

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 7/2010

DATE: 15th APRIL, 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
Ministry of Finance
P O Box 2212
Government Buildings
Suva

303/2010	PRINCIPAL ACCOUNTS OFFICER [FINANCIAL POLICY ASSURANCE UNIT]
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Responsible to the Manager [FPAU] for the provision of policy advice on the Financial Management Act 2004 and other financial management reform related issues. The officer will be required to coordinate ongoing research in regard to financial and accounting policies for whole of government, assist in planning and coordinating the work and prepare the budget of the unit in consultation with the Manager; develop policy and Cabinet papers on the FMR and other policy initiatives as directed by the Manager; monitor the implementation of the FMR initiatives to ensure that policies implemented are aligned to and consistent with the Financial Management Act and the Fiji Accounting Standards; take the lead role in the change management program for the FMR which includes formulating a change management strategy as well as overseeing the publication of the FMR newsletter and managing the FMR training contracts; and general supervision of subordinate staff. The officer will also be required to liaise closely with the FMIS unit and other sections in the ministry in developing policy guidelines to ensure that the requirements of the Financial Management Act are adhered to by ministries/departments. Furthermore, he/she is expected to operate with a high level of independence and has the drive to undertake the responsibilities required of this post.

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: ACO1 \$40, 201 - \$51, 302

304/2010	SENIOR ACCOUNTS OFFICER [FINANCIAL POLICY ASSURANCE UNIT]
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Responsible to the Principal Accounts Officer for drafting financial policies relating to the financial management reform that are consistent with the Fiji Accounting Standards, monitoring the implementation of these policies and providing policy advice to senior management on issues relating to the Financial Management Act, the Finance Instructions and other reform initiatives and changes. The incumbent will also be required to implement changes management strategies by drafting articles for the FMR newsletter and presenting in various forums on the reforms and implementation progress and provide secretariat services to various Committees on the reforms.

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

305/2010	ACCOUNTS OFFICER [FINANCIAL POLICY ASSURANCE UNIT]
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Responsible to the Principal Accounts Officer [FPAU] for undertaking research and analysis and assisting in the drafting of financial policies relating to the financial management reform that are consistent with the Fiji Accounting Standards. The officer will also be required to implement change management strategies and conduct awareness workshop on issues relating to the reforms. The officer is expected to provide secretarial support to various Committees and be able to present progress reports as and when required.

Qualification: A degree in Accounting, Finance or Business Studies and preferably a member of the Fiji Institute of Accountants or a recognized or an equivalent/ recognized professional body. **OR** He/She should have served at least 2 years as Assistant Accounts Office and have demonstrated intellectual capacity, drive, determination and flair in existing grade or position. Should be a team player and has acquired consistently good reports.

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

306/2010	ASSISTANT ACCOUNTS OFFICER [FINANCIAL POLICY ASSURANCE UNIT]
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This position is responsible to the Senior Accounts Officer [FPAU] for undertaking and assisting with the FMR change management programs. The officer will coordinate the collection of articles and the publication of the FMR newsletter; assist with the FMR training initiatives; assist with the promoting the FMR through awareness programs and should be able present progress reports as and when required. The officer will also be required to contribute to the review of current accounting policies by facilitating the collection of relevant information and data from Ministries/Departments. The officer is expected to provide and contribute to administrative functions of the Unit, and any other duties required by the Manager FPAU.

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

307/2010	ACCOUNTS OFFICER [PAYMENTS]
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Responsible to the Chief Accountant Treasury through the Senior Accounts Officer Treasury and directly responsible for the day to day operations of Payments Section; oversee the Overseas Payments, Ledgers, Debtors and Bills Sections; Ensure that Letters of Credits, Sight Drafts and all Foreign Creditors accounts are correct and promptly settled to avoid delay in supply of goods from overseas suppliers; Attend and ensure that all Overseas Creditors queries are rectified on time to avoid unnecessary clearance and storage charges; To oversee collection and daily lodgments of revenue derived from the sale of goods and services; Certify and sign payments vouchers, journals, local purchase orders, COGS Requisition, cheques and Letters of Credits; Check and verify computer reports, oversee costing of goods and price adjustments; Attend to other accounts related queries.

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

308/2010	ASSISTANT ACCOUNTS OFFICER [PAYMENTS]
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Responsible to the Accounts Officer Payment and responsible for the Overseas Payment Section; pass for payment to overseas shipping vouchers and schedule of bills; Verify payment and journal vouchers and sign cheques; attend to payment related queries from overseas suppliers Reconciliation of Accounts; Supervision of overseas bank reconciliations, SI reports and Pension Payments; Ensure Indents are approved and goods received in good condition before payments are processed; Oversee that Letter of Credits and Sight Drafts are correctly established and payments effected; Ensure prior approval is sought from Ministry of Finance in case of any advance payments needed to be made to the suppliers.

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

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

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

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

309/2010	ADMINISTRATIVE OFFICER [ANALYST]
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Responsible to the Principal Administrative Officer [Analyst] through the Senior Administrative Officer for written assessments, forecasts, topical papers and Security briefs on local, regional; and international topics. Initiate research, collate and compile data on

various issues that would impact on the maintenance of National Security. Assist in the research and preparation of policy papers for consideration by the various Committees. To ensure that all resolutions arising out of these Committees are actioned. Assist to provide secretarial services to the various national Committees.

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

310/2010	ASSISTANT ACCOUNTS OFFICER [SALARIES]
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The appointee will be responsible to the Accounts Officer for the timely processing of salaries and wages of the ministry's staff. Checking and passing of payments vouchers and have the knowledge of Financial Information System. Consolidate the Ministry's cash book and process reconciliations. Ensure that Financial management by preparing monthly financial statements and returns instituting internal control in accordance with the Finance Instruction, Finance Act and other relevant policies.

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

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

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

**The Chief Registrar
Judicial Department
P O Box 2215
Government Buildings
Suva**

311/2010	PRINCIPAL ACCOUNTS OFFICER [HIGH COURT ACCOUNTS]
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The position reports to the Chief Registrar through the Director Corporate Services. The appointee supervises the operations of the Accounts Section which is basically the disbursement of the budgetary provision for the acquisitions of goods and services as well as the payments of salaries and wages to achieve the department's strategic outcomes, ensuring that all financial transaction are attributed to the correct budgetary segs and items allocation and providing regular monthly reports to all stakeholders. The appointee will be responsible for providing reconciled monthly reports of expenditure and revenue to the Chief Registrar, Ministry of Finance and to the Senior Management and provide accompanying advice for improvement and corrective measures. The position will also be responsible for attending to all audit queries and internal audit queries and also make available all accounting records for the security of the two authorities. The incumbent will also be responsible for the training of professional staff, ensuring that the management of their work processes is inline with the stipulated rules and regulations of the public services and also budget preparation and control of the financial resources and physical assets of the Department. The appointee will also provide daily supervision of the day to day activities of the accounts section and implement the requirements of all Financial Legislation and Circulars.

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 organization, 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: ACO1 \$40, 201 - \$51, 302

312/2010	SENIOR ADMINISTRATIVE OFFICER [HIGH COURT ADMINISTRATION] SUVA
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The position is responsible to the Director Corporate Services for quality policy advice and to be able to offer leadership and direction to staff for the efficient and effective operation of the administration matters. The incumbent will be responsible for the compilation and review of Section/Registry Business Plan and individual plan and Individual Work Plans. The review of Position Descriptions and to assist the Director Corporate Services in the formulation and compilation of the Department's planning documents, Annual Corporate Plan, Annual Report and Budget Submission and Board of Survey Report.. He/She will also be responsible for the implementation of the Management Performance System [PMS] and Civil Service Excellence Awards Framework.

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 organization. Assessed potential and ability to progress beyond Senior Administrative Officer.

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

313/2010	ADMINISTRATIVE OFFICER [HIGH COURT ADMINISTRATION] SUVA
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Responsible to the Director Corporate Services through the Principal Administrative Officer for maintenance and provides information on issues relating to the management and maintenance of the

department's physical resources. Develop and maintains appropriate systems to monitor and plan physical resources requirements across the department. Assesses and monitor Occupational Health and Safety [OHS] risks for departmental buildings and equipments. Liaise and build partnerships with government authorities on capital works and provide information on the management and maintenance of assets and office equipment, furniture and supplies to regions.

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 organization. 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

314/2010	ASSISTANT ACCOUNTS OFFICER [LEDGER] HIGH COURT ACCOUNTS
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Responsible to the Principal Accounts Officer for signing of cheques, preparation and reconciliation of IDC, Drawings, CCA and Un-presented Cheque every month, Preparation of Journals for Stale Cheques, Dishonored Cheques and any other journals to be raised as and when need arises. Preparation and posting of SI Journal every month and binding of journals, preparation of Form "S" for other department whose IDC had either been debited or credited by the Department. Submission of cash flow forecast for the Department to Finance every Thursday. Collection of Salary Cheques from the Ministry of Finance for Country Payment, prepare a distribution schedule, update the register for Unclaimed salaries and wages. Supervise staff attached to the Ledger Section of the Accounts Department and any other duties assigned from time to time by the Principal Accounts Officer.

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

315/2010	SECRETARY [PA TO THE DIRECTOR CORPORATE SERVICES] HIGH COURT ADMINISTRATION
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The position reports directly to the Director Corporate Services and is responsible for taking dictations, typing correspondences and decisions on a daily basis, attending to inward and outward telephone calls, correspondences, arranging appointments and attending to visitors for the Director and making enquiries on his behalf. The position will also require to take dictations notes and transcribing the same. Any other duties assigned from time to time.

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

316/2010	LIBRARY ASSISTANT [HIGH COURT - LIBRARY] SUVA
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Responsible to the Librarian, High Court Suva to carry out user services of the above libraries to ensure that information needs of the legal community are met. The incumbent should have the ability to work without supervision individually and possess good public relation skills, have adequate computer

skills to use word processing, e-mail & internet facilities. Ability to operate office machines, fax/photocopier/book binding machines. Be a team player with sound judgment, initiative and drive. Duties include maintenance of circulation system, interlibrary loans, library reserves, recall of books. Ensuring that borrowing procedures and library rules are followed, display and presentation, receiving inward and outward mails.

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

Salary: IR05 \$8,092 - \$15,265

317/2010	STENO TYPIST/TYPIST [MAGISTRATE COURT] LABASA
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The position reports to Deputy Registrar /Senior Court Officer, Magistrates Court Labasa and is responsible for the daily typing of the Magistrate Court monthly Court Case Lists, Court forms and official correspondence as assigned by the Senior Court Officer. Daily operation of the photocopying machine and maintenance of record of photocopying done on the machine. Daily typing of decisions, rulings and official correspondence as assigned by the Resident Magistrates and Deputy Registrar, Preparation of record for appeal purposes. Typing of case-flow statistics returns of arrears of revenue and unused receipts and license forms. Assist section staffs in attending to members of the public and noting of documents and any other duties assigned from time to time.

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

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

318/2010	STENO TYPIST/TYPIST [FAMILY COURT DIVISION] LABASA
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The position reports to Senior Court Officer, Family Court Division Labasa and is responsible for the daily typing of the Family Court's monthly Court Case Lists, Court forms and official correspondence as assigned by the Senior Court Officer. Daily operation of the photocopying machine and maintenance of record of photocopying done on the machine. Daily typing of decisions, rulings and official correspondence as assigned by the Resident Magistrates. Preparation of record for appeal purposes. Typing of case-flow statistics returns of arrears of revenue and unused receipts and license forms. Assist section staffs in attending to members of the public and noting of documents and any other duties assigned from time to time.

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

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

319/2010	STENO TYPIST/TYPIST [HIGH COURT ADMINISTRATION]
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Responsible for typing of all correspondence and counter service, locating files, answering telephone calls and directing calls to officer. Assist section staffs in attending to members of the public and noting of documents and any other duties assigned from time to time.

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

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

320/2010	STENO TYPIST/TYPIST [HIGH COURT ACCOUNTS]
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The position report directly to the Principal Accounts Officer is responsible for the general typing for the Accounts Section. The incumbent is responsible for filing of outgoing reports and correspondences and keeping records of mails/faxes and other internal correspondences and receive inward correspondence and refer to Principal Accounts Officer for action purpose. The position is also accountable to serve the counter and refer customers to the officers concerned and other duties assigned from time to time.

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

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

321/2010	STENO TYPIST/TYPIST [HIGH COURT TRAINING]
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The position reports directly to the Senior Court Officer [Training] and assist in typing of documents, correspondences and vouchers for the Training Division. The position will also be responsible for the typing of test papers and other training notes for upcoming training in the Department. The incumbent will compile notes for the Senior Court Officer [Training], answering telephone calls and taking dictations, entering inward and outward mails and other duties assigned from the supervisor.

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

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

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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: 30/04/2010
Before noon: 15/04/2010
Circular dated: 15/05/2010
Before noon: 30/04/2010

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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: sketeiwai@psc.gov.fj or telephone Salote Ketewai 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

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