



## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No.9/2010

DATE: 15<sup>th</sup> MAY, 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

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

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Applications are invited for the following Permanent Secretary positions under the Office of the Prime Minister.

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 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 31<sup>st</sup> May, 2010.

**The roles of the position are as stated below:**

MINISTRY OF INFORMATION, NATIONAL ARCHIVES AND  
LIBRARY SERVICE OF FIJI

<b>PS 18/2010</b>	<b>PERMANENT SECRETARY FOR INFORMATION NATIONAL ARCHIVES AND LIBRARY SERVICES</b>
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The Ministry of Information is responsible for the information policy management, public and media awareness of Government Policy, decisions, programmes, and achievements through all forms of media, including the operation and management of Films and TV Unit. The Permanent Secretary is responsible for coordination of Government Media Liaison Officers Network and management of Public Service Broadcast. He/She is also responsible for the provision of policy advice to Government on matters pertaining to the Nation's Public Archival Heritage and record keeping, acquisition, safe custody and proper preservation of public records of government. The incumbent is to ensure that the Library Services of Fiji is expected to complement and enhance the services provided by the Ministry by providing effective and efficient library information services in response to changing information needs.

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 the Ministry's finance and asserts 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](mailto:Knukutaumaki@psc.gov.fj),  
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**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**

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MINISTRY OF PRIMARY INDUSTRIES

324 /2010	<b>DEPUTY SECRETARY (AGRICULTURE DEVELOPMENT)</b>
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The Deputy Secretary (Agriculture Development) is responsible to the Permanent Secretary for Agriculture for the development and management of programmes to achieve the objectives of the Ministry. This involves determining priorities through research, setting development goals, informing, motivating and working with agriculture stakeholders, including the farmers and private sector, to take advantage of opportunities and measuring success through evaluating growth/export achievements. The incumbent must balance the needs of the sector with that of the nation in general, and the proper and efficient use of available resources. The post holder plays a major role in formulating policies, giving direction to the relevant Divisions and interpreting and updating, where necessary, existing agriculture legislations to meet the changing role of the Ministry. The Deputy Secretary is expected to monitor and evaluate the implementation of policies and programmes of the various Divisions of the Ministry based on the annual corporate plan and business plans. He or she is expected to lead a team of professionals by motivating and encouraging personal and professional development.

**Qualification:** Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary 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 and 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 degree entering the service at SS03/04 or equivalent may achieve this level with no less than 16 years and 21 years of service respectively unless specialized training leading to appropriate higher level qualifications has been completed during the career.

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

PUBLIC SERVICE COMMISSION

325 /2010	<b>CHIEF ADMINISTRATIVE OFFICER [DIRECTOR MANAGEMENT IMPROVEMENT]</b>
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Responsible to the Permanent Secretary through the Deputy Secretary and for reviewing and advising the Government on, the structure, size and composition of the Public Service, including the creation, amalgamation and abolition of Ministries and Departments which includes the functions of

departments, and staffing levels as legislated in the 1998 Constitution and 1999 Public Service Act Part 3 of the Commission's statutory functions. Ensuring servicewide networking on best management practices, the successful appointee is expected to develop and design systems and processes to improve and achieve core deliverables and targeted outputs by ministries and departments that include corporate planning geared towards translating strategies into sustainable results. Facilitate the translation of strategies into results and achieve stated goals within the context of legislation, policy and resources throughout the service. Review and evaluate public service employment policies and practices. As a statutory obligation to report on the government and for the Ministry, the successful appointee will provide monthly, quarterly reports on activities and performance of the Division which includes the compilation of Annual Report. As representative of the Commission, as employer, attend meetings in organizational and management issues with stakeholders.

**Qualifications:** Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required, 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:** US04 \$45,198 - \$54,776

326 /2010	<b>CHIEF ADMINISTRATIVE OFFICER [DIRECTOR TRAINING]</b>
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The incumbent provides human resources development policy support and advice to the Permanent Secretary for the Public Service through the Deputy Secretary. He/She is required to represent the Permanent Secretary on all Forums that would significantly have an impact on sound corporate management and statutory compliance in civil service capacity building. Responsible for the implementation of the Commission's Human Resources Development policies and strategies to enable the Fiji Public Service to continuously improve the qualification, quality and capability of its workforce, through best human resources development activities, departmental capacity building and strengthening service-wide. To achieve the Division's primary role of capacity building in the Public Service, the post holder is required to identify training in line

with the re-organization of the public sector reform, based on capacity assessment for specific needs. The incumbent is required to ensure that decentralized courses and training throughout the Public Service are conducted by qualified registered trainers. The incumbent will be required to develop and implement the Public Sector Leadership Development programs, responsible for the management of courses for middle management and operational levels including wage earners and must ensure that Induction training is conducted for all newly appointed officers throughout the service. The incumbent is also required to administer and conduct service examinations including the administration of overseas and local scholarships and Student Loan Scheme in addition to the administration and facilitation of the TPAF Levy Grant.

**Qualification:** Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required, 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:** US04 \$45,198 - \$54,776

<b>327/2010</b>	<b>CHIEF ADMINISTRATIVE OFFICER [DIRECTOR HUMAN RESOURCES]  [RE-ADVERTISED]</b>
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The Director Human Resources Management is responsible to the Permanent Secretary through the Deputy Secretary for the formulation, implementation and administration of other aspect of human resources management in the Civil Service including capacity building initiatives, succession planning, management development and performance management initiatives. The successful appointee will be responsible for performing the residual personnel functions of the Commission that are not delegated, and ensure the effective monitoring of the Commissions delegated under the State Services Decree, 2009 and statutory functions. One of the major challenges of the position is to ensure the full implementation of all policy matters relating to appointments of Officers into the Civil Service and the Senior Executive Services (SES). Provide advice and management support in the exercise of the Commission's powers under the State Services Decree and statutory powers pertaining to SES functions in the public service. Ensuring that best Human Resources practices are

adopted and maintained, providing advice on matters regarding SES Officers, facilitate recruitment and selection of officers for SES positions and the Common User Cadre. Verifying individual cases brought to the Commission's attention for the application of the Commission's residual functions, ensuring conformity to the statutory requirements relating to discipline service wide; the monitoring of the Commission's delegated powers; the provision of policy advice to the Commission's delegates and representing the Commission at tribunals. Ensure that the strengthening leadership capacity in Ministries and Departments are carried out and the formulation of competency based training programmes.

**Qualification:** Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required, 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:** US04 \$45,198 - \$54,776

<b>328/2010</b>	<b>SENIOR ADMINISTRATIVE OFFICER [STAFF ESTABLISHMENT]- MANAGEMENT IMPROVEMENT DIVISION</b>
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The incumbent monitors departmental staff establishment of the assigned Ministries and Departments against the Public Service rightsizing policy and facilitates departmental requests for creation of new posts and the reclassification and grading of existing posts. Where changes in technology and function require the re-designing of jobs, the incumbent must in consultation with Ministries and Departments concerned to ensure that appropriate job descriptions and competencies (inclusive of minimum entry qualifications) are defined and developed in alignment to these changes. The incumbent is also required to prepare written submissions wherever and whenever it is deemed necessary to obtain approval from or to advise the Commission on matters relating to creation of new positions, re-grading and re-defining of positions and any other relevant issue arising out of the exercise of the Commission's delegated and non-delegated powers.

**Qualification:** Qualifications required for appointment as Administrative Officer and at least 23 years service in that

grade or equivalent or relevant degree and/or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Senior Administrative Officer.

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

<b>329/2010</b>	<b>ADMINISTRATIVE OFFICER [EMPLOYEE RELATIONS DIVISION]</b>
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The incumbent is responsible to the Director Employee Relations Division through the Principal Employee Relations Advisor in the reviewing of human resources policies as per the Business Plan of the Employee Relations Division through research, consultations with relevant stakeholders, drafting policy papers, acquiring the approval of the Commission and Cabinet and providing awareness on policies as required. Facilitate departmental decision making through the provision of timely, accurate and sound quality advice as and when required by Ministries and Departments including interpretation and clarification of terms and conditions of employment for both established and Government Wage Earners. This includes examining of relevant rules, legislations and directions. Provide the Policy Unit's monthly report to the Principal Employee Relations Advisor and assist in developing a systematic, efficient and effective data record.

**Qualification:** Qualifications required for appointment as Executive Officer with a pass in service exam E and at least 2-3 years service as an Executive Officer or equivalent or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Administrative Officer level. OR A good University degree in Management / Public Administration/Business Studies or equivalent.

**Salary:** SS03 \$20,335 - \$25,990

<b>330/2010</b>	<b>EXECUTIVE OFFICER [STAFF ESTABLISHMENT] – MANAGEMENT IMPROVEMENT DIVISION</b>
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The incumbent assists in ensuring the dissemination of the budgetary approved Departmental Staff Establishment levels through the timely publication of the annual Staff Establishment Register. Facilitate the effective monitoring of Vacancies in the Public Service through the biannual processing of Vacancy Return. Assist Ministries and Departments in the monitoring of their Staff Establishment by verifying Departmental person to post exercises against the approved Staff Establishment in the Staff establishment Register. Ensure a continual updating of PSC desk officers and Ministries/Departments on changes to the Staff Establishment by issuing Variation Notices as and when required. Assists Ministries/Departments in appropriately structuring their workforce by providing advice and guidance on the approved Classification and Grading. Ensure the widest

dissemination of qualifying standards for entry into all grades and classifications in the public service by updating the MQR Register. Assist Desk Officers, PMAs, DMI, other PSC officers and Ministries/Departments with matters relating to Staff Establishment Management and MQR by providing information and advice as and when required.

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

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

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

**The Permanent Secretary  
Ministry of Public Enterprises, Tourism &  
Communications  
P O Box 2278  
Government Building  
Suva**

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DEPARTMENT OF PUBLIC ENTERPRISES

<b>331/2010 332/2010</b>	<b>ECONOMIC PLANNING OFFICER [RESTRUCTURING &amp; CHANGE MANAGEMENT UNIT] - 2 POSTS</b>
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Responsible to the Senior Economic Planning Officer for the Restructuring & Change Management Unit for the compilation of reports on the overall implementation of restructuring and reform programs.

The appointee is also expected to gather information for entities declared as reorganization enterprises and prepare preliminary reports. The appointee will act as Secretariat of Task Force, Charter Committees and/or Interim Boards established for declared reorganized enterprises. The appointee will also be required to prepare meeting reports and brief and assist in the preparation of draft Cabinet Papers.

**Qualification:** A Good Degree in Economics/Statistics or equivalent is essential and it is expected that all posts in this grade will be filled by officers showing potential to reach at least Principal level with relevant skills and experience in this particular field in any other organisation.

**Salary:** SS03: \$20,335 - \$25,990

333/2010 334/2010	<b>ACCOUNTS OFFICER [FINANCIAL ANALYST] [MONITORING FINANCIAL &amp; CORPORATE ANALYSIS UNIT] - 2 POSTS</b>
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Responsible to the Senior Financial Analyst for all aspects of performance evaluation of GCCs and CSAs. The appointee will be expected to assess corporate documents as per the Public Enterprises Act requirements and carry out financial and economic analysis of performance, prepare reports and papers based on assessment undertaken. The appointee is required to formulate Cabinet Papers and make relevant research on issues affecting performance of GCCs and CSAs. The appointee must have a good analytical skill and be familiar with financial data base management.

**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

**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**

335/2010	<b>PRINCIPAL YOUTH OFFICER [WESTERN]</b>
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This post will be responsible to the Director of Youth and Sports to control, oversee, monitor and supervise the overall functions, activities and performance of the Western Division ensuring the effective timely delivery of support mechanisms on Youth development programs and services. This includes the management of Youth Employment under the National Youth Service Scheme, Skills Training, Rural Youth and Urban Youth Programs, Accounts and other matters pertaining to the Western Division. The successful appointee will be required to plan and implement divisional work programs in line with the Departments Policies and Strategies. Ensure the Management, Supervision and Development of Divisional Staff; Collation and Analysis of Divisional Data for planning divisional work programs; and Monitoring and Evaluation of Divisional Programs and Coordination of special programs

**Qualification:** An officer of high caliber. Qualifications required for appointment as Senior Youth Officer 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 organization or 9 years relevant experience in urban and rural youth programs or a degree in Youth and Community Studies or equivalent, and proven to be a meritorious performer. Assessed potential and ability to manage staff and resource. Must have demonstrated intellectual capacity, drive, determination and flair in exiting grade.

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

336/2010	<b>SENIOR YOUTH OFFICER [RESEARCH, TRAINING &amp; DEVELOPMENT]</b>
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This position will be responsible to the Director of Youth and Sports to provide advice on results of evaluation of the Department's programs. This requires the timely conduct of evaluation and reviews of set programs, close contact with the Department's senior managers to keep up-to-date with program implementation and potential problems and also with community and youth group leaders and trainers to ensure that they are aware of resources available and mainly to be aware of youth and sports related problems in the community. This eventually would contribute to the effective and efficient utilization of the Department's human and financial resources, including oversights on decision-making. The incumbent would also be accountable for the development and implementation of the Section's strategic plan, to meet nominated priorities within delegated financial accountabilities and ensure that the Department's policies, programmes and strategies are in keeping with developmental needs. The incumbent will ensure that reports/evaluation and reviews are promptly conducted and disseminated for management use. This also would involve ensuring that improvements are made on formats, information gathering, it's accuracy and validation and it's prompt submission. The successful appointee will also be responsible for the overall monitoring of any developments that has to be undertaken for the Department's Library, the development of Internet and new databases and the maintenance of the Local Area Network currently in use; Consult, Plan, Monitor and supervise the implementation of Seeds of Success and Duke of Edinburgh Award Scheme; and one of the major roles of the incumbent is to co-ordinate coaching and review for all subordinates, counseling and review of staff performance, discuss and develop quarterly work plans for subordinate staff as and when required.

**Qualification:** Qualifications required for appointment as Youth Officer 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 or around 6 years relevant experience in both urban and rural youth programmes or a Degree in Youth Development and Community Studies. Assessed potential and ability to progress beyond Senior Youth Officer level.

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

337/2010	<b>YOUTH OFFICER [WESTERN DIVISION]</b>
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This post will be responsible to the Principal [Divisional] Youth Officer for Western Division. The successful appointee is required to coordinate and implement youth training programs, in consultation with the Department's stakeholders. Assist and advise youth groups and communities with the formation of youth clubs and projects. Provide counseling services, registration of clients and training programs for job seekers and assist unemployed youths with work attachment and practical work experiences. Assess and evaluate youth coordinators and youth workers reports. Integrate NYSS Skills for Life training into Divisional Youth programs, conduct visitation to youth groups, communities and youth projects and attend Provincial Council Meetings in an advisory role. Attend to other duties as delegated by Divisional Youth Officer [Western].

**Qualification:** Qualifications required for appointment as Assistant Youth 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 organization or 2 – 3 years service as community adviser or equivalent or a Degree in Youth and Community Development. Assessed potential and ability to progress beyond Youth Officer level.

**Salary:** SS03: \$20,335 - \$25,990

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

The Permanent Secretary  
Ministry of Commerce, Industry & Trade  
P O Box 2118  
Government Buildings  
Suva

DEPARTMENT OF CO-OPERATIVE AND SMALL BUSINESS

338/2010	<b>SENIOR CO-OPERATIVE OFFICER [WESTERN]</b>
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Responsible for the administration of the extension division of the Department as officer-in-charge of the Western Division. Coordinate the development of the Co-operative projects and the small businesses in the division, monitor the activities of these projects and ensure adherence consistent with the objectives of the Department. Prepare and implement programmes for the audit of all cooperative books of accounts in the division and ensure the efficient and effective

performance of cooperatives and small businesses by delivering advices on sound business practices. Facilitate the participation of cooperative members, officials and employees in training and education programmes in order to establish a sound environment of understanding co-operative principles and practices through the optimum use of the Lami Co-operative Training Institute resources and services. Participate in all development meetings within the Western Division including Provincial Council matters and small businesses and the progress of Co-operative development in the division.

**Qualification:** Qualifications required for appointment as Co-operatives Officer and at least 23 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 Co-operatives Officer level.

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

339/2010	<b>SENIOR CO-OPERATIVE OFFICER [NORTHERN]</b>
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Responsible for the administration of the extension division of the Department as officer-in-charge of the Northern Division. Coordinate the development of the Co-operative projects and the small businesses in the division, monitor the activities of these projects and ensure adherence consistent with the objectives of the Department. Prepare and implement programmes for the audit of all cooperative books of accounts in the division and ensure the efficient and effective performance of cooperatives and small businesses by delivering advices on sound business practices. Facilitate the participation of cooperative members, officials and employees in training and education programmes in order to establish a sound environment of understanding co-operative principles and practices through the optimum use of the Lami Co-operative Training Institute resources and services. Participate in all development meetings within the Northern Division including Provincial Council matters and small businesses and the progress of Co-operative development in the division.

**Qualification:** Qualifications required for appointment as Co-operatives Officer and at least 23 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 Co-operatives Officer level.

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

340/2010	<b>SENIOR CO-OPERATIVE OFFICER [CENTRAL]</b>
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Responsible for the administration of the extension division of the Department as officer-in-charge of the Central Division. Coordinate the development of the Co-operative projects and the small businesses in the division, monitor the activities of these projects and ensure adherence consistent with the objectives of the Department. Prepare and implement programmes for the audit of all cooperative books of accounts in the division and ensure the efficient and effective performance of cooperatives and small businesses by delivering advices on sound business practices. Facilitate the participation of cooperative members, officials and employees in training and education programmes in order to establish a sound environment of understanding co-operative principles and practices through the optimum use of the Lami Co-operative Training Institute resources and services. Participate in all development meetings within the Central Division including Provincial Council matters and small businesses and the progress of Co-operative development in the division.

**Qualification:** Qualifications required for appointment as Co-operatives 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 Co-operatives Officer level.

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

341/2010	CO-OPERATIVE OFFICER [NAVUA]
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Responsible to the Senior Co-operative Officer Central for the administration of the Navua sub – registry office. Assist the Senior Co-operative Officer in the planning and implementation of co-operative development programmes for the area falling under the sub – registry. Prepare and conduct appropriate training programmes for co-operative society officials, employees and members. Arrange the regular audit of co-operative societies and provide sound business advice. Attend and advice District Development Committee, Tikina and Provincial Council meetings on co-operative development.

**Qualification:** Qualifications required for appointment as Senior Assistant Co-operatives Officer and at least 23 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to progress beyond Co-operatives Officer level; OR A University Degree in Social Science and/or a degree with elements in Accounting or similar discipline.

**Salary:** SS03: \$ 20,335 - \$ 25,990

342/2010	SENIOR ASSISTANT CO-OPERATIVE OFFICER - LEGAL & STATISTICS
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Responsible to the Principal Co-operative Officer Extension for the checking and registration of the annual accounts and reports of co-operative societies and legal documents, compilation, analysis and production of National Co-operative statistical book. He shall also be responsible for the preparation of Co-operative Micro-finance grant reconciliation statement and the liquidation of non operating co-operatives.

**Qualification:** Qualification required for appointment as Assistant Co-operative Officer and at least 2-3 years service in that grade or equivalent and / or relevant skills and experience in this particular field in any organization. Assessed potential and ability to contribute in a management role; OR progress beyond Co-operative Officer level; OR A University Degree in the Social Science and /or a degree with elements in Accounting or equivalent discipline.

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

343/2010 344/2010	SENIOR ASSISTANT CO-OPERATIVE OFFICER - TRAINING - 2 POSTS
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Responsible to the Co-operative Officer Training for the conduction and facilitating of training for co-operative members, SME and staffs of the Department. Coordinate In-service training and prepare training programmes for the staff, conduct assessment on training programs, prepare training needs survey for Departmental staffs attending local /overseas courses and other duties as assigned by CO Training.

**Qualification:** Qualification required for appointment as Assistant Co-operative Officer and at least 2-3 years service in that grade or equivalent and / or relevant skills and experience in this particular field in any organization. Assessed potential and ability to contribute in a management role; OR A University Degree in the Social Science and /or a degree with elements in Accounting or equivalent discipline.

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

345/2010	SENIOR ASSISTANT CO-OPERATIVE OFFICER INFORMATION
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Responsible to the Co-operative Officer Information for providing Co-operative development information for staff and co-operative members. Assist with the publication and distribution of information on cooperatives and training brochures, create public awareness through the development, ensure effective dissemination of co-operative development through the media and facilitate in the preparation of programmes for field and residential course.

**Qualification:** Qualification required for appointment as Assistant Cooperative Officer and at least 2-3 years service in that grade or equivalent and / or relevant skills and experience in this particular field in any organization. Assessed potential and ability to contribute in a management role; OR A University Degree in the Social Science and /or a degree with elements in Accounting or equivalent discipline.

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

346/2010	<b>ASSISTANT CO-OPERATIVE OFFICER [RAKIRAKI]</b>
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Responsible to the Co-operative Officer Rakiraki for the audit of Co-operative Society employees and officials, compile and produce reports on various aspects of Co-operative business advisory service to co-operatives and small and micro business enterprises run by individuals. The appointee must be fluent in either Fijian or Hindustani and be prepared to travel and sleep out in rural areas.

**Qualification:** A pass in Fiji School Leaving Certificate; Form 7 or equivalent. Computing skills is desirable; OR A Diploma with elements in Accounting or equivalent discipline.

**Salary:** SS05: \$ 8,092 – 15,001

347/2010	<b>ASSISTANT CO-OPERATIVE OFFICER [EASTERN]</b>
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Responsible to the Co-operative Officer Eastern for the audit of Co-operative Society employees and officials, compile and produce reports on various aspects of Co-operative business advisory service to co-operatives and small and micro business enterprises run by individuals. The appointee must be fluent in either Fijian or Hindustani and be prepared to travel and sleep out in rural areas.

**Qualification:** A pass in Fiji School Leaving Certificate; Form 7 or equivalent. Computing skills is desirable; OR A Diploma with elements in Accounting or equivalent discipline.

**Salary:** SS05: \$ 8,092 – 15,001

348/2010	<b>ASSISTANT CO-OPERATIVE OFFICER [BUA/MACUATA]</b>
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Responsible to the Co-operative Officer Bua/Macuata for the audit of Co-operative Society employees and officials, compile and produce reports on various aspects of Co-operative business advisory service to co-operatives and small and micro business enterprises run by individuals. The appointee must be fluent in either Fijian or Hindustani and be prepared to travel and sleep out in rural areas.

**Qualification:** A pass in Fiji School Leaving Certificate; Form 7 or equivalent. Computing skills is desirable; OR A Diploma with elements in Accounting or equivalent discipline.

**Salary:** SS05: \$ 8,092 – 15,001

349/2010	<b>ASSISTANT CO-OPERATIVE OFFICER [LAUTOKA]</b>
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Responsible to the Co-operative Officer Ba for the audit of Co-operative Society employees and officials, compile and produce reports on various aspects of Co-operative business advisory service to co-operatives and small and micro business enterprises run by individuals. The appointee must be fluent in either Fijian or Hindustani and be prepared to travel and sleep out in rural areas.

**Qualification:** A pass in Fiji School Leaving Certificate; Form 7 or equivalent. Computing skills is desirable; OR A Diploma with elements in Accounting or equivalent discipline.

**Salary:** SS05: \$ 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 FIJI METEOROLOGICAL SERVICES

350/2010 351/2010 352/2010	<b>SCIENTIFIC OFFICER [NWFC] - 3 POSTS</b>
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Analyze, interpret and evaluate meteorological data analyse weather charts at various levels of the atmosphere, forecast weather patterns and trend in the synoptic and day to day scale, issue public and marine forecasts, warnings and advisories for Fiji and 11 other countries and territories in the Southwest Pacific region, including international marine forecasts and warnings in the greater maritime area Equator to 25 degrees South Latitude between 160 East & 120 West Longitudes, also issue aviation products under recommended aviation standards and practices in the Nadi FIR, maintain watch on weather products & issue amendments as and when necessary and handle all weather enquiries, monitor the region for tropical cyclone developments.

**Qualification:** A recognized and good degree in an appropriate discipline and/or relevant skills and experience in this particular field in any other organization with the potential to become a specialist in their selected field

**Salary:** SC03: \$18,646 - \$31,240

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**WITHDRAWAL OF VACANCIES**  
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FPSOC NO	VACANCY NO	POST
<b>PUBLIC SERVICE COMMISSION</b>		
19/2009	2061/2009	Chief Administrative Officer [Director Human Resource]
21/2009	2333/2009	Principal Administrative Officer [Manager Workforce & Scholarship] – internal posting.
<b>MINISTRY OF FINANCE</b>		
4/2010	206/2010	Senior Administrative Officer

		[Office Services] – sideways transfer.
7/2010	303/2010	Principal Accounts Officer [Financial Policy Assurance Unit] – sideways transfer.

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**OTHER VACANCIES**  
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**FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS**  
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<b>POST</b>	Senior Nutrition Officer
<b>Website</b>	-
<b>E-mail</b>	VA-2321-RFA@fao.org
<b>Due date</b>	26 <sup>th</sup> May 2010

<b>POST</b>	Agro-Industry and Infrastructure Officer
<b>Website</b>	-
<b>E-mail</b>	VA-2327-RFA@fao.org
<b>Due date</b>	11 <sup>th</sup> June 2010

<b>POST</b>	Crop Protection Officer
<b>Website</b>	-
<b>E-mail</b>	AGPP-Chief@fao.org
<b>Due date</b>	3rd June 2010

<b>POST</b>	Administrative Applications Coordination Officer [P-1/P-2]
<b>Website</b>	-
<b>E-mail</b>	VA-AACU-CSS@fao.org
<b>Due date</b>	8 <sup>th</sup> June 2010

POST	Administrative Applications Coordination Officer [P-3]
Website	-
E-mail	VA-AACU-CSS@fao.org
Due date	8 <sup>th</sup> June 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: 30/05/2010  
 Before noon: 15/05/2010  
 Circular dated: 15/06/2010  
 Before noon: 30/05/2010

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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](mailto: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](http://www.psc.gov.fj)

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