

FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No.10/2010

DATE: 31st 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Parmesh Chand
Permanent Secretary for the Public Service

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

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

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS, AND
EMPLOYMENT

353/2010	CHIEF ADMINISTRATIVE OFFICER [DIRECTOR LABOUR POLICY AND PRODUCTIVITY]
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This position reports directly to the Deputy Secretary. Its primary role is to assist the Deputy Secretary and the Permanent Secretary in the provision of sound policy advice including proactive policy advice to the Minister based on labour market information through the various labour market institutions under the *Employment Relations Promulgations(ERP) 2007*, and policy advice on the effectiveness of productivity and the effectiveness of implementation of the Productivity Charter through enhancing business performance and improving productivity at the enterprise level impacting on sectoral and national levels, achieving one of the two overarching objectives of the ERP. The duties of the position includes provision of legal advice through the Office of the Solicitor General, assessment of the effectiveness of the implemented policies and the related institutions under the ERP, guide corporate policy direction through provision of advice based on the Ministry's monthly, quarterly and annual performance reports, provide relevant support to the Deputy Secretaries and the Permanent Secretary in the development of the Ministry's Strategic and Corporate Plans and the efficient and effective disposal of international obligatory matters. The responsibilities also includes providing policy advice on all productivity matters based on research and development to the central Government, and of the training of employer based Labour-Management Consultation & Cooperation Committees (LMCCC's). The appointee will be responsible for the Secretariat to the Employment Relations Advisory Board (ERAB) under the ERP. By extension, this responsibility includes the monitoring of LMCCC's as per reports provided under the ERP and assist in compiling productivity data and measuring productivity levels at the sectoral and national levels. The incumbent will also be responsible for the timely and continuous review of the Unit's Systems and Processes, assist other managers in the daily administration and operation of the Ministry's Call Centre, ensure the timely update of Unit's Database, assist the Permanent Secretary in the administration of APO matters, ensure the Ministry's successful participation in the Service Excellence Programs and other duties delegated by the Permanent Secretary.

Qualification: Previous experience with policy matters and assessed ability to give advice to Permanent Secretary at

political level is required as is experience of negotiations/discussions with senior staff of Government and non-government agencies. Officers should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required in those posts at this level which have a bias towards senior management rather than policy and considerate work. The best graduates with specialist's degrees entering the service SS03/04 or equivalent levels may achieve this level after not less than 13 years 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 years and 21 years service respectively unless specialized training leading to appropriate higher level qualifications has been completed during their career.

Salary: US04 \$45,198 - \$54,776

PUBLIC SERVICE COMMISSION

354/2010	PRINCIPAL ADMINISTRATIVE OFFICER [MANAGER CORPORATE SERVICES]
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The incumbent reports directly to the Deputy Secretary on matters relating to staff appointments, staff training, post processing, OHS standards and to ensure uniformity and consistency in the application of policies and procedures. The position provides advice and assistance relating to Human Resource Management on appointments, promotions, retention, discipline and staff rotation for PSC staff and to oversee the staff establishment within the Commission. The position is responsible for the preparation and revising of Position Descriptions and Individual Work Plan for the division, preparation of the Annual Corporate Plan and monitoring and general supervision of staff of the division. Coordinate and facilitate Senior Management/HOD meetings. Writing of Commission Submission – Information Paper on the status of activities undertaken by the divisions and sections. Assist in providing advice in facilitating the provision of office space and accommodation for the public service. Respond to Audit queries for the Commission Submission of Commission Submission on the progress and status of audit queries for other government agencies. To oversee and liaise with the Senior Accountant to ensure that all financial requirements are addressed and met with the required timeframe. Oversee the administrative processes and assessment carried out by the desk officer in CSD, verify, provide feedback and make recommendation on the assessed cases for decision by Permanent Secretary & Deputy Secretary. The incumbent is also responsible for the appointment of members to conduct Board of Survey.

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

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

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

355/2010	PRINCIPAL ADMINISTRATIVE OFFICER [RESEARCH-MANAGEMENT IMPROVEMENT DIVISION]
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The incumbent reports directly to the Director Management Improvement Division on all issues of management. The major role of the position is to research/analyse developing and current policies related to management improvement and develop them further before implementation. The position is also responsible for the provision of constructive, quality and timely advice to the Permanent Secretary through the Director, MID and Deputy Secretary PSC. The incumbent will be required to introduce management improvement tools to PSC and other Ministries/Departments to enhance service delivery. This includes the formulation of a Workforce Plan Template for PSC which can be used by the whole Public Service and follow up on the Organizational study/review. The position ensures that Ministries & departments are assisted to effectively implement management practices to enhance effectiveness in departmental managerial autonomy. This involves the coordination and monitoring of the size of the civil service aligned to the Government of the day's goals and objectives. Formulate rightsizing strategies including the revision of MQR. The incumbent assists Manager CSR on the review and development of a systematic, efficient and effective data/record management system and undertake any other duties assigned by Director Management Improvement Division.

Qualification: An officer of high caliber. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Post graduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

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

356/2010	SENIOR ADMINISTRATIVE OFFICER [ETHICS AND DISCIPLINE-HUMAN RESOURCE MANAGEMENT DIVISION]
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The incumbent reports directly to the Director Human Resource Management through the Principal Administrative Officer [ethics & discipline]. The position is responsible for the supervision and management of the Ethics & Discipline Unit through the provision of policy advice directing and assisting

subordinates staff in dealing with issues that concerns the Unit. This includes allocation of tasks with specific time line, editing and vetting of submission reports briefs, attend to investigations and interview panels and provide appropriate advice to Ministries/Departments on issues pertaining ethics and discipline. Compiling of both Commission and Tribunal submission. Ensure the appropriate allocation of tasks to subordinates based on their level of skill and capabilities and apportioning timeline to accomplish each task through regular coaching, guidance, checking and advice. Ensure the efficient and effective management and supervision of Ethics and Discipline Unit functions by strictly complying with standards, legislations and relevant policies to accomplish objectives of each and every case referred to the Unit. Provide regular advice on the delegation of powers through directing and informing Staff Boards to promote efficient and effective management decision making on human resource matters in Ministries and Departments. Ensure that legislations, policy and procedures in regards to Disciplinary process and action are fully complied with to fulfill the intention of natural justice and that all disciplined officers are dealt with fairly.

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

357/2010	ADMINISTRATIVE OFFICER [SES-HUMAN RESOURCE MANAGEMENT DIVISION]
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The incumbent reports to the Principal Administrative Officer (Senior Executive Services) and is responsible for the processing of appointments for officers in the grades US04 and US03 in accordance with Policies, State Service Decree 2009 and Public Service (General) Regulations, 1999. Ensures that regular updates on leave and retirement of SES officers and formulate documentation on preretirees. He/she is also responsible for the proper documentation of contracts for contracted officers. The incumbent is to ensure that proper vetting is carried out on submissions in relation to acting appointments, extension of acting appointments, and the submissions regarding statutory functions after liaising with relevant Ministries and Departments. There is timely co-ordination with Ministries and Departments to resolve issues regarding SES postings and transfers. This position ensures that quarterly and annual reports of the SES Unit are submitted on time.

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

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**

358/2010 359/2010 360/2010	AUDIT OFFICER [3 POSTS]
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Responsible to the Senior Auditor [Internal Audit] for planning and conduct of internal audit of Government Ministries/Departments. The appointee will also be required to supervise the work of subordinate staff in the section, assist in the conduct of special audit when required and providing timely report of audit findings. The successful applicant will be required to evaluate the report on the effectiveness of internal control system in compliance with the Government policies, procedures and regulations.

Qualification: An Accounting degree and membership with the Fiji Institute of Accountants. The person appointed must have served in the private sector or the Department of Audit for a period of not less than 12 months and must demonstrate abilities to advance further than this level. **OR** He or she should be a team player, have acquired consistently good reports and assessed potential and ability to progress one grade beyond the Auditor position. Those who have served for two years or more may also be considered for the post. Graduates in accounting and auditing are better positioned for appointment to this level.

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

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

**The Permanent Secretary
Ministry of Provincial Development, Multi-Ethnic Affairs,
National Disaster Management and Sugar
G P O Box 22199
Government Buildings
Suva**

361/2010	PRINCIPAL ADMINISTRATIVE OFFICER [DIVISIONAL PLANNING OFFICER, WESTERN]
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The incumbent of the post is responsible to the Commissioner Western Division in the preparation of the Divisional Plan of

viable projects and programmes designed to meet national and regional development objectives in consultation with Government Departments and rural development agencies. Ensure effective and efficient implementation of approved plans through the integrated rural development machinery. Monitor, evaluate and report on development progress through project visits, assessment of District reports; responsible for the management of the divisional planning Unit; Prepare and organize for rural development meetings/forums and serve as Secretariat; Follow up on the decisions of such meetings and ensure their prompt implementation; Coordinate divisional development estimates and give accounts of expenditure; responsible on the consistent up-keep of the divisional operation centre ; Attend to protocol and any other ancillary duties as directed by Commissioner; Act as Secretary to Divisional Development Boards; Assist the Commissioner Western Division in the day to day administration of the Division; Deputize the Commissioner in the administration of the Division, Meetings and Forums.

Qualification: An officer of high caliber. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Post graduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

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

362/2010	PRINCIPAL ADMINISTRATIVE OFFICER [DIVISIONAL PLANNING OFFICER, EASTERN]
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The incumbent of the post is responsible to the Commissioner Eastern Division in the preparation of the Divisional Plan of viable projects and programmes designed to meet national and regional development objectives in consultation with Government Departments and rural development agencies. Ensure effective and efficient implementation of approved plans through the integrated rural development machinery. Monitor, evaluate and report on development progress through project visits, assessment of District reports; responsible for the management of the divisional planning Unit; Prepare and organize for rural development meetings/forums and serve as Secretariat; Follow up on the decisions of such meetings and ensure their prompt implementation; Coordinate divisional development estimates and give accounts of expenditure; responsible on the consistent up-keep of the divisional operation centre ; Attend to protocol and any other ancillary duties as directed by Commissioner; Act as Secretary to Divisional Development Boards; Assist the Commissioner Eastern Division in the day to day administration of the Division; Deputize the Commissioner in the administration of the Division, Meetings and Forums.

Qualification: An officer of high caliber. Qualifications required for appointment as Senior Administrative Officer and

at least 2-3 years service in that grade or equivalent or relevant degree or Post graduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

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

363/2010	PRINCIPAL ADMINISTRATIVE OFFICER [EMERGENCY COORDINATION AND PLANNING]
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Responsible to the Director, Natural Disaster Management Office for the development and review of the emergency management system dealing with natural and manmade disasters. Coordinate the planning and management of disaster response and relief operations. Coordinate the development and review of Departmental Emergency Plans, and Standing Operating Procedures (SOPs), Community Support Plans, Hazards Contingency Plans. Initiate the development and review of Early Warning Systems associated with hazards relevant to Fiji, viz: cyclone, floods, tsunami and drought. Coordinate the planning and conduct of exercises to develop and/or test plans and SOPs and their subsequently review. Ensure the maintenance and operational viability of Emergency Operations Centers (EOCs) at all times. Carry out the upgrade and review of the emergency communications system and capability. Coordinate the development and management of operational database to enhance resource and information management, decision making and the overall operational efficiency of the National Emergency Operations Center and EOCs in the country. Undertake consultation with line ministries, civil society, local government and private sector on emergency planning recruitments. Coordinate the development, planning and conduct of exercises in the conjunction with stakeholders. Act as the Search and Rescue (SAR) focal point dealing with all forms of nationally activated SAR operations. Coordinate the review and upgrade of the emergency management system in consultation with stakeholders through Disaster Service Liaison Officers (DSLOs). Provide secretariat support to the Preparedness and Emergency Committee. Assist the preparation of the national disaster relief and rehabilitation program in accordance with laid down policy. The position requires a person with experience and knowledge with proven record in the field of emergency management. The appointee must possess sound disaster management planning and communications skills, be analytical and research oriented for the sustainability of the emergency management systems.

Qualification: An officer of high caliber. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Post graduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination

and flair in existing grade and proven to be a meritorious performer.

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

364/2010	SENIOR ADMINISTRATIVE OFFICER [PROVINCIAL ADMINISTRATOR, NADROGA]
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Responsible to the Divisional Commissioner (Western) in providing leadership to strengthen the capacity of rural leaders through co-ordination and partnership within the Government and Non- Government Organizations. Ensure community growth and development through the implementation of appropriate community capacity building initiatives and programmes. Facilitate National Support/ Ancillary Services through the coordination and implementation of major national response activities in accordance with the stipulated guidelines and legislations. Ensure sound entity management through the implementation of best management practices and procedures. Provide adequate policy advice and support to facilitate the development of sound policies for the Ministry. Ensure the formal information and reporting requirements of the Ministry, Government, Statute, and Minister and relevant authorities are met in a timely and relevant manner. Ensure all Provincial Administration operation/activities comply and adhere to the relevant regulations and statutes. Ensure that a responsible and dynamic image is presented for the Provincial Administration in all its dealings by developing and maintaining excellent relations and representation with all relevant bodies within the industry. Actively promote and encourage community and voluntary involvement in the provision of services for the greater well being and good government of the rural populace in rural areas and to encourage self-help and local responsibility for addressing problems.

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

365/2010	SENIOR ADMINISTRATIVE OFFICER [PROVINCIAL ADMINISTRATOR, NAITASIRI]
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Responsible to the Divisional Commissioner (Central) in providing leadership to strengthen the capacity of rural leaders through co-ordination and partnership within the Government and Non- Government Organizations. Ensure community growth and development through the implementation of appropriate community capacity building initiatives and programmes. Facilitate National Support/Ancillary Services through the coordination and implementation of major national response activities in accordance with the stipulated guidelines

and legislations. Ensure sound entity management through the implementation of best management practices and procedures. Provide adequate policy advice and support to facilitate the development of sound policies for the Ministry. Ensure the formal information and reporting requirements of the Ministry, Government, Statute, and Minister and relevant authorities are met in a timely and relevant manner. Ensure all Provincial Administration operation/activities comply and adhere to the relevant regulations and statutes. Ensure that a responsible and dynamic image is presented for the Provincial Administration in all its dealings by developing and maintaining excellent relations and representation with all relevant bodies within the industry. Actively promote and encourage community and voluntary involvement in the provision of services for the greater well being and good government of the rural populace in rural areas and to encourage self-help and local responsibility for addressing problems

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

366/2010	SENIOR ADMINISTRATIVE OFFICER [PROVINCIAL ADMINISTRATOR, LOMAIVITI]
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Responsible to the Divisional Commissioner (Northern) in providing leadership to strengthen the capacity of rural leaders through co-ordination and partnership within the Government and Non-Government Organizations. Ensure community growth and development through the implementation of appropriate community capacity building initiatives and programmes. Facilitate National Support/Ancillary Services through the coordination and implementation of major national response activities in accordance with the stipulated guidelines and legislations. Ensure sound entity management through the implementation of best management practices and procedures. Provide adequate policy advice and support to facilitate the development of sound policies for the Ministry. Ensure the formal information and reporting requirements of the Ministry, Government, Statute, and Minister and relevant authorities are met in a timely and relevant manner. Ensure all Provincial Administration operation/activities comply and adhere to the relevant regulations and statutes. Ensure that a responsible and dynamic image is presented for the Provincial Administration in all its dealings by developing and maintaining excellent relations and representation with all relevant bodies within the industry. Actively promote and encourage community and voluntary involvement in the provision of services for the greater well being and good government of the rural populace in rural areas and to encourage self-help and local responsibility for addressing problems.

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

367/2010	SENIOR ACCOUNTS OFFICER [HEADQUARTERS]
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The position is responsible to the Deputy Secretary to plan, organize and co-ordinate the work of the Accounts Section and through effective resources management ensure compliance with the Finance Act and other relevant legislations as well as approved policies and procedures on revenue and disbursement of public funds; ensure timely efficient and effective delivery of all financial services and functions such as salaries and wages payments, settlement of accounts, associated record keeping and maintenance of relevant statistics; coordinate the preparation for the annual operating budget estimates and allocation of approved budgetary provisions to Divisional Commissioners and other vote controllers; provide advice on all financial matters including cash flow positions and expenditure trends.

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

368/2010	ACCOUNTS OFFICER [HEADQUARTERS]
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Responsible to the Senior Accounting Officer for effective and efficient supervisory role of the Accounts Section and to carry out accounting functions in accordance with the Financial Instructions, General Orders and Stores Instruction. Monitor expenditure, timely lodgment of revenue, proper payment of wages and salaries and FNNP contributions and payment of VAT, maintenance of all related records, reconciliation and submission of Trust Fund Account, IDC Account, Revolving Fund Account, Cash Clearance Account, Drawings Account and Financial Reports, reconciliation of Cash Books, Bank Accounts and preparation of unrepresented cheque lists,

preparation and submission of request for disbursement from Finance, control of budgetary allocation by preparing virement warrants and Requisition to incur expenditure and preparation of Financial Statements for management and preparation of Budget. Attend public queries on payments directly and through files marked by Senior Accounts Officer. The incumbent also deputizes for the Senior Accounts Officer in the absence of that officer.

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

369/2010	ACCOUNTS OFFICER [CENTRAL DIVISION]
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Responsible to the Divisional Commissioner for; ensuring proper accounting of revenue collected, expenditure/commitment ledger, preparation of monthly expenditure and commitment reports, monthly reconciliation of accounts. The appointee must have knowledge of the government salary systems and have the ability to control all expenditure as provided in the budget estimates, preparing cash flow forecasts, closing of final accounts and preparing the budget estimates. The appointee will also be responsible for the maintenance of requisition, local purchase order, receipt, cheque books and stores, supervision of staff in the Accounts Section, certify payment vouchers, sign/countersign cheques, submit annual P41 slips to Fiji Island Revenue & Customs Authority, payment of FNPF/ PAYE deductions monthly and prepare Annual Reports.

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

370/2010	ACCOUNTS OFFICER [NORTHERN DIVISION]
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Responsible to the Divisional Commissioner for; ensuring proper accounting of revenue collected, expenditure/commitment ledger, preparation of monthly

expenditure and commitment reports, monthly reconciliation of accounts. The appointee must have knowledge of the government salary systems and have the ability to control all expenditure as provided in the budget estimates, preparing cash flow forecasts, closing of final accounts and preparing the budget estimates. The appointee will also be responsible for the maintenance of requisition, local purchase order, receipt, cheque books and stores, supervision of staff in the Accounts Section, certify payment vouchers, sign/countersign cheques, submit annual P41 slips to Fiji Island Revenue & Customs Authority, payment of FNPF/ PAYE deductions monthly and prepare Annual Reports.

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

371/2010	ACCOUNTS OFFICER [EASTERN DIVISION]
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Responsible to the Divisional Commissioner for; ensuring proper accounting of revenue collected, expenditure/commitment ledger, preparation of monthly expenditure and commitment reports, monthly reconciliation of accounts. The appointee must have knowledge of the government salary systems and have the ability to control all expenditure as provided in the budget estimates, preparing cash flow forecasts, closing of final accounts and preparing the budget estimates. The appointee will also be responsible for the maintenance of requisition, local purchase order, receipt, cheque books and stores, supervision of staff in the Accounts Section, certify payment vouchers, sign/countersign cheques, submit annual P41 slips to Fiji Island Revenue & Customs Authority, payment of FNPF/ PAYE deductions monthly and prepare Annual Reports.

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

372/2010	SENIOR TECHNICAL ASSISTANT [HEADQUARTERS]
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Responsible to the Manager Rural Housing to manage daily activities of the rural housing; Attend to the Tikina Council Meeting and other related committees in relation to housing interest in the division; Supervision of divisional rural housing projects and submit progress monthly reports.

Qualification: A pass in Fiji School Leaving Certificate, Form 7 or equivalent OR Completion of an appropriate apprenticeship course in their discipline OR A minimum of 6 years relevant experience in an appropriate engineering field and demonstrated ability and drive.

Salary: ES06 \$7,629 - \$14,819

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

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

373/2010	ADMINISTRATIVE OFFICER [POLICE]
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Responsible to the Senior Administrative Officer (Security Forces) in facilitating the timely provision of quality police advice, information, briefs, assessments, submissions and information for executive management decisions on Police matters; efficient management and delivery of policing services in line with the Ministry's Annual Corporate Plan; facilitating the efficient administration and compliance of national obligations under the various International Convention that impact on Law and Order, including the Chemical Weapons Convention, UN Program of Action on Small Arms, Certain Chemical Weapons, and Transnational Organized Crime; facilitate and coordinate national security strategies in strengthening our capacity at the borders; facilitate police bilateral and multilateral relations and provide support services to new and existing peace missions, facilitate organizing of Ministerial visits to Police missions abroad. Assist in provision of police support services during national events and facilitate non-police taskings.

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 - \$27,691

374/2010	ASSISTANT ACCOUNTS OFFICER [PAYMENTS]
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The appointee will be responsible to the Accounts officer for the processing of Payments, checking and passing of vouchers and have the knowledge of Financial Information System. Verify payment, preparing journals, Drawings and RFA reconciliations and record accountable advance. 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 Permanent Secretary
Ministry of Justice, Electoral Reform and Anti Corruption
G P O Box 11869
Government Buildings
Suva**

DEPARTMENT OF JUSTICE

375/2010	SENIOR ACCOUNTS OFFICER
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The position reports to the Permanent Secretary for Justice through the Principal Administrative Officer. 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 transactions are attributed to the correct budgetary ~~sgs~~ together with 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 Permanent Secretary, 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 scrutiny by the two authorities. The incumbent will also be responsible for the training of staff, ensuring that the management of their

work processes is in line 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. The appointee will also be responsible to oversee and implement measures to ensure proper management of Official Receivers Trust Funds.

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

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

**The Permanent Secretary
Ministry of Education, National Heritage, Culture and Arts,
Youth and Sports
Private Mail Bag
Government Buildings
Suva**

DEPARTMENT OF CULTURE

376/2010	SENIOR ADMINISTRATIVE OFFICER
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Provide research and policy advice services to the Director to ensure the preservation development and promotion of intangible and tangible cultural heritage. Develop national projects and intercommunity awareness and appreciation programs that will actively promote the rich cultural heritage of our different communities and a greater cultural understanding amongst different communities. Undertake community level and to ensure greater participation of communities as partners of development. Facilitate the identification, collection and documentation of cultural heritage information.

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

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

**The Permanent Secretary
Ministry of Health
G P O Box 2223
Government Buildings
Suva**

377/2010	SECRETARY [LABASA]
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Responsible to the Medical Superintendent, Labasa Hospital through Hospital Secretary for Secretarial duties include typing, Shorthand, taking of minutes of Meetings, filing, attending to telephone calls/enquiries, operating office machines, arranging appointments and 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: SS04 \$15,689 - \$20,018

378/2010	COMPUTER OPERATOR [CWM HOSPITAL]
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Responsible to the Hospital Administrator for the daily status on data transfer of health information from the hospital. Assist in the installation of patient information system in the hospital. Assist in the procurement of computer hardware accessories and its consumables. Assist in the development of training programs for users of patient information system. Assist in the training of users in patient information system and computer general. Assist in the installation and maintenance of network and equipment. Assist the Senior Statistician in developing ad-hoc reports on health status and output on delivery of health

services throughout the nation. Assist the Senior Statistician in the tabulation of disease indices for hospitals that do not have access to PATIS. Provide helpdesk for identification and resolving issues for patient information system application and Microsoft Office application. It is essential that the applicant have a thorough understanding of information system and database application. The applicant should have a better understanding and knowledge in MS SQL Server, MS Access and VBA. A demonstrated knowledge and skills in network environment with Windows NT, Windows 2000 or latest version and with other essential network application is essential.

Qualification: A Diploma in Computer Studies.

Salary: IT07 \$9,659 - \$16,243

379/2010	SENIOR SYSTEMS ANALYST [HARDWARE]
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Responsible to the Director Information, Planning & Infrastructure through the Manager Health Information Unit to coordinate the IT Help Desk through adherences to standard operating procedures. Prioritise IT work in liaison with Manager Health Information Unit. Support the development and maintenance of IT hardware inventory records. Administer support including but not limited to ordering hardware in accordance with government regulations; coordination of government tenders; maintaining financial records; coordinating the payment of accounts; acts as secretariat to committee meetings; coordinate staff relief and leave rostering. To coordinate the returns of hardware through warranty claims. The incumbent provides periodic reports on maintenance tasks undertaken and outstanding. (Where appropriate advocate HIV/AIDS as a development issue).

Qualification: Qualifications required for appointment as Systems Analyst/ Programmer and at least 23 years service in that grade and/or relevant skills and experience in this particular field in any other organization.

Salary: IT04 \$31,238 - \$40,646

380/2010	SYSTEMS ANALYST, PATIS [HQ]
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Responsible to the Manager Information Technology for the daily status on data transfer of health information from hospital and various health centers. Assist in the installation of patient information system at Sub – divisional Hospitals and identified health centers. Assist in the procurement of computer hardware accessories and its consumables. Assist in the development of training programs for users of patient information system. Assist in the training of users in patient information system and computer general. Assist in the installation and maintenance of network and equipment. Assist the Senior Statistician in developing ad – hoc reports on health

status and output on delivery of health services throughout the nation. Assist the Senior Statistician in the tabulation of disease indices for hospitals that do not have access to PATIS. Provide helpdesk for identification and resolving issues for patient information system application and Microsoft Office application. It is essential that the applicant have a thorough understanding of information system and database application. The applicant should have a better understanding and knowledge in MS SQL Server, MS Access and VBA. A demonstrated knowledge and skills in network environment with Windows NT, Windows 2000 or latest version and with other essential network application is essential.

Qualification: A meritorious performer with at least 2-3 years experience as an Asst Programmer and/or relevant skills and experience in this particular field in any other organisation and demonstrates the analytical ability to partake in development and design work.

Salary: IT05 \$23,791 - \$31,730

381/2010	CHIEF DIETICIAN AND NUTRITIONIST
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Responsible to the Permanent Secretary for Health through the Deputy Secretary Public Health for the planning, implementation, monitoring and evaluation of both Dietetic and Public Health Nutrition programs at divisional and sub-divisional levels. Administrative head of Dietitians working in the Ministry of Health. Prepare annual report for the Dietetics and Nutrition Unit based on the Consolidated Monthly Reports. Prepare and submit annual budget including equipment and Information, Education and Communication [IEC] materials for the unit. The incumbent must have had some working experience in a hospital or in public health or in relevant field. Knowledge of computer in relation to nutrition software is essential.

Qualification: Dietetics or Nutrition degree with 5-10 years experience as a Senior Dietitian and/or Senior Tutor. Consistently good reports. Proven ability to manage staff and considerable financial resources. Must have demonstrated intellectual capacity, planning skills and personal drive.

Salary: HW01 \$37,654 - \$46,037

382/2010	EXECUTIVE OFFICER [RECRUITMENT AND APPOINTMENT UNIT]
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Responsible to the Senior Administrative Officer through the Administrative Officer, Recruitment & Appointment Unit for the day-to-day running of the office and the overall supervision and control of staffs. To assist the Ministry of Health Staff Board in its decision – making on appointments and promotions for the medical, nursing, dental/para-dental, Accounting, Technical and support services cadres through

the preparation and vetting of submissions in accordance with standing policies, procedures and guidelines; processing recommendations for acting appointments; providing support services in terms of salary review and staff establishment. Assists with effective staff development through orientation, induction of new staff members and on-going and external training programmes.

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

383/2010	EXECUTIVE OFFICER [GOVERNMENT PHARMACY]
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Responsible to the Chief Pharmacist through the Business & Essential Drugs and the IRA branch head for the supervision and advise on the administration of support staff and on financial issues in the allocation of financial material and human resources to ensure achievement of set objectives. Ensure compliance with internal and external audit requirements of the public service and be fully conversant with policies and regulation guiding the administration of financial, personnel, stores and inventory control services. Monitors overtime work and propose appropriate intervention to control overtime engagement of employees and prepare and distribute duty rosters for un-established employees and manage changes assigned to duties, requests for change of shifts and relieving duties as appropriate. Maintain a roster for board of survey and administer write – off items and their replacement, participate in official committees and meeting as required and assist senior managers with the review and maintenance of key documentation.

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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OTHER VACANICIES
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FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
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POST	Agro-Industry Officer
Website	-
E-mail	VA-2328-AGS @fao.org
Due date	17th June 2010

POST	Human Resources Officer [Learning]
Website	HTTP://WWW.FAO.ORG/VA/IRECRUITMENT/INDEX_EN.HTML
E-mail	-
Due date	15th June 2010

POST	Human Resources Officer [Career Development]
Website	HTTP://WWW.FAO.ORG/VA/IRECRUITMENT/INDEX_EN.HTML
E-mail	-
Due date	15th June 2010

POST	Agricultural Extension Officer
Website	-
E-mail	VA-2323-OEK@fao.org
Due date	17th June 2010

POST	Agricultural Officer [Sustainable Crop Production Diversification]
Website	-
E-mail	VA-2324-AGP@fao.org
Due date	17th June 2010

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UNIVERSAL POSTAL UNION
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POST [3]	- Postal Financial Services Programme Expert - Addressing Assistance Programme Expert - Expert
Website	www.upu.int
E-mail	Marc.dettmar@upu.int
Due date	15th 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: 15/06/2010
Before noon: 30/05/2010
Circular dated: 30/06/2010
Before noon: 15/06/2010
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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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