



FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 8/2010

DATE: 30th 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

**ADVERTISEMENT OF PERMANENT SECRETARIES
POSTS FOR GOVERNMENT MINISTRIES**

Applications are invited for the following Permanent Secretary positions in Government Ministries.

Permanent Secretaries are heads of Government Ministries and are responsible to their Ministers for the proper and effective management of their Ministries and for policy advice and support. They are also responsible for implementing Government policies and programmes in a cost effective and efficient manner.

The remuneration and benefits for the positions includes a base salary ranging from \$73,640 to \$96,276 with 8% of base salary as superannuation, 12.5% of basic salary as housing allowance, the provision of a government vehicle with driver for official business, telecommunication expenses on a reimbursable basis, business class air travel with per diem allowance that includes a 10% loading and other civil service terms and conditions including annual leave etc.

The principal accountabilities of these roles include:

- Knowledge, skills, personal qualities
- Ability to provide leadership and personally contribute to shaping the strategic direction of the Ministry and develop strategies on how to achieve objectives using a wide range of sources of information and consultation.
- Ability to identify and grasp complex issues, critically analyze and evaluate issues and apply intellect and sound judgment to arrive at conclusions
- Must be able to work closely with other Government Permanent Secretaries and stakeholders to develop productive
- working partnerships that facilitate the achievement of results.
- Steer the process of planning through to implementation and ensure that intended results are consistently delivered by building an organisational capability that inculcates a culture of achievement and improvement.
- Exemplify professionalism and integrity in personal behaviour and takes personal responsibility for getting things done.
- Clear communication skills and ability to negotiate with others in a credible and persuasive manner that takes into account the views of others.
- Must have an Academic Degree in the relevant field.

All applications must state the Permanent Secretary position being applied for, the vacancy number as advertised and to be accompanied with updated Curriculum Vitae.

Applications are to be sent to:

**The Chairman,
Public Service Commission,
P O Box 2211,
Government Buildings,
Suva.**

Applications will close at 4.30pm on the 14th May, 2010.

The roles of the positions are as stated below:

MINISTRY OF LOCAL GOVERNMENT, URBAN
DEVELOPMENT, HOUSING AND ENVIRONMENT

PS 11/2010	PERMANENT SECRETARY
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The Permanent Secretary is responsible to the Minister to ensure relevant legislation is administered across the different components of the Ministry. His/her focus will be on legislative reviews, urban planning and managing the impacts of rapid urbanisation, municipal reforms, fire protection and disaster management, control and regulation of land use. The main focus of the activities is to develop and implement the local government and town and country planning legislations, policies and programmes. He/she will advise the Minister of significant problems which may require updates to legislation or alternative solutions, to ensure that current legislation changes needed to address current and future issues. The incumbent represents the Ministry in the Housing Authority, the Public Rental Board and the Squatter Council.

The incumbent is also responsible for implementing and monitoring the provisions of Fiji national Environment policies, programmes and legislations including the Ozone Depletion Act, the Environment Management Act, Litter Promulgation 2008 and related policies.

As the Public Service Commission's "Delegate" and "Chief Accounting Officer", the incumbent is also required to effectively and efficiently manage the Ministry's Human and Financial Resources. He/She must ensure the development of a competent and motivated workforce and the provision of policy advice to government including the coordination of statutes and regulations that are applicable to the sector. The Permanent Secretary is required to exercise prudence and accountability in the management of Ministry's finance and assets and adhere to the reporting requirements. The focus on customer service and public relations is essential and must be a primary concern in the delivery of services.

MINISTRY OF JUSTICE, ELECTORAL REFORM, PUBLIC ENTERPRISES & ANTI-CORRUPTION, INDUSTRY, TOURISM, TRADE & COMMUNICATIONS

PS12/2010	PERMANENT SECRETARY FOR INDUSTRY AND TRADE
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The Permanent Secretary is responsible to the Minister for the formulation and implementation of policies and strategies to facilitate investment, trade business development, cooperatives, small business, consumer protections and fair-trading in the domestic market. The appointee will be required to formulate and review policies on investment, trade, commerce and industry that will ensure a dynamic, efficient and outward oriented commerce and industry to strengthen Fiji's economic and trade links, and multilateral trading system. Responsible for market research to identify potentials for investment and export opportunities and maintains national systems of units and standard.

As the Public Service Commission's "Delegate" and "Chief Accounting Officer", the incumbent is also required to effectively and efficiently manage the Ministry's Human and Financial Resources. He/She must ensure the development of a competent and motivated workforce and the provision of policy advice to government including the coordination of statutes and regulations that are applicable to the sector. The Permanent Secretary is required to exercise prudence and accountability in the management of Ministry's finance and assets and adhere to the reporting requirements. The focus on customer service and public relations is essential and must be a primary concern in the delivery of services.

MINISTRY OF DEFENCE, NATIONAL SECURITY AND IMMIGRATION

PS13/2010	PERMANENT SECRETARY
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The Permanent Secretary is responsible to the Minister for the management of the nation's security. In its core deliverables, the Permanent Secretary is responsible for the formulation, coordination and implementation of policies, concerning matters relating to security and public order, defence, citizenship, deportation, immigration, maritime surveillance, passports, national day celebrations and Government response to man-made national crisis, disasters and emergencies. The incumbent provides a coordinating role through the Defence and Security Forces Liaison Unit on policy matters for the two discipline services in the Fiji Police Force and Republic of Fiji Military Force.

As the Public Service Commission's "Delegate" and "Chief Accounting Officer", the incumbent is also required to effectively and efficiently manage the Ministry's Human and Financial Resources. He/She must ensure the development of a competent and motivated workforce and the provision of

policy advice to government including the coordination of statutes and regulations that are applicable to the sector. The Permanent Secretary is required to exercise prudence and accountability in the management of Ministry's finance and assets and adhere to the reporting requirements. The focus on customer service and public relations is essential and must be a primary concern in the delivery of services.

MINISTRY OF EDUCATION, NATIONAL HERITAGE, CULTURE & ARTS, YOUTH & SPORTS

PS14/2010	PERMANENT SECRETARY
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The Permanent Secretary is responsible to the Minister for the overall accountability for establishing the direction, standards and quality of education in Fiji. The incumbent is to ensure that design, implementation, monitoring and evaluation of educational legislation, policies and programmes in Fiji. The Ministry of Education sets and reviews all curricula, examination and teaching standards. The Permanent Secretary is required to organize the upgrading of skills and knowledge of teachers through in-service training to ensure curriculum changes are understood and implemented. This Permanent Secretary is responsible for the facilitation of youth and sports development and employment opportunities within the framework of the Government policies and procedures. He/she is responsible for coordinating youth development initiatives throughout the nation, the promotion and development of sports in the country and enhancing Fiji's recognition internationally as a successful sporting nation. Facilitates and lead cultural development and preservation of the Heritage sector.

As the Public Service Commission's "Delegate" and "Chief Accounting Officer", the incumbent is also required to effectively and efficiently manage the Ministry's Human and Financial Resources. He/She must ensure the development of a competent and motivated workforce and the provision of policy advice to government including the coordination of statutes and regulations that are applicable to the sector. The Permanent Secretary is required to exercise prudence and accountability in the management of Ministry's finance and assets and adhere to the reporting requirements. The focus on customer service and public relations is essential and must be a primary concern in the delivery of services.

MINISTRY OF WOMEN AND SOCIAL WELFARE

PS15/2010	PERMANENT SECRETARY
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The Permanent Secretary is responsible to the Minister for advising Government on public policies that affect women's development and planning. He/She ensures that social welfare policies are formulated and administered including child care policies. The Ministry is responsible for the implementation of

the Women's Plan of Action 2009 – 2018 and Women's empowerment activities, Elimination of Violence against Women and Children.

The Permanent Secretary is to ensure that proper management of welfare support for the poor and coordination of plans, programmes and services for the disadvantaged in society. The continuation of Family assistance and Poverty Alleviation programs and the strengthening of social protection programs.

As the Public Service Commission's "Delegate" and "Chief Accounting Officer", the incumbent is also required to effectively and efficiently manage the Ministry's Human and Financial Resources. He/She must ensure the development of a competent and motivated workforce and the provision of policy advice to government including the coordination of statutes and regulations that are applicable to the sector. The Permanent Secretary is required to exercise prudence and accountability in the management of Ministry's finance and assets and adhere to the reporting requirements. The focus on customer service and public relations is essential and must be a primary concern in the delivery of services.

PRIME MINISTER'S OFFICE

PS16/2010	PERMANENT SECRETARY
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The Prime Minister's Office is responsible for the Administrative support to the Prime Minister and Cabinet office. The Prime Minister's Office has its statutory functions of the government of Fiji. It provides policy advice and monitors the implementation of Cabinet decisions. The ministry is also responsible for special programs/ activities including development assistance to Rotuma, Rabi, Kioa and the minority groups.

The Permanent Secretary will be required to effectively coordinate policy formulation process across the public service and ensures that a high level capability for strategic policy advice and coordination of government strategic agenda is maintained through continuous and consistent consultation with other Permanent Secretaries. The incumbent is required to ensure provision of well reasoned, thoroughly researched, independent and sound policy advice on any and all matters to the Prime Minister. Assist the Prime Minister with the development and management of the processes by which government determines its medium term strategy.

As the Public Service Commission's "Delegate" and "Chief Accounting Officer", the incumbent is also required to effectively and efficiently manage the Ministry's Human and Financial Resources. He/She must ensure the development of a competent and motivated workforce and the provision of policy advice to government including the coordination of statutes and regulations that are applicable to the sector. The Permanent Secretary is required to exercise prudence and accountability in the management of Ministry's finance and

assets and adhere to the reporting requirements. The focus on customer service and public relations is essential and must be a primary concern in the delivery of services.

MINISTRY OF PROVINCIAL DEVELOPMENT, MULTI ETHNIC AFFAIRS, NATIONAL DISASTER MANAGEMENT AND SUGAR

PS17/2010	PERMANENT SECRETARY
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The Permanent Secretary is responsible to the Minister for the formulation and implementation of policies and strategies of rural development programmes and activities through its district and divisional administration using its formal rural consultative machinery. This includes the provision of administrative support services, regional planning research and policy advice, rural development and rural housing, disaster management and other ancillary services.

The Permanent Secretary is also responsible for articulating and addressing the development needs of the Indo-Fijian and minority communities which comprise around forty six percent (46%) of this nation's population and include some twelve ethnic communities. The Permanent Secretary is also required to formulate and develop continued improvement of early warning systems and responses to Natural Disasters and the establishment and maintenance of Disaster Information Systems. The aspect of relief and disaster rehabilitation activities which are normally assigned during times of Natural disasters. The incumbent is to ensure that the Sugar industry is sustainable and viable.

As the Public Service Commission's "Delegate" and "Chief Accounting Officer", the incumbent is also required to effectively and efficiently manage the Ministry's Human and Financial Resources. He/She must ensure the development of a competent and motivated workforce and the provision of policy advice to government including the coordination of statutes and regulations that are applicable to the sector. The Permanent Secretary is required to exercise prudence and accountability in the management of Ministry's finance and assets and adhere to the reporting requirements. The focus on customer service and public relations is essential and must be a primary concern in the delivery of services.

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For further enquiries of the advertised vacancies please contact: Ms Kelera Nukutaumaki on telephone 3314588 extension 416, Public Service Commission. or email Knukutaumaki@psc.gov.fj,

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

The Director
Youth and Sports
P O Box 2448
Government Buildings
Suva

322/2010	SENIOR ADMINISTRATIVE OFFICER
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This post will be responsible to the Director of Youth and Sports to control, monitor, supervise, motivate and advise on the overall functions, activities and performance of the Administration Section ensuring the effective and timely delivery of support mechanism to management, youth development programs, sports development programs and services. The successful appointee will be the administrative link between Management with the Divisional and other Departmental Offices, to provide timely appropriate advice to the management on policies and regulations; Relevant prompt administrative and other support services to all Divisions and Section; Regular on-going discussions and consultation with other officers on their roles, functions and responsibilities; Motivational staff coaching and advice for grater cooperation, work consciousness, creativity, innovations, initiatives, productivity, transparency, visibility, observance of policies and regulations; The right kind of office environment where officers like to work in.

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

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

323/2010	PRINCIPAL ECONOMIC PLANNING OFFICER [TRANSPORT PLANNING UNIT]
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Responsible to the Director Transport Planning Unit for the processes of strategic plan; research; monitor and provide policy advice on the performance of transport sector [land, sea, air and multi modal] through an integrated planning consultation framework. Facilitate and analyse the impact of current transport policy issues for timely advice to the Director to enhance investment and environmental programmes and guides the overall National Transport direction activities by inputs from external reference group comprising representatives of key stakeholders in the transport sector; Attend meetings on Policy issues in regards to the Transport Sector and provide briefings. Coordinate the facilitation and compilation of the Annual Corporate Plan, Business Plan, and six monthly reports; Facilitate capital projects for Transport Sector initiatives; Facilitate and coordinate the annual National Transport Consultative Forum and its outcome.

Qualification: An officer of higher caliber. Qualification required for appointment as Senior Economic Planning Officer **AND/OR** 2-3 years service in that grade **AND/OR** equivalent degree [engineering or economics] with relevant skills and experience in the transport field or any other transport organization. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

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

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OTHER VACANICIES

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**INTERNATIONAL BUREAU OF THE UNIVERSAL
POSTAL UNION IN BERNE [SWITZERLAND]**

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POST	DIRECTOR OF HUMAN RESOURCES AND SOCIAL AFFAIRS
Website	www.upu.int
E-mail	Bernard.hoenig@upu.int
Due date	11 th May 2010

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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: 15/05/2010
Before noon: 30/04/2010
Circular dated: 30/5/2010
Before noon: 15/05/2010

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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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