



## FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 13/2010

DATE: 15<sup>TH</sup> JULY 2010

ISSUED BY THE PUBLIC SERVICE COMMISSION

THE FIJI PUBLIC SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER

### VACANCIES

**ADVERTISEMENT** Pursuant to PSC Circular No.35/2010 of 12<sup>th</sup> July, 2010, which effectively freezes the filling in of all existing vacant positions, this Official Circular does not include any civil service vacancies. Unless otherwise advised on a case by case basis, this will remain the case. This Circular however carries other vacant positions usually advertised through the PSC.

**CLOSING DATE** The closing date for non-civil service positions are specified in the web-sites provided for the respective agencies.

**JOB DESCRIPTIONS** Additional information on vacancies advertised herein, including detailed job descriptions, are to be sourced directly from the agencies specified.

**CIRCULATIONS** Permanent Secretaries 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** Subject to the provisions of PSC Circular No.35/2010 and other relevant instructions that may be issued from time to time, the Fiji Public Service remains 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

OTHER VACANCIES

PACIFIC ISLANDS FORUM FISHERIES AGENCY

POST	Fisheries Policy Specialist
Website	<a href="http://www.ffa.int">www.ffa.int</a>
Due date	23 July 2010

POST	Project Coordinator
Website	<a href="http://www.ffa.int">www.ffa.int</a>
Due date	23 July 2010

POST	Monitoring, Control and Surveillance Specialist
Website	<a href="http://www.ffa.int">www.ffa.int</a>
Due date	23 July 2010

WITHDRAWAL OF VACANCIES

FPSOC NO	VACANCY NO	POST
<b>MINISTRY OF HEALTH</b>		
8/2009	409/2009	Senior Medical Officer [GOPD/A&E] Labasa Hospital- sideways transfer of Dr Mereoni Voce to fill the vacant position.

8/2009	411/2009	Senior Medical Officer -SDMO Kadavu – Dr Livai transferred to CWM and that position be re-advertised at a later date.
22/2209	2442/2009	Welfare Officer [Samabula OPH]-non availability of the suitably qualified applicant.
22/2009	2452/2009	Senior Domestic Assistant [Tamavua/Twoimey Hospital]- Re-advertised at a later date with the correct duties of the post.
2/2010	54/2010	Consultant [Obs & Gynae] Labasa Hospital – Dr Inosi Voce been transferred to fill in the vacant post.
2/2010	59/2010	Consultant [Anaesthetic] Lautoka Hospital – Been earmarked to be filled by the appointment of a Consultant from Australia.
2/2010	79/2010	Senior Medical Officer [Medicine] Lautoka Hospital 1 post - The only applicant does not meet the MQR.
2/2010	87/2010	Senior Medical Officer [GOPD] Labasa Hospital – The vacancy has been advertised twice.
2/2010	88/2010	Senior Medical Officer [Anaesthetic] Labasa Hospital – Post been filled by the re-employment of Dr Antoinette Garcia, expatriate Officer.
	90/2010	Senior Medical Officer [Anaesthetic]

2/2010		CWM Hospital – Only applicant has been recommended to fill Vacancy No.89/10, Senior Medical Officer [Anaesthetic] CWM Hospital- 1 <sup>st</sup> post.
2/2010	67/2010	Principal Medical Officer [St Giles Hospital] - non availability of a suitably qualified applicant.
<b>DEPARTMENT OF YOUTH AND SPORTS</b>		
4/2010	246/2010	Accounts Officer – Post been filled through the regularization of acting appointment.
4/2010	247/2010	Administrative Officer - Post been filled through the regularization of acting appointment.
4/2010	249/2010	Principal Youth Officer [Central/Eastern] - Post been filled through the regularization of acting appointment.
4/2010	250/2010	Senior Youth Officer [Central/Eastern] - Post been filled through the regularization of acting appointment.
9/2010	336/2010	Senior Youth Officer Research, Training & Development] – Post been filled through the regularization of acting appointment.
11/2009	478/2009	Secretary- Post been filled through the regularization of acting appointment.

.....  
**Items for publication in the next issue of the Fiji Public Service Official Circular should reach the Commission as follows:**

**Circular dated:** 30/07/2010  
**Before noon:** 15/07/2010  
**Circular dated:** 15/08/2010  
**Before noon:** 30/07/2010

.....  
**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.