution of criminal trials in the Magistrates and High Courts, and appeals in the High Court. The appointee must have a high level of advocacy, sound analytical skills, as well as knowledge of the Criminal Law and Procedure and Criminal Evidence and a proven ability to render timely legal opinions. He/She must be a good team worker, have a good interpersonal and communication skills and an ability to supervise legal officers in their work.

**Qualification:** Qualifications required for appointment as Legal Officer and around 2-3 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 progress beyond Senior Legal Officer, and be able to manage and motivate staff.

Salary: LGO4 \$31,267 - \$41,784

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 HOUSING

295/2010	<b>PRINCIPAL ADMINISTRATIVE OFFICER</b>
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Responsible to the Director of Housing for providing professional, administrative and policy advice and support towards the effective execution of the functions of the Department. Also responsible for the administration of the Housing Act, Cap 267, and the Housing (Amendment) Decree No. 12 as well as other policies etc as directed by the Director. The post holder is required to liaise and engage with the recipient implementing agencies of Government's Grants i.e. Public Rental Board (PRB), Housing Authority (HA) and Housing Assistance Relief Trust (HART) on development programmes, submission of acquittals, disbursement of grant for interest subsidy, operational matters etc. Also responsible for situational reporting on programmes and activities, providing feedback reports on stakeholder requests and enquiries and updates as and when required. The holder will be required to undertake investigations and research in housing and squatter issues as directed by the Director and also attend to other matters eg complaints involving Housing Implementing agencies eg HA, PRB, HART and also other agencies that are in partnerships with the Department. The holder will also be required to undertake regular field visits and investigations as directed which may involve travel to other parts of the country. The post holder is also required to have substantive experience in policy development and formulation and will also be required to assist the Director on special tasks as set from time to time.

**Qualification:** An officer of high calibre. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Post graduate qualification and/or relevant skills and

experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

Salary: SSO1 \$35,466 - \$44,787

296/2010	<b>ENGINEER [CIVIL - CONSTRUCTION] -RE-ADVERTISED</b>
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Responsible to the Director of Housing & Squatter Settlement for planning, organizing, feasibility studies, investigation, design computer programming, tendering, contract management and construction of works relating to land subdivision, drainage, road works and infrastructure associated with housing. The appointee will be required to provide advice on land subdivision, scheme plans, engineering design and other relevant parties on technical matters, attend meetings, supervise subordinate staff and carry out other duties assigned from time to time.

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

Salary: EPO5 \$23,888 - \$30,342

DEPARTMENT OF TOWN & COUNTRY PLANNING

297/2010	<b>SENIOR SURVEYOR</b>
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Responsible to the Director of Town Planning as Officer-in-Charge of the Subdivision of Land Section, administering the Subdivision of Land Act (Cap.140) through processing of subdivision of land applications, the approval of engineering plans and the clearance of survey plans. The Senior Surveyor provides advice to land developers and consultants on land subdivision matters and attend to appeals made to the Minister of Local Government, Urban Development, Housing and Environment,

**Qualification:** Qualifications for appointment as Surveyor and at least 23 years experience in that

grade or equivalent and/or relevant skills and experience in this particular field in any other organisation.

**Salary:** LBO2 \$27, 585 - \$37, 064

<b>298/2010</b>	<b>SENIOR TOWN PLANNER</b>
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Responsible to Director of Town & Country Planning in carrying out Planning research and analysis for the preparation and review of Town Planning schemes and policies and facilitation their implementation through prompt assessment of development applications to create a better environment and promote development and investment in a sustainable manner. The Senior Town Planner is expected to possess effective management, communication and organization skills in order to supervise and train technical staff, meet set deadlines and contribute to the efficient operation of the Department and operate with high level of independence and confidence in dealing with Development enquiries from developers and stakeholders.

**Qualification:** Qualifications for appointment as Town Planner 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.

**Salary:** LBO2 \$27, 585 - \$37, 064

<b>299/2010</b>	<b>SENIOR TOWN PLANNER -RE-ADVERTISED</b>
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Responsible to Director of Town & Country Planning in carrying out Planning research and analysis for the preparation and review of Town Planning schemes and policies and facilitation their implementation through prompt assessment of development applications to create a better environment and promote development and investment in a sustainable manner. The Senior Town Planner is expected to possess effective management, communication and organization skills in order to supervise and train technical staff, meet set deadlines and contribute to the efficient operation of the Department and operate with high level of

independence and confidence in dealing with Development enquiries from developers and stakeholders.

**Qualification:** Qualifications for appointment as Town Planner 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.

**Salary:** LBO2 \$27, 585 - \$37, 064

<b>300/2010</b>	<b>ENVIRONMENT OFFICER [EIA]</b>
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Responsible to the Director of Town Planning through the Senior Town Planner (Development Control) in assisting and advising the Director towards the formulation of the Environmental Management Unit of the Department as required in the EM Regulation – EIA Process. Other core activities of the EIA Officer will include screening of development proposals in conjunction with EM Regulations – EIA Process and Town Planning General Provision; coordinate with the Department of Environment where necessary and advising developers/consultants on the EIA process and requirements

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

**Salary:** LBO3 \$20, 335 - \$27, 690

DEPARTMENT OF LOCAL GOVERNMENT

<b>301/2010</b>	<b>EXECUTIVE OFFICER</b>
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Responsible to the Director Local Government for written assessments and topical briefs, collate and compile data on local government related issues, activities and finance and must be able to analyse information for evaluation purposes. Investigate complaints from town councils when necessary and make appropriate recommendations. The appointee must be a good team worker, have good interpersonal and communication skills.

**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

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

The Permanent Secretary  
 Ministry of Industry & Trade  
 P O Box 2356  
 Government Buildings  
 Suva

DEPARTMENT OF CO-OPERATIVES

302/2010	<b>ADMINISTRATIVE OFFICER</b>
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Responsible to the Director & Registrar of Co-operatives in assisting the Principal Co-operatives Officer [Admin/Finance] in the performance of general administration and support function of the Department, general supervision of Clerks, Typists & Government Wage Earners and maintain the proper records management in the Registry Section. The appointee will administer and verify all types of leave, submit all Leave Allowance application to Finance, control the daily activities of transport, maintain all vehicle records & submission of quarterly vehicle return to Finance, maintain and update Individual Work Plans, Position Descriptions and organization structure for the Department, manage staff establishment of the Department through regular updates of P2P, post processing & submission of vacancy quarterly returns to PSC, prepare & submit Staff Board papers to Ministry, verify wage earner timesheets, maintenance of stores and equipment inventories; conduct annual board of survey, act as Liaison Officer – PSC Group Insurance, OHS representative and Office Superintendent.

**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:** SSO3 \$20,335 - \$25,990

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**WITHDRAWAL OF VACANCIES**

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FPSOC NO	VACANCY NO	POST
<b>MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING &amp; ENVIRONMENT</b>		
2/2009	145/2009	Senior Town Planner – Non – Availability of suitably qualified applicant.
9/2009	444/2009	Engineer [Civil Construction] – Non – Availability of suitably qualified applicant.
<b>MINISTRY OF WORKS, TRANSPORT &amp; PUBLIC UTILITIES</b>		
1/2010	12/2010	Technical Officer I [Field & Supplies] – incorrect duties..

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

<b>Circular dated:</b>	<b>15/04/2010</b>
<b>Before noon:</b>	<b>31/03/2010</b>
<b>Circular dated:</b>	<b>30/04/2010</b>
<b>Before noon:</b>	<b>15/04/2010</b>

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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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