



FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 1/2010

DATE: 15th JANUARY, 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.

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 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 an 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 28th January, 2010.

The roles of the positions are as stated below:

MINISTRY OF LOCAL GOVERNMENT, URBAN DEVELOPMENT, HOUSING AND ENVIRONMENT

PS01/2010	PERMANENT SECRETARY
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The Permanent Secretary is responsible to the Minister to ensure relevant legislation is administered across the different components of the Ministry. His/her focus will be on legislative reviews, urban planning and managing the impacts of rapid urbanisation, municipal reforms,

fire protection and disaster management, control and regulation of land use. The main focus of the activities is to develop and implement the government's local government and town and country planning legislations, policies and programmes. He/she will advise the Minister of significant problems which may require updates to legislation or alternative solutions, to ensure that current legislation changes needed to address current and future issues. The incumbent represents the Ministry in the Housing Authority, the Public Rental Board and the Squatter Council.

The incumbent is also responsible for implementing and monitoring the provisions of the Environment Management Act and related 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 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.

MINISTRY OF JUSTICE, ELECTORAL REFORM,
PUBLIC ENTERPRISES & ANTI-CORRUPTION,
INDUSTRY, TOURISM, TRADE &
COMMUNICATIONS

PS02/2010	PERMANENT SECRETARY FOR PUBLIC ENTERPRISES, TOURISM & COMMUNICATIONS
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The Permanent Secretary is responsible to the Minister for the monitoring of activities and performance of individual public enterprises and the development of the Public Enterprise Sector policy. He/She as the head of the Ministry will be

required to provide a leading role in managing change and reforms to the Public Enterprises. This will include supervising the reorganization of enterprises, monitoring performance of public enterprises, managing the enactment of Public Sector Reform Regulation as required under the Public Enterprises Act 1996, revitalizing under-performing companies, advise on privatization as well as policy analysis and research.

He/She is also responsible to formulation and implementation of policies and programmes for sustainable tourism initiatives and development, infrastructure, coordinating the activities of stakeholder agencies and encourages local participation in the Industry. The incumbent is also required to monitor and analyze the trends in the Tourism Industry with the aim of devising strategies that would improve the investment climate for the industry.

The incumbent will also be responsible for the provision and implementation of policy initiatives and administering the regulatory framework to facilitate telecommunication, ICT, Radio Communication, Postal and Television Industries development.

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.

PS03/2010	PERMANENT SECRETARY FOR TRADE AND COMMERCE
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The Permanent Secretary is responsible to the Minister for the formulation and implementation of policies and strategies to promote investment, commerce, small business development,

consumer protections and fair-trading in the domestic market. The appointee will be required to formulate and review policies on investment, trade, commerce and industry that will ensure a dynamic, efficient and outward oriented commerce and Industry to strengthen Fiji's economic and trade links, and multilateral trading system.

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.

MINISTRY OF DEFENCE, NATIONAL SECURITY AND IMMIGRATION

PS04/2010	PERMANENT SECRETARY
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The Permanent Secretary is responsible to the Minister for the management of the nation's security. In its core deliverables, the Permanent Secretary is responsible for the formulation, coordination and implementation of policies, concerning matters relating to security and public order, defence, citizenship, deportation, immigration, maritime surveillance, passports, national day celebrations and Government response to man-made national crisis, disasters and emergencies.

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.

MINISTRY OF LANDS & MINERAL RESOURCES

PS05/2010	PERMANENT SECRETARY
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The Permanent Secretary is responsible to the Minister for the formulation and implementation of policies and strategies relating to State Land Administration and Research, Land survey and development, Valuation of State Land, National Geological Survey and manages the development of Mining and quarrying Sector. Specifically the post is responsible for providing services in the areas of land surveying, valuation, mapping, land information, oils and mines administration and geological and mineral investigations. The incumbent will have to liaise with relevant stakeholders to ensure quick delivery of services in the areas of mining applications, survey plans checking and leasing.

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.

MINISTRY OF LABOUR, INDUSTRIAL
RELATIONS & EMPLOYMENT

PS06/2010	PERMANENT SECRETARY
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The Permanent Secretary is responsible to the Minister for policy advice, implementation and management of the achievement of acceptable work standards through the development of decent & safe working environment, fair working conditions and stable labour relations for Fiji citizens. He/She is responsible for registering and controlling trade unions and industrial associations. The responsibility of the Permanent Secretary will include developing, implementing, controlling and evaluating policies on labour relations and safety standards to achieve reasonable work standards. The position will also be required to lead various tripartite boards and committees including the Labor Advisory Board and Training & Productivity Authority of Fiji to pursue appropriate work standards. Making decisions on reports of trade disputes and promoting the Government's policy on industrial relations guided by the Employee Relations Promulgation 2007 and various Regulations will be required of this position. The incumbent of the post will be required to facilitate its reporting role to the ILO and other International Organisation. 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.

MINISTRY OF PUBLIC UTILITIES

PS07/2010	PERMANENT SECRETARY
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The Permanent Secretary is responsible to the Minister for the development and implementation of policies and the provision of advice, technical services, management of works and maintenance programmes associated with water and wastewater. He/She is required to coordinate the Water Reform process.

The incumbent is also responsible for the provision of a sustainable energy sector in Fiji under the National Energy Policy (NEP). The NEP sets the strategic areas that the Energy Sector will focus on during the medium to long term particularly in the areas of Energy Planning, Energy Security, Power Sector and Renewable Energy.

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.

MINISTRY OF PRIMARY INDUSTRIES

PS08/2010	PERMANENT SECRETARY FOR AGRICULTURE
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The Permanent Secretary is responsible to the Minister for the enhancement of food and income security through agricultural sector growth. He/She is also responsible for the research in crop and animal production, the dissemination of

the research result to farmers and the coordination of sustainable development. The incumbent is required to ensure the appropriate prioritization of agricultural programmes given the available funding; ensuring an appropriate framework to promote best-practice agricultural sector development and the undertaking of innovative measures to achieve increased outputs and realize greater food and standards set by the WTO and are of a high quality.

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.

PRIME MINISTER'S OFFICE

PS09/2010	PERMANENT SECRETARY FOR THE PUBLIC SERVICE
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The Permanent Secretary is responsible to the Public Service Commission and to the Prime Minister on the personnel management in the Public Service. He/She focuses on fostering an environment that sustains excellence in Public Service delivery and which ultimately is conducive to economic growth. The incumbent is required to exercise statutory powers that are aimed at enabling and sustaining efficiency, equity and effectiveness in Public Service management.

The Permanent Secretary will be required to develop and implement national policies and objectives to ensure the provision of appropriately skilled and qualified human resources. In delivering public services, the

Permanent Secretary will monitor and evaluate trends in public service employment practices with a view to identifying and implementing strategies and best practice.

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.

PS10/2010	PERMANENT SECRETARY FOR INDIGENOUS AFFAIRS
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The Permanent Secretary is responsible to the Prime Minister and the Minister for Indigenous Affairs for planning, organizing, implementing and evaluating of the various approved policies and programmes designed for the good governance and well being of iTaukei.

The position facilitates the link between Government, the Fijian Affairs Board (FAB) and the Great Council of Chiefs (GCC) and other related institutions in policy formulation, review, legislative assistance, budgetary provisions and implementation of programmes aimed at attaining greater well being and good government of the indigenous Fijians. The incumbent is responsible for the effective management of Indigenous Affairs Scholarship scheme, coordination of Vanua issues with key stakeholders, safe custody and maintenance of NLFC records. 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.

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 INFORMATION

1/2010	DEPUTY SECRETARY
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The position is responsible to the Permanent Secretary for the provision of policy advice and providing leadership and management of operations within the 3 departments viz. the Department of Information, National Archives and Library Services which are administered under Ministry of Information, National Archives, and Library Services. The incumbent is responsible for providing advice to the Permanent Secretary in the development of policies relating to the 3 departments. He/She supports the Permanent Secretary, in consultation with Departmental Heads, in the formulation of Ministry's strategic directions, and ensuring that the strategic plans and programmes highlighted in its Corporate Plans are coordinated through the establishment of performance objectives and key indicators and

that plans are implemented, monitored and evaluated to ensure the achievement of targets and optimum use of resources, and ultimately the realization the Ministry's vision and mission in support of Governments overall objectives. The incumbent is responsible to the Permanent Secretary for the compilation of reports to the Minister. He/She is responsible for coordinating the Ministry's programs and administration of Human and Financial resources, guide and direct Heads of Departments, within the available resources in order to achieve outputs which are consistent with the Ministry's corporate goals. The post holder is to ensure that an efficient, competent and motivated workforce is attracted and retained in the Ministry through the implementation of training, performance management and development programmes, effective communication to staff, constructive industrial relations practices and policies. He/She ensures that the Ministry's assets are protected and properly accounted for through the implementation of financial and asset management policies, coordination of budgetary and financial systems, and monitoring expenditure against approved budget allocations. The incumbent would be required to continually and effectively monitor the implementation of policies, management decisions, information and financial systems and procedures to ensure compliance with Governments standing regulations, and maximum utilization of resources.

Qualification: Previous experience in handling policy matters and assted 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 officer 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. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates

and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

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

2/2010	DIRECTOR OF INFORMATION
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Responsible to the Permanent Secretary for Information, National Archives & Library Services through the Deputy Secretary for the overall coordination of the activities of the Department of Information, and specifically overseeing in conjunction with the senior management team the formulation of the Department's policies and strategic plans; provide policy and strategic direction for the two divisions within the Department – the Information Services Division which is responsible for the print and broadcast media, and the Policy, Research and Development Division which provides policy and research support for the entire Ministry in addition to the development and management of Government's official website, the Ministry's Public Relations, Information Technology, and Photography units; overseeing the successful implementation of the Department's policies and plans through the two divisions; improve Government's relationship with the media industry through regular meetings and consultations on issues concerning the holistic development of the media industry. The incumbent develops, in consultation with the Medial Liaison Network, Governments Media Strategy and oversees its implementation with focus on harmonisation and partnership to support nation-building initiatives currently implemented through the Government's Roadmap/Strategic Framework for Change. He/

She manages and develops the Department's human, physical, and intellectual resources; provide regular feedback on policy and operational issues to the Permanent Secretary through the Deputy Secretary for the purposes of improved decision-making; and assist the Permanent Secretary through the Deputy Secretary in realizing the Ministry's and Government's overall vision, mission and strategic objectives.

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

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

3/2010 4/2010	ACCOUNTS OFFICER [FMIS] 2 POSTS
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Responsible to the Senior Accounts Officer [FMIS]. The appointee will assist and support the Senior Accounts Officer in preparing FMIS training materials, conduct training, and solve FMIS issues with ministries/departments. The officer will also assist ministries/departments in scheduling reports, looking at ways to improve their business processes, documentation of processes and system functional training of end-users. Monitor the ministries/departments reconciliation balance and in line with required format. The appointee will be required to assist in the preparation of accurate and timely reports for whole of government for management by conducting research and analysis of financial data generated by the new FMIS. Also assist in ensuring that information is secure through maintaining proper custody procedures.

Qualification: A degree in Accounting, Finance or Business Studies and preferably a member of the Fiji Institute of Accountants or a recognized or an equivalent/recognized professional body. **OR** He/She should have served at least 2 years as Assistant Accounts Office and have demonstrated intellectual capacity, drive, determination and flair in existing grade or position. Should be a team player and has acquired consistently good reports.

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

5/2010	ASSISTANT ACCOUNTS OFFICER [FMIS]
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Responsible to the Accounts Officer [FMIS]. The appointee will be responsible for the prompt payment, purchasing, maintenance of proper accounting and inventory records, and preparation of budget

requirements for the FMR/FMIS unit. Also responsible for organizing logistics for training/workshops, attend to correspondences or any other duties directed by Director FMIS.

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 examination and have demonstrated intellectual capacity, drive, determination and flair in existing grade or position; or successfully completed Form 7 examination with a pass in accounting.

Salary: AC04 \$17,687 - \$22,724

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

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

DEPARTMENT OF YOUTH & SPORTS

6/2010	ADMINISTRATIVE OFFICER [INFORMATION TECHNOLOGY]
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Responsible to the Senior Youth Officer [Research Development and Training for the effective and efficient planning, control and reporting; by developing new database systems and the provision of the necessary training to ensure user proficiency and achievement of the Department's corporate plan. Assist in developing new database with user friendly features and access by users for information viewing, reporting and data entry to facilitate retrieval of the timely, up to date data for decision making. This includes analysis of manual processes with the view to designing and constructing new computerized database. The appointee will also be responsible for prototyping and implementing the system, compile operation manual and provide user training. Appointee is also ensure Local Area Network is operating smoothly, this involves close monitoring of servers and PC clients performance, equipment correctly configured and standardized, software setup, provision of timely assistance and

troubleshooting. The appointee is also responsible for enhancement of the LAN, analysis and procurement of all IT equipment for the Ministry in consultation with the Senior Youth Officer, Research & Development and training of subordinate and sure operation manuals are up to date at all times. In addition the appointee must review performance and consistently provide coaching sessions for subordinate he/she is directly responsible for. Proper counseling of staff is necessary, professional discussions, developing annual work plans and submission to SYO (RTD) strictly on due dates.

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

7/2010 8/2010	YOUTH OFFICER [2 POSTS]
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Responsible to the Principal [Divisional] Youth Officer for Central/Eastern Division. The successful appointee is required to coordinate and implement youth training programs, in consultation with the Department's stakeholders. Assist and advise youth groups and communities with the formation of youth clubs and projects. Provide counseling services, registration of clients and training programs for job seekers and assist unemployed youths with work attachment and practical work experiences. Assess and evaluate youth coordinators and youth workers reports. Integrate NYSS Skills for Life training into Divisional Youth programs, conduct visitation to youth groups, communities and youth projects and attend Provincial Council Meetings in an advisory role. Attend to other duties as delegated by Divisional Youth Officer [Central/Eastern].

Qualification: Qualifications required for appointment as Assistant Youth Officer and around 2 – 3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any organization or 2 – 3 years service as community adviser or equivalent or a Degree in Youth and

Community Development. Assessed potential and ability to progress beyond Youth Officer level.

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

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

**The Permanent Secretary
Ministry of Works, Transport & Public Utilities
Private Mail Bag
Samabula**

DEPARTMENT OF METEOROLOGICAL SERVICES

9/2010	SENIOR TECHNICAL OFFICER [AVIATION] – NADI AIRPORT
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Responsible to the Principal Scientific Officer (Forecasting) for the provision of necessary aviation and data acquisition for efficient running of the National Weather Forecasting Centre, coordinate and manage the operations of the meteorological Briefing Office at the airport and the Upper Rawin and Radiosonde program at the NWFC, ensure a smooth flow of incoming and outgoing traffic on the AFTN and GTS network and proper coding of observations in accordance with WMO Regulations and International Civil Aviation Organisation (ICAO) Regulations and Procedures. Provide administrative and technical support to the management especially in various resource utilizations and assist with specialized training of Aviation Support staff.

Qualification: Qualifications required for appointment as Technical Officer Class I 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. Demonstrated ability to control and manage staff and resources.

Salary: ST02 \$25,542 - \$32,491

10/2010 11/2010	TECHNICAL OFFICER I [NWFC] 2 POSTS
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Supervise technical staff on Shift Duties at the NWFC, ensure that FIMS and AIFS computer circuits are operational at all times, ensure that AFTN and

GTS message formatting is strictly followed, check and correct Incoming/Outgoing meteorological messages/data, and all Weather reports acquired by DATO prior to dissemination, process weather maps and relevant weather information for dissemination to specified users and the general public, liaise with relevant authority in case of any need and emergency at NWFC, attend to discrepancies that may arise and hinder the efficient operations of the NWFC and the Nadi/Nausori radar sites, ensure that proper measures are undertaken to enhance Safety at Work in the prevention of accidents, contribute in improving the quality of Human Resources by partaking in delegated courses of instructions, discussions at technical and departmental forums.

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

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

12/2010	TECHNICAL OFFICER I [REPORTING NETWORK & FACILITIES] - NADI
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Responsible for the procurement, maintaining and control of all instruments and consumables to RSMC, Synoptic, Rainfall, Ships and Climate stations in the Network and the servicing and installations of all Pluviographs in the Network.

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

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

13/2010	TECHNICAL OFFICER CLASS II [REPORTING NETWORK & FACILITIES]
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Responsible to the Principal Scientific Officer for the processing of returns of Meteorological Observations from Network of Stations as required for

Meteorological Observations from Network of Station as required for publications, providing assistance to meteorologists in the planning of hydrological and agro – meteorological investigations in the extraction and arrangements of data in a form suitable for the interpretation and further statistical analysis; quality control of climatological returns, liaison with staff for corrective actions required, providing assistance in answering day to day enquiries, archiving of climatological data in files and compile data for keying into climate database.

Qualification: Qualifications required for appointment as Senior Technical Assistant 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. Ordinary Technicians Diploma or equivalent relevant qualification in his field eg. Meteorological Observer Senior Examination Q[1].

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

14/2010	TECHNICAL OFFICER CLASS II [NWFC]
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Responsible to the Shift Supervisor for carrying out necessary aviation support and data acquisition functions at the National/Regional Weather Forecasting Centre. This includes compilation and presentation of all flight documentations for domestic and international flights, briefing airline pilots and other customers and acquiring timely Upper Air and Surface meteorological data for Forecasting Operations.

Qualification: Qualifications required for appointment as Senior Technical Assistant 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. Ordinary Technicians Diploma or equivalent relevant qualification in his field eg. Meteorological Observer Senior Examination Q[1].

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

15/2010	SENIOR TECHNICAL ASSISTANT [REPORTING NETWORK & FACILITIES DIVISION] NADI AIRPORT
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Responsible to the Technical Officer Class I System in maintaining and servicing of Air condition units, arrange and manage its operations, liaison with the suppliers for continuous quality advice and assistance. Maintain standby generators by performing weekly check, availability of spare parts, fuel, and the timely changes of filters, carry out breakdown maintenance and repairs, liaise with suppliers,, management and the FEA on the operations of the generators. Maintain hydrogen electrolyser for continuous supply of quality hydrogen gas, supply in the tank is never threaten at any time, check availability of spares and tools, supply up to date information to technical staffs on the operations of the plant. Responsible for the use of welding machine and oxyacetylene set for welding and fabrication, oversee that users are familiar with use of the machine and the OHS rules and regulations. Assist in Meteorological Instruments Calibration.

Qualification: A pass in Fiji School Leaving Certificate, Form 7 or equivalent; OR Relevant experience with a minimum of 5 years in an appropriate area and demonstrated ability.

Salary: ST05 \$8,092 - \$15,001

16/2010	SENIOR TECHNICAL ASSISTANT [UDU POINT]
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Responsible to the Shift Supervisor for the provision of data acquisition and other technical support services for the efficient running of the National/Regional Weather Forecasting Center. The appointee would be required to prepare timely and accurate meteorological observations, assist with Upper Air Operations and collect routine meteorological reports for Forecasting Operations. The position is a transferable position that requires the appointee to be posted to an outer island after one-year orientation at the Nadi Office. Similar duties stated above would be required at the outstations where the incumbent will be on shift work 24 hours a day and would be required to work alone in the night.

Qualification: A pass in Fiji School Leaving Certificate, Form 7 or equivalent; OR Relevant

experience with a minimum of 5 years in an appropriate area and demonstrated ability.

Salary: ST05 \$8,092 - \$15,001

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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: 31/01/2010
Before noon: 15/01/2010
Circular dated: 15/02/2010
Before noon: 31/01/2010

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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: atamanikaiyaroi@govnet.gov.fj or telephone Alumita Tamanikaiyaroi on 3314588 ext 238 of the Public Service Commission.