



FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No.11/2010

DATE: 15TH JUNE, 2010

ISSUED BY THE PUBLIC SERVICE COMMISSION

THE FIJI PUBLIC SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER

VACANCIES

ADVERTISEMENTS must be submitted on plain paper together with GP Form 140 for each vacancy.

APPLICATIONS for vacancies must be made on GP142 Form stating the appropriate reference number and submitted via the Head of the Employee's Department. All applicants must include their Curriculum Vitae (CV) with GP142 Form. GP 142 Form can be downloaded from our website: www.psc.gov.fj

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Parmesh Chand

Permanent Secretary for the Public Service

ADVERTISEMENT OF PERMANENT SECRETARIES POSTS FOR GOVERNMENT MINISTRIES

Applications are invited for the following Permanent Secretary positions 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 30th June, 2010.

The roles of the position are as stated below:

OFFICE OF THE PRIME MINISTER

MINISTRY OF FINANCE

PS19/2010	PERMANENT SECRETARY FOR FINANCE
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The Ministry of Finance is responsible for providing Government with sound economic and financial forecasting, advisory and analytical services, Budget Management services, Accounting services and overseeing of the tax collection function exercised by the Fiji Islands Revenue and Customs Authority (FIRCA). The Permanent Secretary will ensure that prudent financial policies and practises are in place in order to maintain financial and macroeconomic stability. He/she will continue to spearhead and implement the public financial management reform. The incumbent will monitor the progress of all capital projects within Government and ensure that these are completed in a timely and efficient manner to minimise cost over-runs and delays. The Permanent Secretary is required to manage Government's financial position, budget system and provides advice on national economic and financial policy issues. He/She will be responsible to the effective management of Government assets and liabilities develop and implement fiscal, financial and monetary policies and coordinate, control and monitor Government spending and revenue collection. The role will also include the timely preparation of accurate economic and financial reports for decision making purposes, implementation of sound risk management policies and enhancing the Government's financial management information systems. The incumbent is responsible for the Technical Support Service programme which includes the budgeted activities for the Central Coordinating Agency for Roads, Printing and Stationery Department, Information Technology and Computer Services and Fiji Procurement Office. The post holder is expected to have an exceptional knowledge of economic, financial and fiscal policies. As the Public Service Commission's "Delegate" and "Chief Accounting Officer", the incumbent is also required to effectively and efficiently manage the Ministry's Human and Financial Resources. He/She must ensure the development of a competent and motivated workforce and the provision of policy advice to government including the coordination of statues and regulations that are applicable to the sector. The Permanent Secretary is required to exercise prudence and accountability in the management of Ministry's finance and assets and adhere to the reporting requirements. The focus on customer service and public relations is essential and must be a primary concern in the delivery of services.

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

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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**

MINISTRY OF INDUSTRY AND TRADE

384/2010	CHIEF ECONOMIST
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Responsible to the Permanent Secretary for Industry & Trade through the Deputy Secretary for the overall performance of the Economic Analysis Unit within the Ministry. The officer will allocate tasks within the Unit, coordinate its activities to achieve targets specified in the Annual Corporate Plan and work programme, and formulate policy strategies on commerce, industry, co-operatives, investment and consumer related issues. The incumbent will be required to undertake the evaluation of project proposals and supervise industry specific issue, liaise closely with a range of private and public sector bodies and representatives. The officer will assume a supervisory role in the allocation of tasks within the division, co-ordinate the Units activities to ensure the achievement of targets specified in the annual work programme.

Qualification: Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required, is experience of negotiation/discussion with senior staff of Government and Non-Government Agencies. Officers should have shown well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decision. Proven ability to manage manpower and physical resources effectively is required in positions at this level, which have a bias towards Senior Management rather than policy and considerate work. The best graduate with specialist degrees entering the Service at SS04/03 or equivalent levels may achieve this level after not less than 13 years of service including at least 3 years at Principal level in their discipline. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during the career.

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

PUBLIC SERVICE COMMISSION

385/2010	SENIOR ECONOMIC PLANNING OFFICER [HIGHER SALARIES COMMISSION]
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The incumbent is responsible to the Manager Higher Salaries Commission by assisting the Manager in providing professional secretariat support and services to the Higher Salaries Commission and stakeholders by: conducting assessment on submissions received and makes recommendations through the Manager on remuneration packages and board fees for determination by the Higher Salaries Commission. The incumbent is also responsible for conducting job evaluation using available J.E methods. Maintaining effective communication with the Higher Salaries Commission members on meeting schedules and participation providing sound policy advice to Boards and Councils of organizations under the jurisdiction of the Higher Salaries Commission, on remuneration policies, guidelines and implementation of Commission decision. Supervising the Economic Planning Officer on research materials required on policy issues for the Manager, HSC and the Higher Salaries Commission. Supervising support staff on timely distribution of meeting papers and promulgations of decisions as well as provide guidance on administration matters. Ensure the coordinating of staff training both locally and overseas in consultation with the Training Division, preparing the annual budget requirements for approval by the Manager and the Higher Salaries Commission Annual Report.

Qualification: Qualifications required for appointment as Economic Planning Officer and at least 23 years service in that grade or equivalent or a relevant degree and/or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Senior Economic Planning Officer level.

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

386/2010	SENIOR INFORMATION OFFICER [EXECUTIVE SUPPORT AND COMMUNICATION]
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The incumbent reports directly to the Permanent Secretary, Public Service Commission being the Head of the Executive Support and Communication Unit. The incumbent provides timely efficient and effective communication strategies to convey PSC's Plans, policies and programme in regards to production of news releases, government statements, features and advertisements. He/She will liaise very closely with editors of various new agencies for publication of news releases, features, speeches and briefs. He/She has to maintain a good

working rapport amongst all level of officers in various divisions and with media personnel through the issuance of media alerts for press conferences. Provide gateway or final vetting/editing of government statements. The incumbent also ensures that coordination and dissemination of events through media alerts are done on time for the Commission. Assist in developing the PSC website, write, edit and publish the PSC quarterly newsletter.

Qualification: Qualifications required for appointment as Information 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 Information Officer. Experience in journalism and broadcasting is desirable.

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

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

**The Permanent Secretary
National Planning
P O Box 2351
Government Buildings
Suva**

387/2010	PRINCIPAL ECONOMIC PLANNING OFFICER [HUMAN RESOURCES PLANNING]
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Responsible to the Chief Economic Planning Officer, Human Resources Development for the implementation, coordination, analysis and evaluation of the Human Resource Planning Work Programme. Duties include assisting the Chief Economic Planning Officer in undertaking research and the preparation of reports on population policy, trends and projections of manpower requirements in the Fiji economy. He/She will be required to monitor changes in the Fiji Labour Market, identify important issues and propose appropriate actions, liaise with line Ministries/Departments in the preparation of their respective Human Resources Planning policies and plans, prepare reports on human resource development (training) requirements in Fiji in liaison with other organizations concerned. Maintaining the Computerized Human Resources Information System (CHRIS) and database on statistics on population, workforce, employment, labour market and human resources planning policy. Special emphasis will be made on the labour supply and demand side of the labour market. Assist in the co-ordination of the implementation of the Integrated Human Resources Development Programme and the National Strategic Human Resources Plan in liaison with relevant stakeholders.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Economic Planning Officer

and at least 2-3 years service in that grade or equivalent or relevant degree or postgraduate 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

388/2010	SENIOR ECONOMIC PLANNING OFFICER [SECTORAL/REGIONAL]
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Responsible to the Chief Economic Planning Officer (Sectoral/Regional) for the coordination and monitoring of economic development programmes and projects affecting all divisions, identification and evaluation of specific regional and sectoral development project proposals, reviewing and analyzing of regional and sectoral development policy recommendations. The officer will be required to carry out resource assessment and data collection exercise for the formulation of comprehensive integrated regional development plan. The officer will also be responsible for the national level planning and policy work in one or several of these sectors vis-à-vis; industry infrastructure, tourism or social and community development, liaising with relevant ministries/departments and statutory bodies in the formulation of sectoral policy proposals for the relevant sectors which involve preparations and regular reviews for sectoral plans, assessment of budgetary and aid submissions from Ministries including the design, priority setting and monitoring of project implementation.

Qualification: Qualifications required for appointment as Economic Planning Officer and at least 23 years service in that grade or equivalent or a relevant degree and/or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Senior Economic Planning Officer level.

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

389/2010	SENIOR ECONOMIC PLANNING OFFICER [MACRO ECONOMIC DIVI SION]
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The appointee will be responsible to the Chief Economic Planning Officer (Macro) for regular analysis of key economic indicators (Statistics) and trends, relating to trade imports, exports, balance of payments, international, commodity prices, income distribution and issues concerning trade policy and any other specific duties assigned. The officer will also be responsible for compiling quarterly Economic Review reports on the economy and will be required to work in close liaison with the Reserve Bank of Fiji and Bureau of Statistics and other relevant Government ministries/departments or other Organisations and agencies.

Qualification: Qualifications required for appointment as Economic Planning Officer and at least 23 years service in that grade or equivalent or a relevant degree and/or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Senior Economic Planning Officer level.

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

390/2010	SENIOR ECONOMIC PLANNING OFFICER [PROJECT PLANNING AND EVALUATION UNIT]
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To provide technical assistance to PEPO (I&ES) for the designing, planning and evaluation of projects and programmes in the Infrastructure & Economic Services sectors for inclusion in the Public Sector Investment Programme (PSIP). The PSIP would then be presented for possible funding through the normal budgetary system. Assessments and evaluation of ministries' and departments' Corporate Plans to ensure their consistencies with the PSIP. Principal Accountabilities include the provision of technical assistance to PEPO (I&ES) for the designing, planning and evaluation of projects and programmes in the Infrastructure & Economic Services (I&ES) sectors for finalizing of the I&ES sectors' Corporate Plans in consultations with the Finance Office and the Public Service Commission; and the provision of the various projects and programmes proposals put forward from the I&ES sectors for possible government funding through the normal government budgetary system.

Qualification: Qualifications required for appointment as Economic Planning Officer and at least 23 years service in that grade or equivalent or a relevant degree and/or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Senior Economic Planning Officer level.

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

391/2010	ECONOMIC PLANNING OFFICER [SECTOR/REGIONAL]
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Responsible to the Chief Economic Planning Officer, Sectoral/Regional through the respective Senior Economic Planning Officer and Principal Economic Planning Officer for planning policy work relating to various economic sectors (infrastructure, general administration, social services and economic services). The Officer will be required to maintain regular review of the sector performance and prepare sector policy papers in liaison with concerned Ministries, assist in the preparation, appraisal, monitoring and evaluation of the projects, assist in the annual budget preparation and aid programming. Officer is also expected to represent the NPO at various committees and meetings.

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

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

The Permanent Secretary
Ministry of Labour, Industrial Relations and Employment
P O Box 2216
Government Buildings
Suva

392/2010	SENIOR ADMINISTRATIVE OFFICER [CORPORATE SERVICES]
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Responsible to the Principal Administrative Officer for quality, constructive policy advice on management and personnel matters, practices and procedures. Be responsible for the coordination, compilation, and the administration in the formulation and operation of the Corporate Services, Business Plans and Individual Work Plans; support, monitor and guide the implementation of management/personal practices to ensure effectiveness in the delivery of the Ministry's core services including those at District and Division levels; The positions acts as Secretary to Ministry's Staff Board including the preparation of Staff Board papers, meeting agendas and follow up on agendas discussed are implemented and for the timely completion of minutes to these meetings; deal with staff grievances and disputes and counsel staff on relevant matters; be the Ministry's Group Insurance Liaison Officer and when required support work on Annual Budget submissions. Supervision of staff on related personnel matters as on effective/timely plan on all staff matters such as leave, Flexi and Attendance Records, posting and transfer, ACRs; acting appointments, post processing; meetings, dealing with resignations; vacancies; post advertising; CAFs; monthly Person to Post; update Ministry Staff Civil List; required periodic reports to PSC and Finance, annual Board of Survey, office accommodation and quarters issues, etc.

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 Foreign Affairs, International Cooperation and Civil Aviation.
P O Box 2220
Government Buildings
Suva

393/2010	PRINCIPAL ADMINISTRATIVE OFFICER [WTO]
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Responsible to the Director for Trade & Economics to administer aid and technical assistance into Fiji in collaboration with the Ministry of Finance and recipient Ministries and Departments. Monitor and record all external aid and liaise with resident and overseas embassies and institutions regarding the technical assistance offered by them to ensure implementation of Ministry policy and achievement of Ministry economic and external goals described in the Corporate Plan. Undertake policy discussions and negotiations and make arrangements with relevant line Ministries in relation to aid or training requested by them or offered to them by donor agencies. Coordinate the processing of all requests for trade and training and send to donor agencies and embassies, and process all aid and training approvals and on forward to the appropriate Ministries and line departments. All processing is to be undertaken within specified time limits. In liaison with the Public Service Commission, monitor and record all training undertaken under technical cooperation programmes. Prepare letters of Agreement and Memorandums of Understanding for signature by the contracting donors and recipients to record agreements in relation to aid programmes. Organise signing ceremonies between contracting parties. Maintain contacts and consultation with the appropriate authorities in the public sector. This will involve attendance at various official functions and dinners and in representing the Ministry in aid related workshops, seminars and speaking engagements. Preparation and submission of regular reports on aid and training matters and participation in the Aid Coordinating Committee. Undertake analysis and preparation of information and take required action in relation to the World Trade Organisation and the LOME Agreement.

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

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

394/2010	PRINCIPAL ADMINISTRATIVE OFFICER [ECONOMIC AND TRADE]
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Responsible to the Deputy Secretary and the Director (Economics) in providing advice and information on trade and economic policy issues based on research and analysis of up-to-date data, in accordance with Government policy. Researching and analysing the international trade environment, multilateral trade rules (WTO), international market access arrangements, and international trends and developments, in order to provide information, reports and briefing papers that aim to promote trade and economic diversification and growth for Fiji. Providing trade policy advice through drafting of cabinet submissions, speeches, briefs and communications for the Minister and Senior Staff. Providing representation at meetings of regional and international organisations to support the Government's position and negotiate for improved economic relations and standing for Fiji. Actively participating in trade negotiations, especially in the preparation of background papers on trade and development matters relating to the negotiations of bilateral, regional and multilateral trading agreements. Co-ordinating and facilitating the Trade Development Committee (TDC), which was a crucial inter-Ministerial body that oversees the formulation, negotiation and implementation of Fiji's trade related economic policies. Maintaining contacts and consultation with the private sector and the civil society to ensure exchange of information to encourage external trade and advising the Ministry on actions that could be taken to facilitate private sector and business promotion. This involves attendance of various official functions, meetings etc.

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

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

395/2010	SECRETARY - DEPUTY SECRETARY [INTERNATIONAL COOPERATION AND CIVIL AVIATION]
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Correspondence and records: type letters, memos, correspondence and confidential documents, speeches, cabinet papers and reports, print out, send faxes, take photocopies and file correspondence as directed. Preparation of meeting papers and briefs. Secretariat Work: Provide secretariat services for high level meetings. Support services: Answering telephones, taking messages, making

appointments, making accommodation bookings and travel arrangements both nationally and internationally, preparation of documents before international travel and arranging meetings. Making appointments for official lunches and dinners. Other duties as directed 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

396/2010	SECRETARY – DEPUTY SECRETARY [POLITICAL AND TREATIES]
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Correspondence and records: type letters, memos, correspondence and confidential documents, speeches, cabinet papers and reports, print out, send faxes, take photocopies and file correspondence as directed. Preparation of meeting papers and briefs. Secretariat Work: Provide secretariat services for high level meetings. Support services: Answering telephones, taking messages, making appointments, making accommodation bookings and travel arrangements both nationally and internationally, preparation of documents before international travel and arranging meetings. Making appointments for official lunches and dinners. Other duties as directed 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

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

**The Permanent Secretary
Ministry of Health
P O Box 2223
Government Building
Suva.**

397/2010	ADMINISTRATIVE OFFICER [COMMUNITY DEVELOPMENT AND TRAINING]
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Responsible to the Head, National Centre for Health Promotion [NCHP] through the Senior Health Promotion Officer [Program & Training] for planning and implementation of Health Promotion Community programs. To assist in the formation of Divisional and Su-Divisional management teams at divisional and district level. Assist in the training of trainers and community training on the concept of healthy island. Provide professional guidance and skill to staff at Divisional/Sub-Divisional level and maintain regular and on-going reporting of healthy island/health promotion activities and outcomes. Assist in monitoring of the National Health Promotion Council Small Grant Scheme and secretary to Community Health Development Committee of the NCHP Council. Participate in all health promotion activities of the NCHP and any other duties assigned by the Head from time to 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

398/2010 399/2010 400/2010 401/2010 402/2010 403/2010 404/2010 405/2010 406/2010 407/2010 408/2010 409/2010 410/2010 411/2010 412/2010 413/2010	ORDERLY [St. GILES HOSPITAL] - 22 POSTS
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414/2010	
415/2010	
416/2010	
417/2010	
418/2010	
419/2010	

Responsible to the Medical Superintendent, St Giles Hospital and the Senior Matron through the respective Ward Sisters and specified unit charges for the delivery and implementation of effective and quality patient care through implementation of the nursing process procedure. Ensure effective execution of nursing orders that is to observe, make assessment and documentation of clients' progress on all shifts. Prepare counsel clients on ElectroConvulsive Therapy (ECT). Assessment and presenting submission through consultation with respective ward sister / unit charges as to assist in planning / implementation of patient care and general management of ward / unit. The incumbent has to organise and manage of respective assigned units / areas of responsibility within wards / specified units and perform ward routines.

Qualification: Fiji School Leaving Certificate (Completion), English and 2 other relevant subjects.

Salary: NU08 \$8,076 - \$10,954

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

The Permanent Secretary
Ministry of Industry and Trade
P O Box 2118
Government Building
Suva.

DEPARTMENT OF INDUSTRY

420/2010	ECONOMIC PLANNING OFFICER [ECONOMIC ANALYSIS UNIT]
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Responsible to the Chief Economist through the Senior Economic Planning Officer for compilation/analysis of relevant economic statistics; undertaking research for policy areas related to investment, business development and commerce, attending to queries and investigating issues raised by private and public sector. Development of policies and projects to stimulate investment in various industries; writing briefs, papers and speeches on various issues. This also includes providing advice on policy matters and ensure that expected outputs are achieved at set deadlines as outlined in the EAU's work programme and ensure that details and timely information are available at all times for management, ensuring close contact is maintained with the private sector, public sector, semi-government and international organizations at all times. The appointee is also required to represent and

communicate the Ministry's position in relevant workshops, seminars and conferences, at national, regional and international levels. . Any other duties assigned by the Chief Economist.

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 his particular field in any other organisation.

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

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

The Permanent Secretary
Ministry of Fisheries and Forests
P O Box 2118
Government Building
Suva.

DEPARTMENT OF FORESTS

421/2010	PRINCIPAL FORESTRY OFFICER [DIVISIONAL FORESTRY OFFICER-SOUTHERN]
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This post is the Divisional Head in the Administrative Division ie Divisional Forestry Office, and reporting directly to the Deputy Conservator of Forests Operations. The posts exist as a strategic operational arm of the department, the core function of which is to implement the policies on forest management, harvesting, extension, and utilization of forests resources. The specific functions are management of natural forest; licensing and control of natural and plantation of forests, harvesting, and collection of scaling fees and royalties; monitoring of saw milling, timber treatment and other wood using processors; and offering forestry advice to various stakeholders. The appointee is required to produce divisional work programmes' and budget estimates, ensure compliance in accordance with work programmes' through periodic monitoring, submissions of reports on work programmes, facilitating effective participation of the private sector by communicating department's policy framework and ensuring compliance and assist Divisional Commissioners in undertaking tasks related to natural disaster and general election activities.

Qualification: Qualifications required for appointment as Senior Agricultural 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 with meritorious performance or relevant degree or postgraduate qualification.

Salary: PR01 \$35,466 - \$44,787

422/2010	PRINCIPAL ACCOUNTS OFFICER
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Responsible to the Permanent Secretary Fisheries and Forests for the planning, control, and monitoring of the Ministry's Finance and assets through effective and efficient revenue and cash management and timely procurements of goods, ensuring timely reconciliation of commitments and expenditure, salaries and wage payrolls and timely processing of all payments. The incumbent is also required to oversee the operations of all Trading and Manufacturing Accounts, Trust Accounts, Ledger Accounts and Administration of Grants, ensure that inventories are properly managed and recorded. Ensure that Plant and Equipment including vehicles are well maintained controlled and managed. He/ She will also be responsible for the loans; advances, debtors, liabilities and losses that the Ministry will incur and ensure that internal controls are in place to prevent non-compliance to Finance Manual 2005 and Financial Instruction 2005. He/ she is also required to submit timely reports to Ministry of Finance, Permanent Secretary for Fisheries and Forests on Financial Matters, Prepare Ministry's Annual Budget and must provide policy Guidelines in terms of financial and assets management to the Senior Management.

Qualification: Appointee must have a degree or post graduate degree in accounting, or Finance and a member of Fiji Institute of Accountants or an equivalent/recognized professional body. He/She should have also served at least 2 years as Senior Accounts Officer or relevant experience in any other organisation, or without the 2 years requirement, has demonstrated intellectual capacity drive, determination and flair in existing grade or position. **OR** An officer of high caliber. Qualification required for appointment as Senior Accounts Officer for at least 2 years and must have demonstrated intellectual capacity, drive, determination and flair in existing grade/position. Consistently good reports and ability to manage staff and resources.

Salary: AC01 \$40,201 - \$51,302

423/2010	EXECUTIVE OFFICER [HEADQUARTERS]
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Responsible to the Principal Administrative Officer for the maintenance and procurement of the office security including equipment. The officer will be in charge of conduction the Board of Survey and perform the duties of transport officer. The appointee will be required to ensure that the efficient Registry Services are provided, recorded and secure, confidentially maintained and correspondences are circulated on time. Also responsible for the streamlining and rationalizing of systems, procedures and practices to improve Registry services to better meet client expectation. Supervise clerical

staff and messengers to ensure that support services in the Registry are delivered efficiently and effectively.

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

424/2010 425/2010 426/2010	FORESTRY OFFICER [ASSISTANT DFO NORTHERN, SOUTHERN, WESTERN] - 3 POSTS
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Responsible to the respective Divisional Forestry Officers to advice and consult management on any matters pertaining the progress and harvesting status of any logger within the division. Ensure that the provision of Forest Decree 1992 and its appropriate powers to regulate harvesting and extraction are effectively implemented. Ensure that all logging activities within the Division are fully compliance with the National Code of Logging Practices through period field monitoring. Assist in compilation of project papers, progress reports, quarterly and annual reports.

Qualification: Qualifications required for appointment as Forester 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. Consistently good reports with demonstrated ability to supervise and control staff and ability to perform effectively in rural situations; OR A good degree in Forestry.

Salary: PR03 \$20,335 - \$26,810

427/2010	FORESTRY OFFICER [FORESTRY TRAINING SCHOOL]
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The Incumbent is responsible to the Senior Forestry Officer Training for the effective and successful implementation of managing and sustaining forest resources to maximize the benefits and its services. He/she must manage funds in line with the planned programs through proper financial management; ensure timely submission of the Divisional Quarterly and Annual Reports and other information required by the management. The incumbent will also be responsible for the monitoring of the effectiveness of the awareness training packages. The incumbent must possess TPAF's Trainers Certificate, must be able to think strategically, forecast future training demands/requirement within the department and

be able to communicate effectively with staff, clients and stakeholders.

Qualification: Qualifications required for appointment as Forester 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. Consistently good reports with demonstrated ability to supervise and control staff and ability to perform effectively in rural situations; OR A good degree in Forestry.

Salary: PR03 \$20,335 - \$26,810

428/2010 429/2010 430/2010 431/2010	FORESTER [HARVESTING/TIMBER PRODUCTION] - LAUTOKA [2 POSTS] - NAVUA [1 POST] - LABASA [1 POST]
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Responsible to the respective Divisional Forestry Officers in carrying out proper verification of harvesting plan. Monitoring and evaluation of logging in accordance with National Code of Logging Practices [NCOLP]. He/she will have to attend Tikina meetings and stakeholders meetings to offer professional advice on fees and royalties. Required to submit weekly and monthly reports on field inspections. Also submitting of License Area reports on Bi yearly basis, enabling the management Division to have accurate records on areas logged. Responsible for closure of logging coupes to ensure proper rehabilitation.

Qualification: Qualifications required for appointment as Forest Ranger and at least 23 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability to supervise and control staff; OR A good degree in Forestry.

Salary: PR04 \$15,689 - \$20,018

432/2010	ASSISTANT ACCOUNTS OFFICER [PAYMENTS]
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Responsible to the Accounts Officer and Senior Accounts Officer in carrying out his/her day to day routine work. The incumbent is also responsible for the Department's Agencies FMIS Purchases and Accounts Payable, data input on various Modules system and processes on a daily basis according to the procurement of goods and services standard procedure. He/she is responsible for generating and reconciling PO/AP reports [PO881, PO525, AP711 & AP741] on regular basis, reconcile FMIS vendors registration; reconcile FMIS creditor/debtor statement of accounts, checked/passed for

payment vouchers and monitor/advice Agencies on monthly expenditures position.

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

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WITHDRAWAL OF VACANCIES
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FPSOC NO	VACANCY NO	POST
MINISTRY OF WORKS, TRANSPORT AND PUBLIC UTILITIES		
24/2009	2571/2009	Principal Accounts Officer, HQ- transfer of Officer from Public Utilities to Works Department.

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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 : 30/06/2010
Before noon : 15/06/2010
Circular dated : 15/07/2010
Before noon : 30/06/2010

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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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