



## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No.12/2010

DATE: 30<sup>TH</sup> 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](http://www.psc.gov.fj)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Parmesh Chand**

**Permanent Secretary for the Public Service**

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

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

Permanent Secretaries are heads of Government Ministries and are responsible to their Ministers for the proper and effective management of their Ministries and for policy advice and support. They are also responsible for implementing Government policies and programmes in a cost effective and efficient manner. The remuneration and benefits for the positions includes a base salary ranging from \$73,640 to \$96,276 with 8% of base salary as superannuation, 12.5% of basic salary as housing allowance, the provision of a government vehicle with driver for official business, telecommunication expenses on a reimbursable basis, business class air travel with per diem allowance that includes a 10% loading and other civil service terms and conditions including annual leave etc.

**The principal accountabilities of these roles include:**

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

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

Applications are to be sent to:  
**The Chairman,  
Public Service Commission,  
P O Box 2211,  
Government Buildings,  
Suva.**

Applications will close at 4.30pm on the 13<sup>th</sup> July, 2010.

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

OFFICE OF THE PRIME MINISTER

<b>PS20/2010</b>	<b>PERMANENT SECRETARY [RE-ADVERTISED]</b>
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The Prime Minister's Office is responsible for the Administrative support to the Prime Minister and Cabinet office. The Prime Minister's Office has its statutory functions of the government of Fiji. It provides policy advice and monitors the implementation of Cabinet decisions. The ministry is also responsible for special programs/ activities including development assistance to Rotuma, Rabi, Kioa and the minority groups.

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

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

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**For further enquiries of the advertised vacancies please contact:** Ms Kelera Nukutaumaki on telephone 3314588 extension 416, Public Service Commission. or email [Knukutaumaki@psc.gov.fj](mailto:Knukutaumaki@psc.gov.fj),  
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Applications on completed GP 142 for the following posts should be addressed to:

The Permanent Secretary  
Ministry of Information, National Archives and Library Services  
G P O Box 2225  
Government Buildings  
Suva

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433/2010	DIRECTOR [INFORMATION]
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Responsible to the Permanent Secretary for Information, National Archives and Library Services for the provision of management support and policy advice in ensuring service-wide networking on best management practices in media and public relations. Provides leadership in the strategic direction of the Ministry in relation to Governments media and publicity strategy. Provides editorial guidance for all the ministry's information dissemination mediums – Fiji Focus newspaper, media statements, features, paid newspaper advertisements and supplements including production of regular and adhoc publications, radio and television.

**Qualification:** Previous experience with policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and Non-Government Agencies. The Officers should have shown evidence of well rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far reaching decisions. Proven ability to manage manpower and physical resources effectively is required in positions at this level, which have a bias towards Senior Management rather than policy and considerate work. The best graduates with specialist degrees entering the service at SS03/04 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

434/2010	DIRECTOR [NATIONAL ARCHIVES ]
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Responsible to the Permanent Secretary for Information, National Archives and Library Services through the Deputy Secretary for the provision of policy and strategic direction for the management and execution of the National Archives programmes and ensuring the safe custody and preservation of the national archival and documentary heritage.

**Qualification:** Previous experience with policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and Non-Government Agencies. The Officers should have shown evidence of well rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far reaching decisions. Proven ability to manage manpower and physical resources effectively is required in positions at this level, which have a bias towards Senior Management rather than policy and considerate work. The best graduates with specialist degrees entering the service at SS03/04 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

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

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435/2010	SECRETARY [DIRECTOR FINANCIAL CONTROL INTERNAL AUDIT AND COMPLIANCE]
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The position reports directly to the Director [Financial Control Internal Audit and Compliance], to provide secretarial support to the Director as well as attending to telephone enquires; assist other staff in Financial Control Internal Audit and Compliance Unit in typing of official correspondence as when essential; provide directions to all client/ customer; maintain records of all communication [inward/outward] to the Director. 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

<b>436/2010</b>	<b>SENIOR ECONOMIC PLANNING OFFICER [EXECUTIVE SUPPORT GROUP]</b>
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Responsible to the Principal Economic Planning Officer (Executive Support Group). The incumbent's duties will include: provide proper policy advice; prepare briefs, speaking notes; press releases, research papers and respond to ministerial and general correspondence for Minister and Permanent Secretary. To ensure timely submission of cabinet papers to Cabinet Office and also prepare Cabinet papers as and when requested by the MF and PSF on matters relevant to the Division; facilitate in the appointment of members to the Boards under the preview of the Minister for Finance, through drafting appointment letters and gazetting the appointments; maintain database for all board appointments for necessary advice to the Minister; facilitate in providing timely advice to the Minister and Permanent Secretary on matters related to the World Bank, International Monetary Fund (in conjunction with the Reserve Bank of Fiji), the Asian Development Bank and other Regional and International Institutions as and when needed. Assist in administration and logistical arrangements for the annual Budget in consultation with the Administration and Budget Division. Assist the senior secretaries with travel arrangements for locally and overseas official trips for MF and PSF. Also ensure that necessary briefs, papers etc are submitted to the Minister and PSF before major meetings either local or abroad and assist in general enquiries directed to PSF and MF through correspondence, phone or in-person.

**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

<b>437/2010</b>	<b>ECONOMIC PLANNING OFFICER [MULTILATERAL - ODA]</b>
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The incumbent will responsible to the Senior Economic Officer [Multilateral]. The duties of the officer include providing the focal point for liaison within government central agencies, multilateral donor agencies and umbrella non-government organizations with regards to multilateral aid matters; ensuring that all multilateral project proposals are consistent with government policies through proper evaluation and analysis; assist to develop policies, systems and procedures through management and coordination of multilateral proposals to the

Budget and Aid Coordinating Committee; gathering and receiving multilateral data information from line ministries and multilateral donor agencies; incorporation and reviewing all multilateral aid funded projects.

**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

<b>438/2010</b>	<b>ECONOMIC PLANNING OFFICER [GENERAL ADMINISTRATION]</b>
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The incumbent will be responsible to the Principal Economic Planning Officer (General Administration). The duties of the officer include planning, coordination and preparation of annual budgets, monitoring of expenditure performance of assigned ministries/departments under the General Administration Sector to ensure consistency with the overall sectoral objectives and initiate remedial action where appropriate, assessment and analysis of funding requests and prepare recommendations for approval and assist in the evaluation of sectoral program policies to review its effectiveness relative to government priorities. The appointee will also represent the Ministry of Finance 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

<b>439/2010</b>	<b>ACCOUNTS OFFICER [CASH AND PAYMENTS]</b>
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Responsible to the Senior Accounts Officer (Cash & Payments) for the purchase of goods and services, prompt payment of invoices and collection and lodgement of revenue for the Ministry. Duties include maintaining daily cash movements within Commercial Banks and Reserve Bank of Fiji; control printing and issue of revenue receipts, license, revenue earning forms and cheque books; responsible for maintaining all safe keys and the procurement of safes; prepare budget for Treasury Division and its cashflow forecast; process daily FMIS transactions for Drawing Accounts; process routine accounting transactions such as Virements, Journal Vouchers, Local Purchase Orders and Reconciliation Statements. The incumbent will also assist in facilitating administrative matters for Treasury such as attending to Auditor-General's queries and preparing monthly absence returns.

**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 Officer 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

440/2010	<b>ACCOUNTS OFFICER [ASSET MANAGEMENT UNIT]</b>
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Responsible to the Senior Accounts Officer, for analysing and monitoring the ownership performance of a defined portfolio of government entities. Duties include initial evaluation and analysis of financial statements of government entities; analysis of corporate plans for Government Commercial Companies (GCC) and Commercial Statutory Authorities (CSA); regular inputting and updating of both the financial and non-financial information databases of the Asset Management Unit; carrying out research work on pertinent issues affecting government entities; ensure accuracy and reliability of financial and non-financial information; maintain and regularly update the shareholders register in accordance with requirements of the Companies Act; conduct review of policy papers relating to management of government assets (financial and non-financial information); advise management on investment and divestment opportunities; and assist in the preparation of Cabinet Papers. The officer will also assist in the monitoring of Trade and Manufacturing Accounts in Ministries and Departments.

**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 Officer 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

441/2010	<b>SENIOR ACCOUNTS OFFICER [ASSET MANAGEMENT UNIT]</b>
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Responsible to the Principal Accounts Officer [Asset Management Unit] for monitoring government investments in government commercial companies and entities, reviewing their performances and providing advice on related issues. Assist in the valuation of government investments and coordinate the privatization process being implemented on government owned entities. Compile data for the development of policies for better management control, check the accuracy

of financial data supplied by government companies and critically review draft Cabinet papers.

**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 Indigenous Affairs  
G P O Box 2100  
Government Buildings  
Suva**

442/2010	<b>PRINCIPAL RESEARCH OFFICER, DEVELOPMENT DIVISION</b>
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This position is one of the two Manager positions in the Development Division that report directly to the Director Development on policy analysis, research and development capacity. Proven experience with policy matters and assessed ability to give sound and constructive advice on issues affecting the iTaukei, proven ability to manage manpower, physical resources and work activities. The successful applicant must be efficient, effective and a pro active team leader to ensure work outputs are oriented with a clear strategic vision. Submissions of briefs, reports, researched materials, speeches are required to be in a timely manner. Provide secretariat services to the iTaukei Executive Forum and Qoliqoli Review Coordinating Committee. You will represent on occasions the Ministry to meetings, consultations, workshops, seminars or tours and liaise with Section Heads on reports and updates on relevant programs within the Division. Guide and train subordinates to have quality research skills to provide quality research papers for management decisions.

**Qualification:** Qualification required for appointment as Senior Research 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.

Ability to manage staff and resources and give professional guidance.

**Salary:** SC01 \$36,236 - \$ 46,784

<b>443/2010 PRINCIPAL ADMINISTRATIVE OFFICER (MANAGER SCHOLARSHIP) SCHOLARSHIP DIVISION</b>
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This position heads the Scholarship Section and reports directly to the Permanent Secretary on scholarship matters. It is expected that the successful applicant will ensure that all operational matters are efficiently and effectively carried out through appropriate Unit Heads, provide sound policy advice and effective secretariat functions to the iTaukei Education Committee. Monitor academic performances of overseas and local scholarship recipients, provision of timely disbursement of fees and allowances to ensure that student welfare are well looked after monitor the effective use and prudent scrutiny of all scholarship funds and management of resources. The position interacts extensively with the public which includes the local and overseas educational tertiary institutions and internal Sections Heads, its primary focal point is the Ministry for Education and PSC on training matters. Opportunities and areas of interest for the position is to develop an interest and engage in depth research on the total iTaukei education profile to assist the Ministry identify special educational needs in areas requiring iTaukei input. Represent the Ministry to relevant meetings, workshops and seminars and submit monthly and annual reports for Management Board meetings, which includes the allocation and usage of scholarship funds and provide executive support services on issues that impact the Section.

**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

<b>444/2010 SENIOR SYSTEMS ANALYST / PROGRAMMER, CORPORATE SERVICES DIVISION</b>
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This position is one of the three positions in the Corporate Services Division that report directly to the Manager Corporate Services on information, communication and technology matters. The successful applicant should be an expert programmer in SQL, and database utilities, knowledge of computer user support issues and ability to convey computing concepts effectively to non-technical users, ability to provide efficient and effective user assistance and instruct others in the use of computer systems software and hardware,

knowledge of computing in a multi-platform environment, ability to define project goals and work independently to complete projects while adhering to the established schedule, ability to communicate effectively, both orally and in writing, ability to establish and maintain effective working relationship with other staff members. Design and implement banner software components such as reports, forms, database packages, data marts, web forms; provide administrative users with training, troubleshooting, and consulting assistance in the use of banner and other applications software. Plan and coordinate installation, upgrading of hardware equipment and software packages, programming, systems design, development of computer networks and implementation of the intranet including the update and new developments. The successful applicant will be the ITC arm in ensuring that the Local Area Network is maintained, evaluate purchase of IT equipment and system development requirements, software licenses, government ICT policy advice. Consults with management on ICT developments and Divisional requirements; ICT vendors on computer peripheral purchases which includes Telecom Fiji Ltd on our new telephone system (MITEL).

**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 organisation.

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

<b>445/2009 ADMINISTRATIVE OFFICER (COUNSELLOR) SCHOLARSHIP DIVISION</b>
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Responsible to the Manager Indigenous Affairs Scholarship through the Senior Administrative Officer (Operations) for the provision of academic counseling to sponsored students in local and overseas tertiary institutions; monitor the academic performance of sponsored students and play a lead role in identifying and counseling at-risk students; assist in designing a program that will help them meet their academic goals; analyse academic results at the end of each semester to determine scholarship entitlement; delivery of support services such as orientation of new students at the beginning of every semester, attending careers expo, and organize extra tutorials. The position requires demonstrated knowledge of indigenous cultures, ability to communicate sensitively and effectively with indigenous people and communities, including the requirements for consultation and negotiation in a contemporary Fijian society.

**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 Defence, National Security and Immigration  
G P O Box 2349  
Government Buildings  
Suva**

DEPARTMENT OF IMMIGRATION

446/2010	<b>SENIOR IMMIGRATION OFFICER [WESTERN]</b>
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Responsible to the Principal Immigration Officer Western for the execution of the Immigration related services. Provide efficient and effective administration support, financial management and human resources functions. Compile, implement, monitor and evaluate the division's work plan. Monitor, assess and report on performances of personnel. Monitor divisional OHS Committee to ensure compliance with health and safety at work. The incumbent must be well versed with the Immigration Act and PSC Regulations and to be able to interpret them correctly. Overall supervision of all officers below SS02 grade, and the day to day operations of the various section within the division.

**Qualification:** Qualifications required for appointment as Immigration Officer and at least 2-3 years service in that grade or equivalent or relevant degree or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Senior Immigration Officer.

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

447/2010	<b>IMMIGRATION OFFICER [CONTROL]</b>
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Responsible to the Senior Immigration Officer [Permit] for processing of work permit applications and compiling of permit papers for the Work Permit Committee meeting. Issue approval for Short Term Permit and Co-Extensive Permits; Facilitation of entry and departure for all permit applicants in these categories, preparing and updating of permit manuals and SIO (I) website; proper checking of all typed permits before endorsement and ensure submission of monthly, quarterly and annual reports. The post supervises and rosters the eleven (11) Immigration Inspectors for their various duties and manages and coordinates the functions of boarder control.

**Qualification:** Qualifications required for appointment as Assistant Immigration Officer and at least 2-3 years service in that grade or equivalent or relevant skills and experience in

this particular field in any other organisation. Assessed potential and ability to progress at least one grade beyond Immigration Officer level OR University Degree in Business/Management Studies or equivalent.

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

448/2010 449/2010 450/2010	<b>IMMIGRATION INSPECTOR -3 POSTS</b>
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Responsible to the clearance of all international aircrafts and vessels, vet passport and visa applications, assist in investigations/inspections and compile reports, maintain registers, Data entry of arrival/departure records, attend to inquiries relating to Immigration matters and any other duty assigned by Senior Officers.

**Qualification:** A pass in Fiji School Leaving Certificate, Form 7 or equivalent.

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

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

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

451/2010	<b>SENIOR SECRETARY [PA TO THE CHIEF TRIBUNAL]</b>
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Responsible to the Chief Tribunal for provision of effective and efficient secretarial and administrative support services. The incumbent ensures that a professional secretarial service is rendered to the expectation and the need of the Chief tribunal by providing him accurate and timely typing, ensures all appointments and meetings are properly documented and necessary follow-up is done to facilitate the effective and efficient communication network, files, briefs and other documents are well stored and retrievable, when required. The incumbent is also to maintain an effective communication system for receiving and distributing mails and files. Must maintain very good telephone etiquette.

**Qualification:** Qualifications required for appointment as Secretary and at least 3 years service in that grade or equivalent. Consistently good reports and proven discretion and ability to work effectively under pressure. 60wpm typing on manual typewriter or 70wpm typing on electronic /electric typewriter. Advanced word processing knowledge and Computer Management Skills is essential. Shorthand skill is advantageous.

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

452/2010	<b>SECRETARY [PA TO THE DEPUTY SECRETARY - OPERATIONS]</b>
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Responsible to the Deputy Secretary (Operations) for the provision of effective and efficient secretarial and administrative support services. The incumbent ensures that a professional secretarial service is rendered to the expectation and the need of the Deputy Secretary by providing him accurate and timely typing, ensures all appointments and meetings are properly documented and necessary follow-up is done to facilitate the effective and efficient communication network, files, briefs and other documents are well stored and retrievable, when required. The incumbent is also to maintain an effective communication system for receiving and distributing mails and files. Must maintain very good telephone etiquette.

**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 Auditor-General  
Office of the Auditor General  
G P O Box 2214  
Government Buildings  
Suva

453/2010 454/2010	<b>SENIOR AUDITOR -2 POSTS</b>
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Responsible to the Audit Manager for planning and audit of government Ministries/Departments and statutory authorities; supervise the work of staff in the section; arrange their training and any other duties assigned by senior officers. Appointees should implement effectively new methodologies.

**Qualification:** A degree in Accounting and membership with the Fiji Institute of Accountants or a recognised professional body. He or she must have 2-3 years experience as an auditor and has managed the conduct of audits in this period. **OR** Qualifications required for appointment as an Auditor and at least 2-3 years service in that grade or equivalent. Consistently good reports and assessed potential and ability to progress beyond Senior Auditor level.

**Salary:** AC02 \$ 29,935 - \$37,982

455/2010 456/2010 457/2010	<b>AUDITOR -3 POSTS</b>
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Responsible to the Senior Auditor or Audit Manager for the effective planning, supervision and conduct of regulatory and financial audits of public entities and other organizations as required by the Audit Act and the Financial Management Act 2004. The appointee will also be required to supervise the work of subordinate staff in section, assist in the conduct of special audit when required to evaluate and report on the effectiveness of internal control systems in compliance with 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 Director of Public Prosecution  
Office of the Director of Public Prosecution  
G P O Box 2355  
Government Buildings  
Suva

458/2010 459/2010 460/2010	<b>PRINCIPAL LEGAL OFFICER 2 POSTS - SUVA 1 POST - LAUTOKA</b>
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Responsible to the Director of Public Prosecutions in carrying out the following responsibilities: prosecuting criminal trials in the Magistrate's Court and High Court; prosecuting appeals before the High Court and Fiji Courts of Appeals; liaising with

Police with respect to issues concerning investigations; rendering written opinions on evidence, charges immunity and institution or discontinuation of cases; assisting with training lectures; supervising Senior Legal Officers and Legal Officers in their work from time to time.

**Qualification:** An officer of high caliber. Qualifications required for appointment as Senior Legal Officer and around 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Assessed ability to manage blocks of high-level work effectively. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade, and ability to manage and motivate staff.

**Salary:** LG03 \$44,203 - \$56,762

461/2010 462/2010 463/2010 464/2010 465/2010 466/2010	<b>LEGAL OFFICER -6 POSTS</b>
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Responsible to the Director of Public Prosecutions for prosecuting criminal trials in the Magistrates and appeals in the High Court. The appointee must have a sound level of advocacy and an ability to render timely legal opinions pertaining to the relevant laws and evidence. He/She must be a good team player, have good interpersonal and communication skills and be computer literate.

**Qualification:** Professionally qualified under the provisions of the Legal Practitioner's Decree.

**Salary:** LG05 \$24,013 - \$29,923

467/2010	<b>ACCOUNTS OFFICER</b>
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Responsible to the Director Public Prosecutions and Director Administrative/Finance for the development of co-ordinated planning within the Accounts Section ensuring that the staff are given the full coverage of the reform changes, corporate plans, strategies, customer/witness oriented services, examine resources, allocation of duties, identify goals and areas of priority according to resources, develop action plan for improvements and accommodate changes implemented by the FMIS. Confer with legal and Administrative officers for overseas travel and training, reconciliation of accounts, ability to maintain and deliver the proposed customer services on line with witnesses, stakeholders, review of infrastructure developments and maintenance program's for the existing assets/inventory in control, monitoring total expenditure and revenue of the Department.

**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 Officer and have demonstrated intellectual capacity, drive, determination and flair in existing grade or position. Should be a team player and has acquired consistently good reports.

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

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

**The Permanent Secretary  
Ministry of Information, National Archives and Library Services  
G P O Box 2225  
Government Buildings  
Suva**

468/2010	<b>PRINCIPAL ADMINISTRATIVE OFFICER [CORPORATE SERVICES]</b>
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Responsible to the Deputy Secretary in the management of the Corporate Services of the Ministry by providing guidance, support service and advice. Ensures that the PSC Act and Regulations, procedures, policies and directives are adhered to pertaining to all personnel and administration matters. Develops and implements Human Resources Development and Training Plans. Ensures the timely submission of management reports in relation to personnel and other administrative matter. Provides advice and guidance in the implementation of the Performance Management System, and provides period reports to management. The post also oversees compliance with Financial Regulations. The incumbent as the Manager Corporate Service will work closely with other Unit Managers in ensuring the implementation of the Ministry's policies and plans throughout the Ministry as outlined in the ACP.

**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

469/2010 470/2010	<b>SENIOR INFORMATION OFFICER [SUB EDITOR] -2 POSTS</b>
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Responsible to the Principal Information Officer Information

Services for the overall management of government information dissemination services including the editing of press statements, features, government news items. Other duties also include liaising with Government's Media Liaison Officers and the media. The incumbent is also expected to coordinate information dissemination, analyse news items and provide commentaries on daily media issues. The officer will coordinate research and analysis on the needs of the public and the media industry. Duties will include the development and implementation of training and capacity building programmes. The incumbent is also required to manage personnel and other resources within the Information Services Unit and will be required to provide period reports on its operations.

**Qualification:** Qualifications required for appointment as Information Officer and at least 2-3 years service in that grade or equivalent or relevant degree and/or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Senior Information Officer. Experience in journalism and broadcasting is desirable.

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

471/2010	SENIOR ACCOUNTS OFFICER
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Responsible to the Permanent Secretary through the Deputy Secretary for the provision of strategic direction in ensuring the management and execution of the accounting principles and procedures as required by the Finance Act, the Finance Instructions and the Finance Manual. Responsible for the preparation of the Ministry annual budget and ensure proper utilization of budgetary allocation. The incumbent is responsible for all management reports, internal and external, in relation to financial matters. Contributes to policy development advice, management advice and the ministry's policies and procedures on financial issues. Supervise the management of the physical and human resources of the Accounts Section and the financial asset of the ministry to ensure that they are fully utilized to support the achievement of the Ministry's and the section's objectives.

**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

472/2010	ACCOUNTS OFFICER
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Responsible to the Senior Accountant to ensure the provision of up to date, efficient, effective and timely submission of financial reports in accordance with existing rules and regulations. Assists the Senior Accountant in the coordination, compilation and preparation of annual budget, monitoring and review of expenditure against budgetary provisions. Compiles and monitors cash flow forecast and account balances and is responsible for the safe custody and security of all revenue and valuables. Responsible for timely payment of accounts. Provides weekly, monthly and quarterly returns and statutory reports to unit managers. Assists the Senior Accounts Officer in the preparation of management reports. The incumbent is to ensure prompt collection and receipt of all revenue due, prompt bank lodgement and ensures timely reconciliation of SI reports, ledgers, underline accounts and IDC accounts.

**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 Officer 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

473/2010	INFORMATION OFFICER [NEWS]
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Responsible to the Senior Information Officer (News) for accurate & timely government news releases. Institute timely, effective communication strategies involving the production of regular news, features and supplements. Provide research and administrative support towards the development of the print media, including legislative and training programmes. Responsible for government's Media Liaison network and Editor of media monitoring.

**Qualification:** Qualifications required for appointment as Assistant Information Officer and at least 2-3 years service in that grade or equivalent or relevant skills and experience in any other organisation. Assessed potential and ability to progress beyond Information Officer. High standard of written English essential. **OR** A University Degree in Journalism/Media/Information Studies or equivalent.

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

474/2010	<b>INFORMATION OFFICER [TECHNICAL]</b>
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Responsible to the Senior Information Officer (Technical) for technical support services in camera and editing operations to facilitate audio visual productions. Contribute to policy development advice on technical support services. Provide camera work for field and studio productions including editing,, lighting, sound and visual mix. Provide advice on technological developments in audio visual equipment including replacement costs. Institute quality control, maintain work history cards and daily maintenance of camera and sound equipment. Assign camera crew on studio and field productions and report duration of assignments. Manage staff training objectives.

**Qualification:** Qualifications required for appointment as Assistant Information Officer and at least 2-3 years service in that grade or equivalent or relevant skills and experience in any other organisation.. Assessed potential and ability to progress beyond Information Officer. High standard of written English essential. OR A University Degree in Journalism/Media/Information Studies or equivalent.

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

475/2010 476/2010 477/2010	<b>INFORMATION OFFICER [SENIOR WRITERS] -3 POSTS</b>
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Responsible to the Principal Information Officer Information Services for developing accurate and timely press statements, features and government news items. The incumbent is responsible for initiating high-level writing, analytical, communication and presentation skills. He/She is also responsible for providing commentary and analysis on daily media issues including responses to public enquiries of Government Activities. The incumbent will also be responsible for quick research and analysis for backgrounders to article or events on any government activities. He/She will also be required to write for print, radio, TV and web. The incumbent is expected to draft speeches, messages and government advertisements. He/she will be required to communicate on a regular basis with other Government agencies. The incumbent is expected to represent the Ministry in any event that will require the Ministry services. Provide research and administrative support towards the development of the print media, including legislative and training programmes. .

**Qualification:** Qualifications required for appointment as Assistant Information Officer and at least 2-3 years service in that grade or equivalent or relevant skills and experience in any other organisation.. Assessed potential and ability to progress beyond Information Officer. High standard of written

English essential. OR A University Degree in Journalism/Media/Information Studies or equivalent.

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

478/2010 479/2010 480/2010	<b>ASSISTANT INFORMATION OFFICER [STAFF WRITER] -3 POSTS</b>
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Responsible to the Principal Information Officer Information Services for accurate & timely government news releases. Ensure timely, effective communication strategies involving the production of regular news, features and supplements, for print, television, radio and web. Responsible for the dissemination of information of government's plans, policies and achievements. Contribute news and feature articles on government policies, plans and achievements. Establish regular contact with Media Liaison Officers for publicity and dissemination purposes. Provide professional assistance to ministries and departments on their public relations requirements and public awareness programmes. Monitor media ethics and standards.

**Qualification:** Qualifications required for appointment as Information Assistant 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. Assessed potential and ability to contribute in a management role. A high standard of written English and sound knowledge of Fijian and Hindustani is essential in some positions. In others, experience of photography or sound recording and transfer is desirable.

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

481/2010	<b>SENIOR INFORMATION ASSISTANT [NEWS]</b>
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Responsible to the Information Officer (News) for the dissemination of information of government's plans, policies and achievements. Contribute news and feature articles on government policies, plans and achievements. Establish regular contact with Media Liaison Officers for publicity and dissemination purposes. Provide professional assistance to ministries and departments on their public relations requirements and public awareness programmes. Monitor media ethics and standards.

**Qualification:** A pass in Fiji School Leaving Certificate, Form 7 or equivalent.

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

482/2010	<b>SENIOR INFORMATION ASSISTANT [IT]</b>
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Responsible to the Assistant Information Officer (Public Affairs)) with preparation of daily news brief for uploading on the Government Websites. Update daily information database for research purposes. Record library materials and update database. The incumbent is responsible for the efficient and timely response to school children and the general public on their request for information and is also responsible for the maintenance of the library and information database for research purposes. The applicant will also be attending to IT requirements of the Ministry i.e. PC maintenance/fax machines/printer cartridges/ quotations etc.

**Qualification:** A pass in Fiji School Leaving Certificate, Form 7 or equivalent.

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

483/2010 484/2010	<b>SENIOR INFORMATION ASSISTANT [PRODUCTION] -2 POSTS</b>
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Responsible to the Information Officer (Producer) for the compilation of audio visual programmes focusing on government policy, plan and achievements. Submit story ideas for regular programmes including documentaries; Supervise productions while on assignments and produce scripts for video programmes and documentaries; Research library and archival footage; Assist ministries and departments in their public relations activities and provide advice on their publicity requirements.

**Qualification:** A pass in Fiji School Leaving Certificate, Form 7 or equivalent.

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

485/2010	<b>ARCHIVES ASSISTANT [MICROFILMING]</b>
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Responsible to the Senior Archives Assistant on all microfilming and photocopying services undertaken. Assist with the execution of orders for microfilming and photocopying of documents for research and references as directed by the Librarian including the National Archives microfilming and photocopying programmes for the preservation of documents.

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

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

486/2010 487/2010 488/2010	<b>LIBRARY ASSISTANT -3 POSTS</b>
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Supervise the activities of the Unit, assign tasks to subordinates, attend to readers' requests, provide circulation service and maintain statistics. Organise collection and maintain up to date catalogues and prepare reports.

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

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

489/2010	<b>GENERAL ASSISTANT</b>
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Responsible to the Principal Information Officer for reception duties including collection of revenue from sale of video tapes. Facilitate enquiries from clients and the public and attend to administrative and archival research. Administration – telephonist, Secretarial Services and filing correspondence. Archive – catalogue and file cassette tapes and dubbing tapes for clients and record purposes. General Office duties.

**Qualification:** Fiji Junior Certificate together with some training and experience in the provision of domestic or general services in a large institution, domestic establishment, or office environment. Officers should have a very clear sense of responsibility.

**Salary:** TG06 \$7,608 - \$9,402

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

**The Permanent Secretary  
Ministry of Local Government, Urban Development,  
Housing and Environment  
G P O Box 2131  
Government Buildings  
Suva**

DEPARTMENT OF TOWN AND COUNTRY PLANNING

490/2010	<b>TECHNICAL OFFICER I</b>
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Responsible to the Director of Town Planning through the Principal Town Planner for the reviewing of planning schemes, local area advisory plans, assessing of subdivision, land and building development and rezoning applications. To be in charge of the Drafting Section in managing all plans and Forward Planning records and supervise the work of

subordinate staff. To carry out other duties assigned by supervising officer.

**Qualification:** Qualifications required for appointment as Technical Officer Class II 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. Demonstrated ability to supervise and control staff and resources.

**Salary:** ST03 \$20,336 - \$26,806

491/2010	TECHNICAL OFFICER II
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Responsible to the Director of Town Planning through the Principal Town Planner for carrying out all drafting requirements of the Department. The appointee will be required to collect and store data on environmental issues and plan projects being undertaken, consult and liaise with relevant agencies to obtain and update information needed by the Department, produce monthly section reports and undertake any other duties assigned from time to time.

**Qualification:** Qualifications required for appointment as Senior Technical Assistant and around 23 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Ordinary Technicians Diploma or equivalent relevant qualification in his field eg. Meteorological Observer Senior Examination Q[1].

**Salary:** ST04 \$15,689 - \$20,018

492/2010	ENVIRONMENT OFFICER [WASTE]
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Responsible to the Director Environment through the Principal Environment Officer (Waste) in undertaking investigation on waste / pollution related issues such as polluted sites in Fiji; work with the other stakeholders to ensure that the policies and legislations of waste are implemented; advising industries on better waste management options and developing plans and procedures for waste minimization and pollution control; assist with the implementation of the National Waste Management Strategies relating to Solid, Liquid, Air and Chemical Pollution; implementation of waste awareness programs / campaign. Assist in the implementation of Litter Promulgation 2010, and the enforcement of the Waste Disposal and Recycling Regulations 2007, and ensuring that donor or government capital projects relating to waste management are well implemented.

**Qualification:** A recognised degree in Environmental Studies or equivalent with full accreditation.

**Salary:** LB03 \$20,335 - \$27,690

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

**The Permanent Secretary  
Ministry of Works, Transport and Public Utilities  
Private Mail Bag  
Suva**

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DEPARTMENT OF ENERGY

493/2010	ASSISTANT INFORMATION OFFICER
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The position reports to Director for Energy through Administrative Officer and is responsible for ensuring that energy information is made available to department staff and the public as per request, assist in the collation and production of quarterly newsletters which requires digital recording of interview(s) and transcribing, Digital archiving of Departments project photos, web publications, maintenance and updating of energy website and to maintain directories / listing of energy information on energy products suppliers, publishers and other energy related information sources. Responsible for effective administration/operation of Department's Library and keep resources and literature, select publications for the library's collection. A knowledgeable command of numerous information sources to select material appropriate to a library's needs and categorize prepare and catalogues these materials. Recommend material and help individuals find information that they need. Analyze and organize collections by subject.

**Qualification:** Qualifications required for appointment as Information Assistant 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. Assessed potential and ability to contribute in a management role. A high standard of written English and sound knowledge of Fijian and Hindustani is essential in some positions. In others, experience of photography or sound recording and transfer is desirable.

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

494/2010	BIO FUEL ENGINEER
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The appointee will be responsible to conduct research through information gathering, data collection and analysis on Bio-fuel related issues, preparation of research papers on Bio-fuel and related products, assist the Director in Donor consultations regarding the implementation of the Bio-fuel Development program, provide Secretariat to any committee on Bio-fuel products also be responsible for the data and information collection and storage for the Unit. The position operates in close consultation with the Director Bio-fuel Development in

setting operating standards sampling guidelines and pursuing courses for investigations. The position delegates decision making on the issues such as; Conduct of research through information gathering, data collection and analysis on Bio-fuel related issues. Preparation of research papers on Bio-fuel and related products; Collection and storage of data and information for the Unit and Provision of Secretariat support to any committee on Bio-fuel products.

**Qualification:** Corporate membership of a recognised Institute or equivalent qualification. An officer of high calibre. Qualifications required for appointment at EP04 level 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 or relevant degree or post graduate qualification. Consistently good reports with at least one superior performance assessment at the EP04 level. An ability to manage staff and resources, demonstrated intellectual capacity, drive, determination and flair in existing grade. Particular specialist experience may be required for some posts.

**Salary:** EP03 \$43,109 - \$55,267

**WITHDRAWAL OF VACANCIES**

FPSOC NO	VACANCY NO	POST
<b>MINISTRY OF HEALTH</b>		
22/08	408/08	Senior Medical Officer [Anesthetic] Lautoka Hospital- Applicant resigned on 1/4/2010
22/09	2435/09	Senior Health Sister - Rakiraki Health Center - recommended candidate passed away.
2/2010	57/2010	Consultant[Anaesthetic] CWM Hospital-Dr V Raiwalui has been appointed to fill the post.
2/2010	58/2010	Consultant[Anaesthetic] CWM Hospital-The position has been earmarked to be filled by a consultant from Australia.
2/2010	71/2010	Principal Medical Officer [Obs & Gyne] CWM Hospital- Allow local officers to apply.

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

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**For further enquiries of advertised vacancies please contact the respective Post Processing Managers of Ministries and Department.**

However should you require additional information do not hesitate to email: [sketeiwai@psc.gov.fj](mailto:sketeiwai@psc.gov.fj) or telephone Salote Ketewai on 3314588 ext 238 of the Public Service Commission.

The Fiji Public Service Official Circulars can also be downloaded from our website: [www.psc.gov.fj](http://www.psc.gov.fj)

