



FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 2/2010

DATE: 31st 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

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 PUBLIC ENTERPRISES, TOURISM & COMMUNICATIONS

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| 17/2010 | DEPUTY SECRETARY |
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The Deputy Secretary is responsible to the Permanent Secretary and is expected to assist with policy, supervision and performance of the three major departments and units under the ministry namely Public Enterprise, Department of Tourism, Department of Communication and it's associated respective units. He /She is responsible for coordinating the national implementation of the enterprise reform program, tourism and communication planning and policies and preparation of the ministry work program. Responsible for the formulation, implementation, monitoring and review of the Corporate Plan and preparation of Annual Report and ensures that Directors' performance indicators are achieved in regards to target outputs. Responsible for the formulation, implementation and monitoring of the Ministry's budget in respect of the Ministry submission and compilation of expenditure in accordance with approved budget and regulations. Ensures the formulation, implementation and monitoring of the Ministry's human resources plan in regards to recruitment, retirement, termination, leave, training and acts as Chairperson of the Ministry's Staff Board. The Deputy Secretary is to provide timely and accurate advice to the Permanent Secretary; keep the Permanent Secretary fully informed on critical or agreed matters with the Department. He /She ensure building a motivated, competent and productive workforce within the Public Enterprises sector, Tourism and Communication. He /She attends to Enterprises Board and Council Meetings and carry out all duties delegated by the PS e.g. attendance to DSC meetings, committee meetings and Board meetings. He /She ensure maintaining high level of collaboration with

staff associates, the private sector, non-government organizations and relevant stakeholders.

Qualification: Previous experience in handling 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 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

PUBLIC SERVICE COMMISSION

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| 18/2010 | PRINCIPAL ADMINISTRATIVE OFFICER [MANAGER TRAINING] CENTRE FOR TRAINING & DEVELOPMENT |
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The incumbent is the Manager of the In-service Training Unit and is responsible to the Director Training Division. The incumbent is responsible for the overall supervision of timely and quality in-service training policies and operation processes. Advise and facilitate training offers and coordinate with local, donor agencies and institutions for long and short term training program offers in accordance with TPAF Levy requirement. Monitor and evaluate Training Reports of in Service and Overseas Course awardees and assist in implementation. Responsible for the supervision, coordination and implementation of Public Service Examinations in accordance with the PSC Training Policy. Monitor implements and review the management of in-service training for Public Servants. Assist in the preparation, monitor & control of CTD budget and management of Registry.

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

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

**The Permanent Secretary
Ministry of Public Enterprises, Tourism & Communications
P O Box 1260
Suva**

DEPARTMENT OF PUBLIC ENTERPRISES

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| 19/2010 | SENIOR ADMINISTRATIVE OFFICER |
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Responsible to the Principal Administrative Officer for quality policy advice and be able to offer leadership and direction to staff for the efficient and effective operation of the administrative and accounting section. He/ She is specifically expected to effectively facilitate Staff Board and Disciplinary Committee meetings by producing high quality papers, meeting schedule, relevant briefs to members on Acts, Regulations, operative Circulars, Manuals and is also the secretary; timely promulgation of Staff Board and Disciplinary Committee decisions; effectively manage the Recruitment and Selection process; compile Corporate Services Business Plan and Individual Work Plans; assist the Principal Administrative Officer in the formulation and compilation of the Department's Planning documents, Annual Report and budget submission; implement the Management Performance System.

Qualification: Qualifications required for appointment as Administrative 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 Administrative Officer.

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

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| 20/2010 | SENIOR ACCOUNTS OFFICER |
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Responsible to the Permanent Secretary in the efficient and effective delivery of Financial Reports and Information. The incumbent is responsible for managing and controlling financial resources, provide advice to the Permanent Secretary on financial and accounting matters. Prepare recommendations and related correspondences on financial and accounting matters and providing leadership and direction to subordinates in the performance of their duties. The incumbent shall be accountable for the preparation and timely submission of budget estimate, application of virement of funds, RIE and additional provision and financial reports to the Ministry of Finance. He/She shall be responsible for overseeing the safe custody, control and maintenance of cash and revenue and ensure timely disbursement of funds, scrutinize and control budgetary allocations to ensure availability of funds throughout the year. Provide responses to Auditor General's queries and Ministry of Finance Internal Audit.

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

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| 21/2010 | EXECUTIVE OFFICER [CORPORATE SERVICES] |
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The position will be responsible to the Senior Administrative Officer through the Administrative Officer. The successful appointee will ensure the

efficient and effective management of all leave and HR matters. He/she is responsible for provision of a wide range of personnel services. Duties include leave management, preparation of staff returns, maintain staff records, person to post listing, quarterly vacancies, assist with staff recruitment activities, once vacancies are advertised, to prepare vacancy folders and compile bio data assessment. Manage the staff establishment and update person to post listing, vacancy reports. Assist in the preparation and conduct of interviews preparation of meetings and organize venue with resources, compile and collate all data required such as position descriptions etc for vacant positions coordinate within system OHS liaison officer for the ministry, preparation of submission papers and implementation of management decisions on staffing matters. The position requires a very computer literate person to frequently use Excel worksheets and mail merge facilities in Word for data management purposes.

Qualification: Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 23 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

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

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| 22/2010 | SENIOR SECRETARY [PA TO THE PERMANENT SECRETARY] |
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Responsible to the Permanent Secretary 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 Permanent Secretary by providing him/her 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, files, briefs and other documents are well stored and retrievable, when required. He /She 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

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| 23/2010 | TELEPHONE OPERATOR |
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Responsible to the Principal Administrative Officer through the Senior Administrative Officer in ensuring that all incoming and outgoing calls are facilitated. The incumbent is responsible to keep proper and updated records of all official and private calls including overseas calls. Proper verification of monthly bills from Telecom Fiji against Telephone Register. Ensure that the switchboard is properly maintained and any faults regarding telephones are to be actioned promptly. Perform all other duties related to switchboard operation and front desk meet and greet.

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 Finance
P O Box 2212
Government Buildings
Suva**

FIJI PROCUREMENT OFFICE

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| 24/2010 | MANAGER [LOGISTICS UNIT] -RE-ADVERTISED |
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The Manager Logistic Unit is responsible to the Director Fiji Procurement Office for the provision of information on the logistics strategy, inventory management and operations, for the leading and managing of logistics planning, supplies

management, customs clearance, warehousing and transport. The incumbent should possess a thorough working knowledge of Fiji Government procurement policy rationale, develop the logistics component of the policy framework in conjunction with the FPO Policy Unit and proactively manage relationships with key transport and warehousing stakeholders. The incumbent is also expected to develop and maintain best practices logistics processes in conjunction with the FPO Tenders Unit, have cognisance of the specific requirements of each supply contract, and design, implement and manage inventory control systems to maintain optimized levels of stock while being responsive to agency requirements. The position is required to establish logistics and policy processes in relation to specialist projects including Construction and IT, obtain other specialist input when required and build and effective Logistics Unit by providing direction and leadership.

Qualification: An officer of high calibre with at least 10 years experience in management positions. Consistently good reports and proven ability to manage large staff and physical resources. Must have demonstrated intellectual capacity drive, determination and flair in existing grade. Experience in supplies work and membership of an Institute of Purchasing is desirable. **OR** Relevant degree or Postgraduate qualifications and/or relevant skills and experience in this particular field in any other organisation.

Salary: SK01 \$35,466 - \$44,786

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| 25/2010 | SENIOR POLICY OFFICER -RE-ADVERTISED |
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The Senior Policy Officer is responsible to the Manager Policy Unit in developing detailed procurement policies for WOG, preparing and providing policy guidelines advice and support within FPO and to line agencies, measuring effectiveness of policies, implementing performance and capability improvement and developing and implementing procurement training. The incumbent is expected to draft and implement WoG procurement policies processes and procedures within FPO and all the line agencies, implement WoG procurement strategy and policy, deliver procurement planning to meet FPO strategic objectives on time and within budget and demonstrate ability to implement change in agency procurement activities by provision of skilled policy advice. The position is responsible for researching

and identifying best practice and encouraging trends in procurement, applying it appropriately with the context of WoG procurement in Fiji, monitoring and measuring effectiveness of procurement policies and identifying improvements to procurement policy in conjunction with the Compliance Unit. He/She is expected to research and develop policies and procedures on Private Finance Initiative/Public Private Partnership (PFI/PPP) and implement Private Finance Initiative/Public Private Partnership (PFI/PPP) policy and procedures. He/She must revise TNA and Training Programmes based on compliance audit findings and management feedback from performance appraisal process and conduct ongoing procurement training function within FPO and the line agencies, in accordance with the training programme. He/She is expected have practical experience in a senior public service role which includes procurement responsibilities, experience and knowledge of procurement processes and procurement best practice, experience in working with procurement and/or contract law and experience in developing, implementing and monitoring policies, processes and procedures. The appointee should possess problem solving ability, time and priority management skills, enthusiasm for continuous improvement and driving change and be IT literate and technically skilled.

Qualification: Qualifications required for appointment as a 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 organization. Particular specialist experience will be required for posts, and the ability to manage and train staff.

Salary: SC02 \$27,597 - \$38,315

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

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

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| 26/2010 | SENIOR INFORMATION OFFICER [TECHNICAL] FILM & TV UNIT |
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Supervise the activities of the Technical Section of the Unit in order to archive quality audio and video productions of broadcast standards. Plan and develop the capacity of the technical unit using appropriate technology for effective coordination and dissemination of Government Information through audio visual technology. Provide advice to the Principal Information Officer on technological development of the Unit in as far as production systems, formats and total technical support in program productions. Plan and manage proper Archival Restoration Preservation and retrieval system of the unit. Liaise with Senior Information Officer Production on sales and marketing strategies of the Unit, for income generation of the Units productions. Responsible for the identification of technical equipment for all in-house and field productions. Responsible for Technical Maintenance Manual and annual purchasing plan of technical needs of the Unit. Responsible for the installation of studio facilities.

Qualification: Qualifications required for appointment as Information Officer and at least 23 years service in that grade or equivalent or relevant degree and/or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Senior Information Officer. Experience in journalism and broadcasting is desirable.

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

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| 27/2010 | INFORMATION OFFICER [VERNACULAR PRODUCTION] FILM & TV UNIT |
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Produce audio visual programmes and documentaries policy, plan and programmes highlighting the achievements of the various ministries and departments including socio-economic developments in the country. Translation of Government statements, speeches in Hindi. The Officer is the head of the Hindi production unit, the officer is also expected to contribute to the print medium of the Ministry as and when required.

Qualification: Qualifications required for appointment as Assistant Information Officer and at least 23 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

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| 28/2010 | INFORMATION OFFICER [PRODUCTION] FILM & TV UNIT |
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Produce audio visual programmes and documentaries on government policy, plans and programmes highlighting the achievements of the various ministries and departments including socio economic developments in the country.

Qualification: Qualifications required for appointment as Assistant Information Officer and at least 23 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

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| 29/2010 | ASSISTANT INFORMATION OFFICER [TECHNICAL] FILM & TV UNIT |
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Liaise with Producers on field production schedules and artistic gathering of segment productions and documentaries. Liaise with Senior Information Officer/Technical on segment line up for field gathering, pre-productions and production. Play the lead role for electronic field and electronic news gathering duties as per schedule. Identify and coordinate archival footage for storage and retrieval. Provide camera assistance in studio, field production and outside broadcast. Identify and advise on latest in production technology.

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

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| 30/2010 | ASSISTANT INFORMATION OFFICER [RESEARCH & DEVELOPMENT / IT] FILM & TV UNIT |
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Responsible to the Information Officer [R&D/IT] for the efficient maintenance and management of the Official Fiji Government website as well as the ministry's LAN system research/library activities. Maintaining and updating records of IT purchases, make short analysis on newspaper and internet reports on government policies and complaining database for press releases to be readily available on access by ministry officials. Also provides research support to staff, and management on various government issues as well as furnish or make referrals to the general public. Contribute to the ministry's media relations and public awareness roles in the establishment of media centres and other facilitative press briefs.

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

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| 31/2010 32/2010 | LIBRARIAN [NATIONAL LIBRARY SERVICES OF FIJI] -2 POSTS |
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Direct its functions and activities towards providing efficient and effective service. To plan for improved and more efficient service and better facilities. To supervise staff and train and guide them in Library procedures and activities, have some management experience of staff and resources and familiarity with current practices of Librarianship.

Qualification: A Degree in Librarianship or Information Studies with at least 2-3 years Library experience; **OR** A Diploma in Librarianship or Information Studies with at least 5 years Library experience. Appointees must possess well-developed written and oral communication skills, be able to plan and implement programmes and community activities, have some management experience of staff and resources and familiarity with current practices of Librarianship.

Salary: IR03 \$20, 335- \$25, 992

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

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

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| 33/2010 | LABOUR OFFICER [BA] |
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Responsible to the Divisional Labour Officer (Western) and the Manager Labour Standards and Compliance Unit in the enforcement of the Employment Relations Promulgation 2007. Undertake and supervise labour and workplace inspections and investigation of labour complaints and employment grievances. Facilitate the processing of workmen's compensation cases through investigations and appearing in the ER Tribunal on workmen's compensation claims. Investigation and prosecution of offenders under the Employment Relations

Promulgation 2007. May also act as Advocate, when required, for workers with employment grievances in the ER Tribunal. Will be required to undertake training of subordinates and conduct awareness programmes for stakeholders on employment relations matters. May be required to serve as Secretary to Boards and Committees and other equivalent posts within the Labour Compliance Service.

Qualification: Qualifications required for appointment as Assistant Labour Officer and at least 2-3 years service as Assistant Labour Officer 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 at least one grade beyond Labour Officer. Or A Degree or Diploma in Industrial Relations/Office Health and Safety (OHS) with 2 years experience in this particular field.

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

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| 34/2010 | LABOUR OFFICER [CENTRAL EASTERN] |
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Responsible to the Divisional Labour Officer (Central Eastern) and the Manager Labour Standards and Compliance Unit in the enforcement of the Employment Relations Promulgation 2007. Undertake and supervise labour and workplace inspections and investigation of labour complaints and employment grievances. Investigation and prosecution of offenders under the Employment Relations Promulgation 2007. May also act as Advocate, when required, for workers with employment grievances in the ER Tribunal. Will be required to undertake training of subordinates and conduct awareness programmes for stakeholders on employment relations matters. May be required to serve as Secretary to Boards and Committees and other equivalent posts within the Labour Compliance Service.

Qualification: Qualifications required for appointment as Assistant Labour Officer and at least 2-3 years service as Assistant Labour Officer 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 at least one grade beyond Labour Officer. Or A Degree or Diploma in Industrial Relations/Office Health and Safety (OHS) with 2 years experience in this particular field.

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

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| 35/2010 | LABOUR OFFICER [WORKERS COMPENSATION] |
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Responsible to the Principal Technical Officer – OHS [Workers Compensation & NOHSAB] on workers compensation and NOHSAB matters. The officer is required to supervise the Assistant Labour Officer and Labour Inspectors in providing an effective turnaround time on the settlement of Workmen's Compensation claims for fatalities and injuries in workplaces and ensuring responsive and effective Workmen's Compensation investigations and enforcement of the provisions of the Workmen's Compensation Act (Cap 94). He/she has to assist employers and workers in the performance of their obligations under the Act, plan, and monitor and conduct review of the Labour inspectors' respective workplans. Assist in the continuous review of the Units Systems and Processes towards ISO standards. The incumbent has to facilitate the effective implementation of the Workmen's Compensation Act. Ensure that work plans for all subordinate staffs are achieved, monitored and reviewed when required. Ensure the effective and quality customer service to all clients. Contribute to 'Buddy' training of staff; ensure responsive and effective accident investigation relative to Workmen's Compensation. Assist the Senior Labour Officer (Compensation) in preparation of Workmen's Compensation claims; vetting of reports by the Labour inspectors, assist Legal Officer on legal matters related to Workmen's Compensation. The officer has to contribute to monthly, quarterly, half – yearly and annual reports, attend to Workmen's Compensation matters delegated by Minister, PSLIRE, Director (OHS/WC), Deputy Secretary (OHS/WC) and PTO (WComp), ensure the timely and quality accomplishment of the Ministry's Annual Corporate Plan and the Unit's Business Plan, Assist in monitoring and reviewing of subordinate staff individual work plan and to assist with other duties as delegated from time to time.

Qualification: Qualifications required for appointment as Assistant Labour Officer and at least 2-3 years service as Assistant Labour Officer 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 at least one grade beyond Labour Officer.

Or A Degree or Diploma in Industrial Relations/Office Health and Safety (OHS) with 2 years experience in this particular field.

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

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| 36/2010 | ASSISTANT LABOUR OFFICER [LAUTOKA & LABASA] -2 POSTS |
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Responsible to Labour Officer (Lautoka) in the case of Lautoka post and Labour Officer (Labasa) in case of Labasa post for labour inspection at places of employment. In this regard, the incumbent will be required to explain to employers and employees their rights and responsibilities under the labour legislation, to carry out investigation on labour complaints and to conciliate in minor disputes, and any other duties assigned by Section Heads. Will also be assisting in the processing of workmen's compensation cases.

Qualification: Qualifications required for appointment as Labour Inspector 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.. Assessed potential and ability to contribute in a management role.

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

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| 37/2010 | ASSISTANT LABOUR OFFICER [LABOUR COMPLIANCE SERVICE] HQ |
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Responsible to the Director Labour Compliance Service in the enforcement of the Employment Relations Promulgation 2007. The incumbent will be required to conduct inspection of workplaces and explain to employers and employees their rights and responsibilities under the labour legislation, to carry out investigation and conciliation on labour complaints for resolutions. He/she will also be assigned duties relating to the assessment of employment disputes and monitoring of child labour situations in Fiji.

Qualification: Qualifications required for appointment as Labour Inspector 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.. Assessed potential and ability to contribute in a management role.

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

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| 38/2010 | SENIOR TECHNICAL OFFICER [OHS TRAINING] |
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Responsible to the Principal Technical Officer (OHS Training, Accreditation, Chemical and Hygiene Unit) for provision of efficient administration of the OHS Training and Accreditation section of the unit. The senior technical officer is responsible for the effective implementation and compliance of the Health and Safety Legislation and relevant Regulations and quality delivery of the functions and powers of Health and Safety Inspectors under Section 42 of the Health & Safety at Work Act 2003. Provide leadership and management of all Occupational Health and Safety Services on the OHS Training and Accreditation section, Refresher Course and OHS Awareness. He/she is required to assist PTO in the implementation and the continuous review of the Unit's Systems and Processes to ISO standards including the provision of an effective financial and asset management practice and systems control. Assist PTO (TACH) to ensure the timely and quality delivery of the Unit's Business Plan and the Ministry's Annual Corporate Plan and achieve set targets. Provide quality development and review of all OHS Training Packages, Procedures and Manuals to be used for training OHS Representatives and Committees, Managers, Supervisors set up in workplaces and organizations throughout the four Divisions. Participate in the formulation of policies and procedures relating to the Ministry's core business to ensure smooth and efficient operation of the Ministry. Manage Human Resource Development through keeping of records, planning of expenditure, advising trends and practices, legal requirements and writing of reports, planning of expenditure, advising on OHS matters related to training. Assist in the promotion of progressive Staff HRD and ensure effective management of all operations resources within the Unit to be in line with the OHS Services and the Unit's management plan. To assist in the development and monitoring of subordinate staff's individual work plans. To assist in the preparation of weekly, monthly and annual report on training, awareness, promotion and all activities delivered by the unit. Consult with the Principal Technical Officer (TACH) and other sectional Heads and Managers within the OHS Division on training needs to be delivered. He/She

would be required to consult with other Sectional heads of the Ministry regarding all (internal and external) OHS training needs. To advice clients on their training needs and provide free OHS Awareness to clients when needed. Manage and coordinate timely, accurate collection and collation of revenue generated by the Unit to avoid any arrears in revenue. To provide timely and quality delivery feedback on all correspondence/issued referred from superiors. To audit and keep control of records on the Unit's inventories every half-year and to perform such other duties delegated by Managers through Principal Technical Officer (OHS Training, Accreditation, Chemical and Hygiene).

Qualification: Technician Diploma or equivalent qualification in relevant specialisation with at least 2-3 years service at ES03 level and/or relevant skills and experience in this particular field in any other organisation.

Salary: ES02 \$26, 505 - \$33, 777

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| 39/2010 | SENIOR TECHNICAL OFFICER / DIVISIONAL LABOUR OFFICER [OHS] FIELD OPERATION; NORTHERN DIVISION |
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Responsible to the Principal Technical Officer OHS (Field Operations Services) Principal Labour Officer (OHS) – Field Operation Division for the effective operation, supervision of staff and efficient resources management of an Occupational Health and Safety (OHS) Field Operation Unit for the Northern Division. The Unit is responsible for the effective implementation of the Health and Safety at Work Act 1996 and associated OHS legislation in all workplaces and ensuring the effective operation of the OHS Field Operation Services in the Division. Especially to ensure the quality delivery of the functions and powers of Health and Safety Inspectors under Section 42 of the Act; effective Emergency OHS Response Service for fatalities, serious injuries/diseases in workplaces; quality advise and assistance to employers and workers in the performance of their OHS obligations under the Act; responsive and effective OHS investigations, enforcement and prosecutions; quality statutory engineering inspections of special plant and machinery under the Act, such as Steam Boilers, Pressure Vessels, Lifts, Hoists, Cranes, Lifting Gears, Amusements Rides etc; timely registration of

workplaces, plant and substances/chemicals in accordance with OHS legislation; effective conciliation between aggrieved parties on immediate threats and other OHS issues, and quality performance of other duties that may be assigned from time to time.

Qualification: Technician Diploma or equivalent qualification in relevant specialisation with at least 2-3 years service at ES03 level and/or relevant skills and experience in this particular field in any other organisation.

Salary: ES02 \$26, 505 - \$33, 777

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| 40/2010 | SENIOR TECHNICAL OFFICER / SENIOR LABOUR OFFICER [OHS] FIELD OPERATION; WESTERN DIVISION |
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Responsible to the Principal Technical Officer OHS Services (Field Operations, Western Division) for the effective operation, supervision of staff and efficient resources management within the Occupational Health and Safety (OHS) Field Operation Unit for the Western Division. The Senior Technical Officer is responsible for the effective implementation of the Health and Safety at Work Act 1996 and associated OHS legislations in workplaces specified under the Act and ensuring the effective operation of the OHS Field Operation Services in the Division. To assist the Principal Technical Officer (OHS) West in the continuous review of the Unit's Systems and Processes to ISO 9000 or equivalent internationally recognised standards including the provision of an effective financial and asset management practice and systems control. Ensure the timely and quality delivery of the Unit's Business Plan and the Ministry's Annual Corporate Plan. To ensure the timely, effective and quality delivery of the functions and powers of Health and Safety Inspectors under Section 42 & 43 of the Health and Safety at Work Act 1996; ensure effective emergency OHS response service for workplace serious injuries/occupational diseases and fatalities; to provide quality and timely advise and assistance to employers and workers in the performance of their OHS obligations under the Act; assist in the enforcement of the Workers Compensation Act and other labour legislations; to provide timely and quality OHS investigations, ensure the timely submission of all reports to HQ and the effective customer service delivery; assist PTO (OHS) in OHS enforcement and prosecutions; conduct

quality statutory engineering inspections of plants and machineries under the Act, such as Steam Boilers, Pressure Vessels, Lifts, Hoists, Cranes, Lifting Gears, Amusements Rides etc; undertake OHS inspections and audits of workplaces including the sawmills and diving equipment inspections; assist the OHS risk engineering services in conducting of NDT, Occupational hygiene, OHS training and promotion; ensure timely registration of workplaces, plant and substances/chemicals in accordance with OHS legislations; provide effective mediation and counseling to aggrieved parties on workplace OHS immediate threats and other workplace OHS issues; to attend and be present during provincial council, district council and advisory council meetings and quality performance of other OHS and administration duties that may be assigned from time to time.

Qualification: Technician Diploma or equivalent qualification in relevant specialisation with at least 2-3 years service at ES03 level and/or relevant skills and experience in this particular field in any other organisation.

Salary: ES02 \$26, 505 - \$33, 777

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| 41/2010 | TECHNICAL OFFICER HIGHER GRADE [CAPITAL PROJECTS] |
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Responsible to the Principal Technical Officer (Capital Projects & IT) for providing professional advise on OHS best practice to relevant stakeholders in regard to capital projects. The Unit is divided into two distinctive services. The Capital Project main role s to vet design drawing plan and commission renovated/altered and new buildings and were as the information technology services maintain and upgrade IT Hardware and Software for the Ministry. Both services are provided with statutory functions and powers of a Health and Safety Inspector in order to implement the provisions of the Health and Safety at Work Act 1996 and subsidiary legislations. Incumbent will also be responsible in conducting smart audits to construction sites, assist Health and Safety committees and representatives, conduct OHS awareness and assist OHS promotion, organize OHS divisional databases and network with HQ information center, assist in the investigation of work fatalities, accidents and diseases, advice employers, contractors, worker etc, under the obligation of OHS legislation, especially the General Work Place Conditions Regulations 2003, operation support

service and perform such other duties that may be assigned from time to time, efficient response to emergency OHS calls.

Qualification: Technician Diploma or equivalent qualification in relevant specialisation. At least 23 years service in ES04 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff and manage capital resources.

Salary: ES03 \$20, 335 - \$26, 629

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| 42/2010 | TECHNICAL OFFICER / ASSISTANT LABOUR OFFICER [OHS] FIELD OPERATIONS NORTHERN DIVISION] |
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Responsible to the Senior Technical Officer (Field Operation) for implementing and the enforcement of the OHS legislation in workplaces throughout the Northern Division Duties includes conducting quality statutory engineering inspections of special plant and machinery under the Act, such as Pressure Vessels, Hoists, Cranes, Lifting Gears, Amusements Rides etc; assist in carrying out OHS inspections and audits of high risk workplaces; including the sawmill and diving equipment inspections, assist the OHS risk engineering services in the conduct of NDT testing, Carrying out OHS awareness and promotion in the workplace; timely registration of workplaces, plant and substances/chemicals in accordance with OHS legislation; provision of sound OHS advise to employers and contractors, workers etc on their obligations under the OHS legislation; assist health and safety committees and representatives, conduct OHS awareness, assist the Senior Technical Officer in providing quality advice and assistance to employers and workers in the performance of their OHS obligations under the Act, provide support to achieve responsive and effective OHS workplace accident investigations for workplace serious injuries/diseases and fatalities provide quality and timely submission of all reports and the effective customer service delivery; prepare technical support for the STO for presentation of health and safety agendas during provincial council, district council and advisory council meeting and quality performance of other OHS and administration duties that may be assigned from time to time.

Qualification: Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

Salary: ES05 \$15, 691 - \$20, 410

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| 43/2010 | TECHNICAL OFFICER [OHS] FIELD OPERATION CENTRAL EASTERN DIVISION |
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Responsible to the Technical Officer Higher Grade (Field Operation) for implementing and the enforcement of the OHS legislation in workplaces throughout the Central Eastern Division and the Maritime Zone. Duties includes conducting quality statutory engineering inspections of special plant and machinery under the Act, such as Pressure Vessels, Hoists, Cranes, Lifting Gears, Amusements Rides etc; assist in carrying out OHS inspections and audits of high risk workplaces; including the sawmill and diving equipment inspections, assist the OHS risk engineering services in the conduct of NDT testing, Carrying out OHS awareness and promotion in the workplace; timely registration of workplaces, plant and substances/chemicals in accordance with OHS legislation; provision of sound OHS advise to employers and contr actors, workers etc on their obligations under the OHS legislation; assist health and safety committees and representatives, conduct OHS awareness, assist the Senior Technical Officer in providing quality advice and assistance to employers and workers in the performance of their OHS obligations under the Act, provide support to achieve responsive and effective OHS workplace accident investigations for workplace serious injuries/diseases and fatalities, provide quality and timely submission of all reports and the effective customer service delivery; prepare technical support for the STO for presentation of health and safety agendas during provincial council, district council and advisory council meeting and quality performance of other OHS and administration duties that may be assigned from time to time.

Qualification: Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least

one superior performance assessment and with demonstrated ability to supervise and control staff.

Salary: ES05 \$15, 691 - \$20, 410

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| 44/2010 | SENIOR ACCOUNTS OFFICER |
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Responsible to the Permanent Secretary though the Manager (Corporate Service Division) for the management and control of the financial resources and provide advise on the status of the Ministry's funds/spending. Prepare recommendation and related correspondence on financial matters, providing leadership and direction to subordinates in the performance of their duties. Be accountable for the preparation of the Budget Estimates and Cash Flow. Preparation of Virement of Funds, RIE, Cash Flow Adjustments and Financial Reports to the Ministry of Finance. Reconciliation of the Drawing Account, Bank Link against Financial Statement and submit to Ministry of Finance monthly. Reconciliation of IDC Accounts monthly. Reconciling the Trust Fund Account (True Trust Account) against Bank Statement and submit to Ministry of Finance monthly. Overseeing the safe custody, control and maintenance of cash and ensuring timely disbursement of funds. Attend to meetings with stake holders and government ministries in regards to Apprenticeship Scheme awards funding. Respond to enquiries with information and sound advice to the Auditor General, Ministry of Finance and other Government Departments and External Organizations. Responsible and accountable for compliance with General Orders, Finance Act, Finance Management Act 2005, Financial Rules and Regulations etc Attending to monthly Accounting Heads Meeting at Ministry of Finance and any other duties assigned by the Permanent Secretary for Labour Industrial Relation, Employment and Productivity.

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

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| 45/2010 | ASSISTANT ACCOUNTS OFFICER [OHS] |
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Responsible to the Senior Accounts Officer on the day to day management and control of the financial resources and provide advise on the status of the OHS Unit's funds/spending. Prepare recommendation and related correspondence on financial matters. Assist the SAO in the preparation of the Ministry's Budget Estimates and Financial Reports. Reconciliation of the Trust Fund Account (True Trust Account) against Bank Statement and submit to Ministry of Finance monthly, Assist AO in the preparation of virements and RIE. Overseeing the safe custody, control and maintenance of cash and ensuring timely disbursement of funds. Respond to enquiries with information and sound advice to the Deputy Secretary [OHS]. Responsible and accountable for compliance with General Orders, Finance Act, Finance Management Act 2005, Financial Rules and Regulations, and any other duties assigned by the SAO or the Permanent Secretary for Labour Industrial Relation, Employment and Productivity.

Qualification: A minimum of a degree in accounting or related discipline or equivalent from a recognized institution. **OR** A pass in service exam U. Appointee must have served at least one year in SS05 grade and have passed H1 & H2 service and have demonstrated intellectual capacity, drive, determination and flair in existing grade or position; or successfully completed Form 7 examination with a pass in accounting.

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

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| 46/2010 | SENIOR ADMINISTRATIVE OFFICER [CORPORATE SERVICES] |
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Responsible to the Principal Administrative Officer for

quality, constructive advice on management and personnel matters, practices and procedures. Be responsible for the co-ordination, compilation, and the administration in the formulation and operation of the Corporate Services Corporate Plan, Business Plans and Individual Work Plans; support, monitor and guide the implementation of management/personal practices to ensure effectiveness in the delivery of the Ministry's core services including those at District and Division levels; Behave as Secretary for monthly Ministry Staff Board including the preparation of papers, meeting agendas and follow up that agendas discussed are implemented and for the timely completion of minutes to these meetings; deal with staff grievances and disputes and counsel staff on relevant matters; be the Ministry's Group Insurance Agent and when required support work on Annual Budget submissions. Supervision of staff on related personnel matters as on effective/ timely plan on all staff matters such as leave, Flexi and Attendance Records, posting and transfer, ACRs; acting appointments, post processing; meetings, dealing with resignations; vacancies; post advertising; CAFs; monthly P2P; update Ministry Staff Civil List; required periodic reports to PSC and Finance etc;

Qualification: Qualifications required for appointment as Administrative 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 Administrative Officer.

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

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| 47/2010 | EXECUTIVE OFFICER [PRODUCTIVITY] |
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The incumbent's responsibility is to assist the Fiji Asia Productivity Organisation (APO) Director, National Productivity Organization (NPO) Head and APO Liaison Officer in the disposal of all APO matters through effective administration of APO projects and processing Fiji's nominations and travel arrangements, establishment, maintenance of the Fiji APO Alumni, maintaining & updating database for APO projects, making logistical arrangements for all APO projects organized within the country, ensure the timely payment of membership contributions and other dues from the country, channel correspondence from the Fiji APO Director, National Productivity Organization (NPO) Head and Liaison Officer to

concerned persons or agencies or take actions required, channel information on APO activities to all relevant parties within the country in an appropriate manner to ensure smooth and efficient implementation of APO projects, attend to all APO correspondence on nominations or recommendations of participants, experts, resource persons, and speakers which should be undertaken on behalf of the Government, ensure necessary physical and financial arrangements for the implementation of APO projects in the country in consultation with all relevant authorities, maintain good rapport with Liaison Officers of other member countries and cooperate with them in arranging APO projects including Bilateral Cooperation Between NPO's (BCBN), Observational Study Mission (OSM), and Technical Expert Services (TES), assist the Secretariat in project evaluation and follow-up activities in collecting required data and information, guide and assist prospective participants selected for APO projects to learn about the APO, its activities and basic guidelines on participation in APO projects, the host country of the project and its NPO, and other relevant matters before leaving the country and take all possible actions to nominate participants who can take part in projects fully and meaningfully and to ensure their return to the country as scheduled upon completion of the project. The appointee must be used to work in a dynamic environment, committed to provide excellent customer service to clients locally and internationally, highly motivated, with strong ethics and an inclination to work smart as part of a competent team. Must be capable of carrying out work with limited supervision, able to set priorities. Need to understand and be aware of the labour reforms and knowledge of the labour legislations. Be able to give sound judgment/recommendations on APO projects. Good planning and organizing ability with strong self-management capabilities, excellent communication skills, output quality for high standards for content and presentation. A great team player but also able to work on own initiative, be innovative, confident & professional.

Qualification: Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 2-3 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

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

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

**The Permanent Secretary
Ministry of Foreign Affairs, International
Cooperation & Civil Aviation
P O Box 2220
Government Buildings
Suva**

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| 48/2010 | ADMINISTRATIVE OFFICER [POLITICAL & TREATIES] |
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Responsible to the Principal Administrative Officer [Political & Treaties] for the facilitation of timely and sound political actions and decisions by providing relevant and accurate policy assessments and assistance in relation to Conventions, Memorandum of Understanding, Agreements, & Treaties to the Ministry, Cabinet, Senior Officials and Negotiators; to assist in the proper upkeep of records pertaining to Conventions, MOUs, Agreements, Treaties to which Fiji is a signatory by regular updating database records in terms of its authenticity and validity; to facilitate the effective representation of Fiji's position by preparing draft submissions on Fiji's obligations pertaining to treaties; providing advice on whether Fiji ought to sign a treaty; organizing consultation meetings with relevant stakeholders including the multilateral agencies to discuss matters relating to Conventions, MOUs, Agreements & Treaties; to assist in the monitoring of international changes, developments and progress of political significance in relation to Conventions, MOUs, Agreements & Treaties by assisting implementing agencies to fulfill reporting obligations; to assist in the formulation of strategic political policy decisions by attending international meetings and preparing reports and draft Cabinet Papers & Briefs for Executive Management's decision on Fiji's stance on Conventions, MOUs, Agreement & Treaties.

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 Health
P O Box 2223
Government Buildings
Suva

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| 49/2010 50/2010 | CONSULTANT [SURGICAL] -GENERAL SURGERY -UROLOGY CWM HOSPITAL -2 POSTS |
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Responsible to the Medical Superintendent CWM Hospital in co-ordination with other Consultants for the clinical duties and day to day running of the Surgical Unit. Duties include patient care, administration, staff supervision and participation in teaching undergraduate and postgraduate students of the Fiji School of Medicine. Promotes the interest and the development of the unit through strategic planning. Ensures cohesion of the overall functions of the unit i.e. to work effectively with internal and external stakeholders and maintains positive interpersonal relationships. Leads in the peer reviews to ensure corrective measures are undertaken to provide efficient services. To promote succession planning and responsible for medical reports & medico-legal assessments. Attends and actively participates in the organisation committee(s) to review and implement changes. Administers to patient high quality care by ensuring they receive treatment, care, support and review to obtain the best possible outcome. To ensure effective and efficient delivery of health care by working with team and attend to other duties assigned from time to time

Qualification: Registered Specialist in the Specialist Roll in the Fiji Medical Council Register. Perceived ability to operate as the top specialist in an area of medicine. Consistently good peer assessment and ability to supervise staff. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Recognition as an expert in a field of medicine. Those without membership or fellowship at one of the colleges and/or other equivalent recognised post graduate qualification in the

specialist field must have extensive experience and at least 13 years post registration experience.

Salary: MD01 \$57,662 - \$73,590

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| 51/2010 | CONSULTANT [PATHOLOGY] LAUTOKA HOSPITAL |
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Responsible to the Medical Superintendent Lautoka Hospital in co-ordination with other Consultants for the Clinical duties and day-to-day running of the Pathology unit. Duties include patient care, administration, staff supervision, and participation in teaching undergraduate and postgraduate students of the Fiji School of Medicine. Promotes the interest and the development of the unit through strategic planning. Ensures cohesion of the overall functions of the unit i.e. to work effectively with internal and external stakeholders and maintains positive interpersonal relationships. Administers to patient high quality clinical care by ensuring they receive treatment, care, support and review to obtain the best possible outcome. To provide excellent Pathology service by working with colleagues and key staffs and attend to other duties assigned from time to time.

Qualification: Registered Specialist in the Specialist Roll in the Fiji Medical Council Register. Perceived ability to operate as the top specialist in an area of medicine. Consistently good peer assessment and ability to supervise staff. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Recognition as an expert in a field of medicine. Those without membership or fellowship at one of the colleges and/or other equivalent recognised post graduate qualification in the specialist field must have extensive experience and at least 13 years post registration experience.

Salary: MD01 \$57,662 - \$73,590

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| 52/2010 | CONSULTANT [SURGICAL] LABASA HOSPITAL |
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Responsible to the Medical Superintendent Labasa Hospital for the day-to-day running of the surgical unit. Duties include patient care, administration, staff supervision, and participation in teaching

undergraduate and postgraduate students of the Fiji School of Medicine. Promotes the interest and the development of the unit through strategic planning. Ensures cohesion of the overall functions of the unit i.e. to work effectively with internal and external stakeholders and maintains positive interpersonal relationships. Leads in peer reviews to ensure corrective measures are undertaken to provide efficient services. To promote succession planning and responsible for medical reports & medico-legal assessments. Administers to patient high quality clinical care by ensuring they receive treatment, care, support and review to obtain the best possible outcome. To provide excellent Surgical services by working with colleagues and key staffs and attend to other duties assigned from time to time

Qualification: Registered Specialist in the Specialist Roll in the Fiji Medical Council Register. Perceived ability to operate as the top specialist in an area of medicine. Consistently good peer assessment and ability to supervise staff. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Recognition as an expert in a field of medicine. Those without membership or fellowship at one of the colleges and/or other equivalent recognised post graduate qualification in the specialist field must have extensive experience and at least 13 years post registration experience.

Salary: MD01 \$57,662 - \$73,590

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| 53/2010 | CONSULTANT [PAEDIATRICS] LABASA HOSPITAL |
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Responsible to the Medical Superintendent Labasa Hospital in co-ordination with other Consultants for the Clinical duties and day-to-day running of the Pediatrics unit. Duties include patient care, administration, staff supervision, and participation in teaching undergraduate and postgraduate students. Promotes the interest and the development of the unit through strategic planning. Ensures cohesion of the overall functions of the unit i.e. to work effectively with internal and external stakeholders and maintains positive interpersonal relationships. Administers to patient high quality clinical care by ensuring they receive treatment, care, support and review to obtain the best possible outcome. To provide excellent Pediatrics service by working with colleagues and key

staffs and attend to other duties assigned from time to time.

Qualification: Registered Specialist in the Specialist Roll in the Fiji Medical Council Register. Perceived ability to operate as the top specialist in an area of medicine. Consistently good peer assessment and ability to supervise staff. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Recognition as an expert in a field of medicine. Those without membership or fellowship at one of the colleges and/or other equivalent recognised post graduate qualification in the specialist field must have extensive experience and at least 13 years postregistration experience.

Salary: MD01 \$57,662 - \$73,590

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| 54/2010 | CONSULTANT [OBSTETRICS & GYNAECOLOGY] LABASA HOSPITAL |
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Responsible to the Medical Superintendent Labasa Hospital for the day-to-day running of the Obstetrics & Gynaecology unit. Duties include patient care, administration, staff supervision, and participation in teaching undergraduate and postgraduate students of the Fiji School of Medicine. Promotes the interest and the development of the unit through strategic planning. Ensures cohesion of the overall functions of the unit i.e. to work effectively with internal and external stakeholders and maintains positive interpersonal relationships. Leads in peer reviews to ensure corrective measures are undertaken to provide efficient services. To promote succession planning and responsible for medical reports & medico-legal assessments. Attends & actively participates in the organisation committee(s) to review and implement changes. Administers to patient high quality clinical care by ensuring they receive treatment, care, support and review to obtain the best possible outcome. To provide excellent Medical services by working with colleagues and key staffs and attend to other duties assigned from time to time

Qualification: Registered Specialist in the Specialist Roll in the Fiji Medical Council Register. Perceived ability to operate as the top specialist in an area of medicine. Consistently good peer assessment and ability to supervise staff. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Recognition as an expert in a field of

medicine. Those without membership or fellowship at one of the colleges and/or other equivalent recognised post graduate qualification in the specialist field must have extensive experience and at least 13 years post registration experience.

Salary: MD01 \$57,662 - \$73,590

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| 55/2010 | CONSULTANT [MEDICINE] LABASA HOSPITAL |
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Responsible to the Medical Superintendent, Labasa Hospital for the day-to-day running of the Medical Unit. Duties include patient care, administration, staff supervision, and participation in teaching undergraduate and postgraduate students of the Fiji School of Medicine. Promotes the interest and the development of the unit through strategic planning. Ensures cohesion of the overall functions of the unit i.e. to work effectively with internal and external stakeholders and maintains positive interpersonal relationships. Leads in peer reviews to ensure corrective measures are undertaken to provide efficient services. To promote succession planning and also responsible for medical reports & medico-legal assessments. Attends & actively participates in the organisation committee(s) to review and implement changes. Administers to patient high quality clinical care by ensuring they receive treatment, care, support and review to obtain the best possible outcome. To provide excellent Medical services by working with colleagues and key staffs and attend to other duties assigned from time to time.

Qualification: Registered Specialist in the Specialist Roll in the Fiji Medical Council Register. Perceived ability to operate as the top specialist in an area of medicine. Consistently good peer assessment and ability to supervise staff. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Recognition as an expert in a field of medicine. Those without membership or fellowship at one of the colleges and/or other equivalent recognised post graduate qualification in the specialist field must have extensive experience and at least 13 years post registration experience.

Salary: MD01 \$57,662 - \$73,590

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| 56/2010 | CONSULTANT [ANAESTHETIC] LABASA HOSPITAL |
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Responsible to the Medical Superintendent Labasa Hospital in co-ordination with other Consultants for the Clinical duties and day-to-day running of the Anaesthetic unit. Duties include patient care, administration, staff supervision, and also participates in teaching students when required. Promote the interest and the development of the unit through strategic planning. Ensures cohesion of the overall functions of the unit i.e. to work effectively with internal and external stakeholders and maintains positive interpersonal relationships. Ensure corrective measures are undertaken to provide efficient services. To promote succession planning and responsible for medical reports & medico-legal assessments. Administers to patient high quality clinical care by ensuring they receive treatment, care, support and review to obtain the best possible outcome. To provide an excellent Anaesthetic service by working with hospital director, colleagues and key staffs and attend to other duties assigned from time to time.

Qualification: Registered Specialist in the Specialist Roll in the Fiji Medical Council Register. Perceived ability to operate as the top specialist in an area of medicine. Consistently good peer assessment and ability to supervise staff. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Recognition as an expert in a field of medicine. Those without membership or fellowship at one of the colleges and/or other equivalent recognised post graduate qualification in the specialist field must have extensive experience and at least 13 years post registration experience.

Salary: MD01 \$57,662 - \$73,590

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| 57/2010 58/2010 | CONSULTANT [ANAESTHETIST] CWM HOSPITAL -2 POSTS |
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Responsible to Medical Superintendent in co-ordination with other Consultants for the Clinical duties and day-to-day running of the Anesthetic unit. Duties include patient care, administration, staff supervision, and participation in teaching

undergraduate and postgraduate students of the Fiji School of Medicine. Promotes the interest and the development of the unit through strategic planning. Ensures cohesion of the overall functions of the unit i.e. to work effectively with internal and external stakeholders and maintains positive interpersonal relationships. Leads in peer reviews to ensure corrective measures are undertaken to provide efficient services. To promote succession planning and responsible for medical reports & medico-legal assessments. Attends actively participates in the organization committee(s) to review and implement changes. Administers to patient high quality clinical care by ensuring they receive treatment, care, support and review to obtain the best possible outcome. To provide an excellent Anesthetic service by working with hospital director, colleagues and key staffs and attend to other duties assigned from time to time

Qualification: Registered Specialist in the Specialist Roll in the Fiji Medical Council Register. Perceived ability to operate as the top specialist in an area of medicine. Consistently good peer assessment and ability to supervise staff. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Recognition as an expert in a field of medicine. Those without membership or fellowship at one of the colleges and/or other equivalent recognised post graduate qualification in the specialist field must have extensive experience and at least 13 years post registration experience.

Salary: MD01 \$57,662 - \$73,590

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| 59/2010 | CONSULTANT [ANAESTHETIC] LAUTOKA HOSPITAL |
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Responsible to the Medical Superintendent through the Hospital Administrator Lautoka Hospital in coordination with other Consultants for the Clinical duties and day-to-day running of the Anesthetic unit. Duties include patient care, administration, staff supervision, and participation in teaching undergraduate and postgraduate students of the Fiji School of Medicine. Promotes the interest and the development of the unit through strategic planning. Ensures cohesion of the overall functions of the unit i.e. to work effectively with internal and external stakeholders and maintains positive interpersonal relationships. Leads in peer reviews to ensure corrective measures are undertaken to provide

efficient services. To promote succession planning and responsible for medical reports & medico-legal assessments. Attends actively participates in the organization committee(s) to review and implement changes. Administers to patient high quality clinical care by ensuring they receive treatment, care, support and review to obtain the best possible outcome. To provide an excellent Anesthetic service by working with hospital director, colleagues and key staffs and attend to other duties assigned from time to time.

Qualification: Registered Specialist in the Specialist Roll in the Fiji Medical Council Register. Perceived ability to operate as the top specialist in an area of medicine. Consistently good peer assessment and ability to supervise staff. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Recognition as an expert in a field of medicine. Those without membership or fellowship at one of the colleges and/or other equivalent recognised post graduate qualification in the specialist field must have extensive experience and at least 13 years post registration experience.

Salary: MD01 \$57,662 - \$73,590

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| 60/2010 | CHIEF MEDICAL OFFICER [RADIOLOGY] CWM HOSPITAL |
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Responsible to the Consultant Radiologist for the efficient day-to-day running of the Radiology Unit. The incumbent will assist the Medical Superintendent in the preparation of the Hospital Master Plan, coordinate and direct major projects and develop short term and long term strategic plans for Radiology Unit and allied health services, monitor and evaluate the overall performance of the unit to ensure activities are efficiently and effectively maintained within the determined budget parameters. The incumbent would be expected to provide advice on workforce planning, educational initiatives, medical practice and appropriate legislation as required; promote a quality customer service approach and ensure that Health Service Management Standards, Quality Assurance and other management activities are operational and monitored in the hospital. Ensure that all medical and allied health staff within the unit is appropriately instructed on the requirement for confidentiality. Undertake clinical work as required and any other duties assigned from time to time.

Qualification: A recognised post graduate training/diploma qualification and/or at least 2-3 years service in the Principal Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Demonstrated capability and ability to manage staff and physical resources effectively.

Salary: MD02 \$51,940 - \$67,270

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| 61/2010 | CHIEF MEDICAL OFFICER [OBSTETRICS & GYNAENOCLOGY] CWM HOSPITAL |
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Responsible to the Consultant Obstetrics & Gynecology for the provision of high quality patient care using evidence base cost effective approach to obtain possible health outcomes. To manage the unit and be responsible for the effective delivery of an excellent service by effectively communicating and ensuring the implementation of all relevant policies to achieve the hospital's goals and objectives in alignment with government and the Ministry of Health's plans. Ensure provision of leadership and direction in the department and in particular training of staff associated with the delivery of Obs & Gynae services. Provide expert opinion on Obstetrics & Gynecology cases and promote the interest of the hospital. Attends and actively participates in the organization committee(s) to review and implement changes. Administers to patient high quality clinical care by ensuring they receive treatment, care, support and review to obtain the best possible outcome.

Qualification: A recognised post graduate training/diploma qualification and/or at least 2-3 years service in the Principal Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Demonstrated capability and ability to manage staff and physical resources effectively.

Salary: MD02 \$51,940 - \$67,270

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| 62/2010 | CHIEF MEDICAL OFFICER [MEDICINE] CWM HOSPITAL |
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Responsible to the Consultant Medicine for the management of all medical and allied health services within the Divisional Hospital to ensure the effective and efficient delivery of health care and contributing to the overall hospital strategic planning as a member of the Executive management Team. The incumbent will assist the Consultant Medicine in the preparation of the Unit's Master Plan, co-ordinate and direct major projects and develop short term and long term strategic plans for medical and allied health services, monitor and evaluate the overall performance of the Medical Unit to ensure activities are efficiently and effectively maintained within the determined budget parameters.

The incumbent is expected to provide advice on workforce planning, educational initiatives, medical practice and appropriate legislation as required. To promote a quality customer service approach and ensure compliance with Health Service Management Standards, Quality Assurance and other management activities are operational and monitored in the hospital; conduct and facilitate ongoing medical & management/administrative or other staffs. Attend relevant workshops and conferences as approved by the Hospital Administrator at regional, national and international levels and ensure that all medical and allied health staff in the hospital is appropriately instructed on the requirement for confidentiality.

Qualification: A recognised post graduate training/diploma qualification and/or at least 2-3 years service in the Principal Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Demonstrated capability and ability to manage staff and physical resources effectively.

Salary: MD02 \$51,940 - \$67,270

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| 63/2010 | CHIEF MEDICAL OFFICER [MEDICINE] LABASA HOSPITAL |
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Responsible to the Consultant Medicine for the management of all medical and allied health services within the Divisional Hospital to ensure the effective and efficient delivery of health care and contributing

to the overall hospital strategic planning as a member of the Executive management Team. The incumbent will assist the Consultant Medicine in the preparation of the Unit's Master Plan, co-ordinate and direct major projects and develop short term and long term strategic plans for medical and allied health services, monitor and evaluate the overall performance of the Medical Unit to ensure activities are efficiently and effectively maintained within the determined budget parameters.

The incumbent is expected to provide advice on workforce planning, educational initiatives, medical practice and appropriate legislation as required. To promote a quality customer service approach and ensure compliance with Health Service Management Standards, Quality Assurance and other management activities are operational and monitored in the hospital; conduct and facilitate ongoing medical & management/administrative or other staffs. Attend relevant workshops and conferences as approved by the Hospital Administrator at regional, national and international levels and ensure that all medical and allied health staff in the hospital is appropriately instructed on the requirement for confidentiality.

Qualification: A recognised post graduate training/diploma qualification and/or at least 2-3 years service in the Principal Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Demonstrated capability and ability to manage staff and physical resources effectively.

Salary: MD02 \$51,940 - \$67,270

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| 64/2010 | CHIEF MEDICAL OFFICER [ANAESTHETIC] LABASA HOSPITAL |
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Responsible to the Consultant Anaesthetist Labasa Hospital for the efficient day-to-day running of the Anaesthetic Unit. The incumbent will assist in the preparation of the Hospital Master Plan, coordinate and direct major projects and develop short and long term strategic plans for medical and allied health services, monitor and evaluate the overall performance of the Anaesthetics Unit to ensure activities are efficiently and effectively maintained within the determined budget parameters. The incumbent would be expected to provide advice on workforce planning, educational initiatives, medical practice and appropriate legislation as required; promote a quality customer approach and ensure that

health services standards, quality assurance and other management activities are operational and monitored in the hospital. Ensure that all medical and allied health staff within the unit is appropriately instructed on the requirement for confidentiality. Undertake clinical work as required and any other duties assigned from time to time.

Qualification: A recognised post graduate training/diploma qualification and/or at least 2-3 years service in the Principal Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Demonstrated capability and ability to manage staff and physical resources effectively.

Salary: MD02 \$51,940 - \$67,270

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| 65/2010 | PRINCIPAL MEDICAL OFFICER [TAVEUNI] TAVEUNI HOSPITAL |
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Responsible to the Divisional Medical Officer Northern for the day to day administration of the institution and sub-division, and on clinical matters. Duties include general clinical work, supervision of staff and provide support services to the General Chief Medical Officer as required.

Qualification: An officer of high calibre. At least 2-3 years service in the Senior Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and ability to manage staff. A recognised postgraduate training/diploma in a relevant specialist field is desirable.

Salary: MD03 \$44,131 - \$55,435

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| 66/2010 | PRINCIPAL MEDICAL OFFICER [SURGERY] LAUTOKA HOSPITAL |
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Responsible to the Consultant (Surgeon) Lautoka Hospital through the Chief Medical Officer [Surgical] Lautoka Hospital for the day to day operation of the Unit. Administers to patients high quality clinical care by ensuring they receive treatment, care, support and are reviewed to obtain the best possible outcome. Attends and actively participates in the organization committee(s) to review and implement changes. The

incumbent is responsible for medical reports and medico-legal assessments. Ensures cohesion of the overall functions of the unit and undertake any other duties assigned from time to time.

Qualification: An officer of high calibre. At least 2-3 years service in the Senior Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and ability to manage staff. A recognised postgraduate training/diploma in a relevant specialist field is desirable.

Salary: MD03 \$44, 131 - \$55, 435

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| 67/2010 | PRINCIPAL MEDICAL OFFICER [PSYCHIATRY] ST GILES HOSPITAL |
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Responsible to the Medical Superintendent through the Chief Medical Officer [Psychiatry] for the day-to-day operations of the Hospital. Administers to patients high quality clinical care by ensuring they receive treatment, care, support and are reviewed to obtain the best possible outcome. Attend and actively participate in the organization committee(s) to review and implement changes. The incumbent is responsible for medical reports and medico-legal assessments. Ensures cohesion of the overall functions of the unit and undertake any other duties assigned from time to time.

Qualification: An officer of high calibre. At least 2-3 years service in the Senior Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and ability to manage staff. A recognised postgraduate training/diploma in a relevant specialist field is desirable.

Salary: MD03 \$44, 131 - \$55, 435

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| 68/2010 | PRINCIPAL MEDICAL OFFICER [PATHOLOGY] LAUTOKA HOSPITAL |
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Responsible to the Consultant (Pathology) Lautoka Hospital through the Chief Medical Officer [Pathology] Lautoka Hospital for the day to day operation of the Unit. Administers to patients high quality clinical care by ensuring they receive treatment, care, support and are reviewed to obtain the best possible outcome.

Attends and actively participates in the organization committee(s) to review and implement changes. The incumbent is responsible for medical reports and medico-legal assessments. Ensures cohesion of the overall functions of the unit and undertake any other duties assigned from time to time.

Qualification: An officer of high calibre. At least 2-3 years service in the Senior Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and ability to manage staff. A recognised postgraduate training/diploma in a relevant specialist field is desirable.

Salary: MD03 \$44, 131 - \$55, 435

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| 69/2010 | PRINCIPAL MEDICAL OFFICER [OXFAM] DIVISIONAL MEDICAL OFFICER CENTRAL/EASTERN |
|----------------|---|

Responsible to the Consultant (Pathology) Lautoka Hospital through the Chief Medical Officer [Pathology] Lautoka Hospital for the day to day operation of the Unit. Administers to patients high quality clinical care by ensuring they receive treatment, care, support and are reviewed to obtain the best possible outcome. Attends and actively participates in the organization committee(s) to review and implement changes. The incumbent is responsible for medical reports and medico-legal assessments. Ensures cohesion of the overall functions of the unit and undertake any other duties assigned from time to time.

Qualification: An officer of high calibre. At least 2-3 years service in the Senior Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and ability to manage staff. A recognised postgraduate training/diploma in a relevant specialist field is desirable.

Salary: MD03 \$44, 131 - \$55, 435

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| 70/2010 | PRINCIPAL MEDICAL OFFICER [SURGERY] CWM HOSPITAL |
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Responsible to the Consultant (Surgeon) through the Chief Medical Officer CWM Hospital for the day-to-day operation of the Unit. Administers to patients high

quality clinical care by ensuring they receive treatment, care, support and are reviewed to obtain the best possible outcome. Attends and actively participates in the organization committee(s) to review and implement changes. The incumbent is responsible for medical reports and medico-legal assessments. Ensures cohesion of the overall functions of the unit and undertake any other duties assigned from time to time.

Qualification: An officer of high calibre. At least 2-3 years service in the Senior Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and ability to manage staff. A recognised postgraduate training/diploma in a relevant specialist field is desirable.

Salary: MD03 \$44, 131 - \$55, 435

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| 71/2010 | PRINCIPAL MEDICAL OFFICER [OBS TETRICS & GYNAENOCLOGY] CWM HOSPITAL |
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Responsible to the Consultant O & G through the Chief Medical Officer [O & G] CWM Hospital for the day-to-day operation of the Unit. Administers to patients high quality clinical care by ensuring they receive treatment, care, support and are reviewed to obtain the best possible outcome. Attend and actively participate in the organization committee(s) to review and implement changes. The incumbent is responsible for medical reports and medico-legal assessments. Ensures cohesion of the overall functions of the unit and undertake any other duties assigned from time to time.

Qualification: An officer of high calibre. At least 2-3 years service in the Senior Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and ability to manage staff. A recognised postgraduate training/diploma in a relevant specialist field is desirable.

Salary: MD03 \$44, 131 - \$55, 435

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| 72/2010 | PRINCIPAL MEDICAL OFFICER [MEDICINE] CWM HOSPITAL |
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Responsible to the Consultant Medicine through the Chief Medical Officer [Medicine] CWM Hospital for the day-to-day operation of the Unit. Administers to patients high quality clinical care by ensuring they receive treatment, care, support and are reviewed to obtain the best possible outcome. Attend and actively participate in the organization committee(s) to review and implement changes. The incumbent is responsible for medical reports and medico-legal assessments. Ensures cohesion of the overall functions of the unit and undertake any other duties assigned from time to time.

Qualification: An officer of high calibre. At least 2-3 years service in the Senior Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and ability to manage staff. A recognised postgraduate training/diploma in a relevant specialist field is desirable.

Salary: MD03 \$44, 131 - \$55, 435

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| 73/2010 | PRINCIPAL MEDICAL OFFICER [SDMO MACUATA] DMO NORTHERN |
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Responsible to the Divisional Medical Officer, Northern for the efficient day-to-day running of the Macuata sub-division. Duties include general clinical work, supervision of staff and other duties assigned by Chief Medical Officer (Community Health), Northern from time to time.

Qualification: An officer of high calibre. At least 2-3 years service in the Senior Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and ability to manage staff. A recognised postgraduate training/diploma in a relevant specialist field is desirable.

Salary: MD03 \$44, 131 - \$55, 435

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| 74/2010 75/2010 | PRINCIPAL MEDICAL OFFICER [ANAESTHETIC] CWM HOSPITAL -2 POSTS |
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Responsible to the Consultant Anaesthetist through the Chief Medical Officer (Anaesthetic) for the day-to-day operation of the Unit. Duties include general clinical work and supervising of staff in the Unit. Responsible for the daily provision of safe and reliable anaesthetic to patients who are scheduled for major and minor procedures. Manage the Intensive Care Unit as stipulated in work schedule, to participate in the education of nurses, allied health professionals and other staff as requested and other duties as may be assigned from time to time.

Qualification: An officer of high calibre. At least 2-3 years service in the Senior Medical Officer grade and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and ability to manage staff. A recognised postgraduate training/diploma in a relevant specialist field is desirable.

Salary: MD03 \$44, 131 - \$55, 435

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| 76/2010 | SENIOR MEDICAL OFFICER [EYE DEPARTMENT] LAUTOKA HOSPITAL |
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Responsible to the Consultant Ophthalmologist Lautoka Hospital for the efficient day-to-day operation of the Eye Department. Duties include general clinical work and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32, 853 - \$38, 781

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| 77/2010 78/2010 | SENIOR MEDICAL OFFICER [OBSTETRICS & GYNAENOCLOGY] LAUTOKA HOSPITAL -2 POSTS |
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Responsible to the Chief Medical Officer (Obs & Gynae) through the Principal Medical Officer (Obs & Gynae), Lautoka Hospital for the day to day operation of the Obstetric & Gynecology Unit. The incumbent has to provide quality patient care using an evidence base, cost effective approach to get the best possible health outcome through the execution of plans and activities of the Unit. Responsible for mentoring new registrars and responsible for the Patient Information System (PATIS) in the unit and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32, 853 - \$38, 781

| | |
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| 79/2010 80/2010 | SENIOR MEDICAL OFFICER [MEDICINE] LAUTOKA HOSPITAL -2 POSTS |
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Responsible to the Chief Medical Officer through the Principal Medical Officer Medicine, Lautoka Hospital for the efficient day-to-day operation of the Medical Unit. The incumbent has to ensure that management of all clinical services in the department are efficient, cost effective and patient focused. The incumbent is responsible for mentoring and re-orientation of new members. Assists in the clinical audit and carries out research in the department accordingly. Responsible for implementation of the outreach program, planning of activities and ensuring that department goals are achieved and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other

organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32,853 - \$38,781

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| 81/2010 | SENIOR MEDICAL OFFICER [ANAESTHETIC UNIT] LAUTOKA HOSPITAL |
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Responsible to the Consultant through the Principal Medical Officer [Anaesthetic Unit], Lautoka Hospital for the daily provision of safe and reliable Anesthetic duties to patients who are scheduled for major and minor surgical procedures and to assist in attending to after hours emergency calls and also assist the Senior Officers in managing the Intensive Care Unit as stipulated in the work schedule. Provide labour analgesia by inserting & maintaining a continuous epidural infusion regime and Anesthesia for ECT to Psychiatric patients and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32,853 - \$38,781

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| 82/2010 | SENIOR MEDICAL OFFICER [ORTHOPAEDIC] LAUTOKA HOSPITAL |
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Responsible to the Principal Medical Officer [Surgical/Orthopedic Unit] Lautoka Hospital for the day-to-day operation of the Orthopedic Unit. Duties include general clinical work and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32,853 - \$38,781

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| 83/2010 | SENIOR MEDICAL OFFICER [HUB CENTRE] WESTERN HEALTH SERVICES |
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Responsible to the Divisional Medical Officer, Western Health Services for the efficient day-to-day operation of the Centre. Duties include general clinical duties, administration, and supervision of staff and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32,853 - \$38,781

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| 84/2010 | SENIOR MEDICAL OFFICER [BA MISSION HOSPITAL] |
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Responsible to the Divisional Medical Officer, Western through the Principal Medical Officer [SDMO Ba] Ba Mission Hospital for the efficient day to day operation of the Hospital. Duties include general clinical duties, administration, supervision of staff, facilitate and monitor the implementation of all necessary health care services delivered and any other health activities carried out and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32,853 - \$38,781

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| 85/2010 | SENIOR MEDICAL OFFICER [MEDICINE] CWM HOSPITAL |
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Responsible to the Chief Medical Officer through the Principal Medical Officer Medicine, CWM Hospital for the efficient day-to-day operation of the Medical Unit. The incumbent has to ensure that management of all clinical services in the department are efficient, cost effective and patient focused. The incumbent is responsible for mentoring and re-orientation of new members. Assists in the clinical audit and carries out research in the department accordingly. Responsible for implementation of the outreach program, planning of activities and ensuring that department goals are achieved and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32, 853 - \$38, 781

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| 86/2010 | SENIOR MEDICAL OFFICER [GOPD] CWM HOSPITAL |
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Responsible to the Chief Medical Officer (GOPD) CWM Hospital through the Principal Medical Officer (GOPD) for the day to day operation of the General Out Patient Department. Duties include general clinical duties, administration, and supervision of staffs. Provision of reports on the activities of the unit, To provide orientation for new staff as directed by the Principal Medical Officer (GOPD) and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32, 853 - \$38, 781

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| 87/2010 | SENIOR MEDICAL OFFICER [GOPD] LABASA HOSPITAL |
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Responsible to the Medical Superintendent through the Principal Medical Officer [GOPD] Labasa Hospital for the day to day operation of the GOPD Unit. Duties include general clinical duties, administration, and supervision of staff and undertake any other duties assigned from time to time

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32, 853 - \$38, 781

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| 88/2010 | SENIOR MEDICAL OFFICER [ANAESTHESIA] LABASA HOSPITAL |
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Responsible to the Chief Medical Officer [Anesthetics] through the Principal Medical Officer [Anaesthetic Unit], Labasa Hospital for the daily provision of safe and reliable Anesthetic duties to patients who are scheduled for major and minor surgical procedures and to assist in attending to after hours emergency calls and also assist the Senior Officers in managing the Intensive Care Unit as stipulated in the work schedule. Provide labour analgesia by inserting & maintaining a continuous epidural infusion regime and Anesthesia for ECT to Psychiatric patients and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32, 853 - \$38, 781

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| 89/2010 90/2010 | SENIOR MEDICAL OFFICER [ANAESTHETIC] CWM HOSPITAL -2 POSTS |
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Responsible to the Chief Medical Officer (Anaesthetic) CWM Hospital through the respective Principal Medical Officer Anaesthetist for the daily provision of safe and reliable anaesthetic duties to patients who are scheduled for major and minor procedures, to assist in attending to after hours emergency calls and also assist the Senior Officer in managing the ICU as stipulated in the work schedule. Provide supportive role to the Consultant for the ICU management and provide anaesthesia to patients undergoing investigation procedures in radiology department and in recovery ward for chemotherapy patients. Ensure that management of all clinical services in the department are efficient, cost effective and patient focused. Assist in the review and compliance of clinical protocols and undertake any other duties assigned from time to time.

Qualification: Registered under Part II of the Fiji Medical Council Register. At least 4 years post registration experience and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports and assessed potential and ability in performance of the role of Medical Officer.

Salary: MD04 \$32,853 - \$38,781

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

**The Permanent Secretary
Ministry of Social Welfare, Women & Poverty
Monitoring
P O Box 14068
Suva**

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| 91/2010 | ASSISTANT DIRECTOR [CHILD & FAMILY SERVICES] HQ |
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Responsible for developing a team of casework – trained social workers who will provide a range of services for children and families including protection

and residential care, adoption and family group conferences. The social workers will access, make referral to and if necessary provide support for other services such as specialized counseling by non government organization. They will operate in conjunction with family and criminal courts. Probation services may be offered by a specialist section of the Division.

Qualification: Advanced Social Science Degree or a recognised qualification and at least 2-3 years experience as a Senior Welfare Officer and/or Analytical/Report Writing/Presentation skills and experience in this particular field in any other related organisation with consistently good reports and assessed potential and ability to contribute at Senior level. **OR** A Degree in Social Services or related discipline and at least 5 years experience as a Senior Welfare Officer and/or similar level of skills and experience in this particular field in any other related organisation with consistently good reports and assessed potential and ability to contribute at Senior level; **OR** Diploma in Social Services or its equivalent with at least 7 years experience as a Senior Welfare Officer and must demonstrate intellectual capacity, planning skills, drive, determination and flair in the existing grade.

Salary: HW01 \$35,466 - \$45,064

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| 92/2010 | SENIOR WELFARE OFFICER [RESEARCH, POLICY, TRAINING] |
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Responsible to the Director of Social Welfare for analysis of existing policies and procedures within the Department, review new trends in welfare services and provide guidance for improvement and change. Researches current community needs and identifies factors and issues that can assist the Department to be responsive to the changing community environment. Collate monthly statistics from all divisional offices for quarterly and Annual Report; coordinate Annual Corporate Plan and Annual report, facilitate Strategic Planning within the Department at appropriate intervals and monitor the achievement of strategic plans and provide supervision and support to staff in the section.

Qualification: A Degree in Social Science or a recognised equivalent qualification with at least 2-3 years experience as a Welfare Officer I or relevant skills and experience in this particular field in any

other organization **OR** A Diploma in Social Services or related discipline with 5 years experience as a Welfare Officer Class I and assessed ability to manage staff, consistently good reports and leadership ability.

Salary: HW02 \$26, 063 - \$34, 175

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| | WELFARE OFFICER I |
| 93 /2010 | -BA |
| 94/2010 | -SAVUSAVU |
| 95/2010 | -NAUSORI |
| 96/2010 | -LABASA |
| 97/2010 | -TAVUA |
| | [5 POSTS] |

Responsible to the Social Welfare Officer for the efficient management and operations of their respective offices. Provide frontline contact with members of the public so they can access welfare services. Compile and ensure alignment of work plan to the Divisional Business Plan. Deliver Child Welfare Services and community based justice services in compliance with the relevant Acts and Regulations in partnership with stakeholders. Act as Senior Welfare Officer when required.

Qualification: A Diploma in Social Services or a recognised equivalent qualification and at least 2-3 years experience as a Welfare Officer Class II or relevant skills and experience in this particular field in any other organisation with consistently good reports and leadership ability. **OR** A University Degree in Social Science or related discipline with assessed potential to progress at least one grade beyond Welfare Officer Class I; **OR** A Certificate in Social Work accreditation with at least 5 years work experience as a Welfare Officer Class II or relevant experience in this particular field in any other related organisation.

Salary: HW04 \$20, 335 - \$26, 906

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| 98/2010 | SENIOR ADMINISTRATIVE OFFICER |
| | [HQ] |
| | SUVA |

Responsible to the Director Social Welfare & Women through Manager Corporate Services for the provision of quality policy advice and administer personnel

functions in respect of appointments, promotions, recruitments, transfers and acting appointments. The appointee will also be responsible in carrying out the post processing unit functions, preparation of quality staff board papers and Secretary to the Staff Board and monthly schedules HOD meetings. The appointee will assist the Manager Corporate Services in the compilation of Annual Corporate Plans, Annual Reports, review and update the Units Business Plans

Qualification: Qualifications required for appointment as Administrative 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 Administrative Officer.

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

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| 99/2010 | ACCOUNTS OFFICER |
| | [HQ] |
| | SUVA |

Responsible to the Senior Accounts Officer for providing support and assistance in the drafting of financial policies relating to the financial management reform, consistent with the Fiji Accounting Standards. The successful appointee will also be required to implement change management strategies and conduct awareness workshops on issues relating to the reforms, and provide secretarial support to various committees and be able to present progress reports as and when required. The role is also responsible for the management of family assistance.

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

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| 100/2010 | SECRETARY [PA TO THE DIRECTOR OF SOCIAL WELFARE] HQ |
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Responsible for all the efficient Secretarial operations and functions for the Director in ensuring that tasks as assigned by the Director are implemented with set timeframes and with the highest levels of output quality. To manage all the daily activities and requirements of this office and to operate office machines, ensure all appointments and meetings with respective stakeholders are properly documented and follow-ups is done to facilitate the effective and efficient communication network, files, briefs and other documents are well stored and retrievable when required. To maintain discretion with confidential correspondence and maintain an appointment diary and liaising with staff internally an externally with various Government Departments, Business Houses and Board Members by prioritizing and redirecting enquires and assignment of incoming correspondence to relevant desk officers. Design necessary structures for management decision making purposes and be responsible for the organization and logistics of executive meetings of SFCCO. Must maintain a very good telephone etiquette and good customer service.

Qualification: Diploma in Secretarial Studies and assessed as having considerable potential OR 60wpm typing on manual typewriter or 70wpm typing on electronic/electric typewriter and at least 3 years service as a typist or Stenographer typist or equivalent. Consistently good reports and considered to have discretion and ability to work effectively under pressure. 100wpm shorthand and word processing knowledge is essential. OR 60wpm typing on manual typewriter or 70wpm typing on electronic/electric typewriter and at least 3 years service as a typist or Stenographer typist or equivalent. Consistently good reports and considered to have discretion and ability to work effectively under pressure. Word processing knowledge and Computer Management skills are essential. Shorthand skill is advantageous.

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

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

The Permanent Secretary
Ministry of Primary Industries
Private Mail Bag
Raiwaqa

DEPARTMENT OF AGRICULTURE

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| 101/2010 | AGRICULTURAL TECHNICAL OFFICER [AH & P] TAVEUNI |
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Responsible to Director Extension through the Senior Agricultural Officer (Cakaudrove) for preparing Annual Work Programme/Budget supervision and implementation of approved Work Plan for settlements in Taveuni. Responsible for the identification, preparation implementation and evaluation of all agricultural projects and tikina based work program in Taveuni. Provide an integrated approach with other government ministries in the province to assist development of agriculture in the region to enhance the achievement of the Ministry's Mission. Provide time and quality reports to Northern division headquarters when required.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

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

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| 102/2010 | AGRICULTURAL TECHNICAL OFFICER [EXTENSION] LABASA |
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Responsible to Director Extension through the Senior Agricultural Officer (Macuata) for preparing Annual

Work Programme/Budget supervision and implementation of approved Work Plan for settlements in Labasa. Responsible for the identification, preparation implementation and evaluation of all agricultural projects and tikina based work program in Labasa. Provide an integrated approach with other government ministries in the province to assist development of agriculture in the region to enhance the achievement of the Ministry's Mission. Provide time and quality reports to Northern division head quarters when required.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

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

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| 103/2010 | AGRICULTURAL TECHNICAL OFFICER [EXTENSION] BA/TAVUA |
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Responsible to the Director Extension through the Principal Agricultural Officer Western for the organisation and implementation of the Ministry's work programmes as assigned for each area. Supervise daily activities of subordinate locality field officers, Assist the Agricultural Officer in identifying specific areas for development, and liaise with other agencies involved in Agricultural development. Identify farmers training needs and support the Agricultural Officer in formulating relevant training activities & preparing district work plans. Prepare monthly and quarterly progress reports, help out farmers with their Fiji Development Bank loan assessment and make recommendations. Liaise with Agricultural Officer in land development programme within the province, assist with the layout of demonstration plots and organise exposure of method and results to farmers.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation.

Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

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

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| 104/2010 | AGRICULTURAL TECHNICAL OFFICER [EXTENSION] LAWAQA |
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Responsible to the Principal Agricultural Officer (Western) in identifying areas of development and assisting the Senior Agricultural Officer in formulating Agricultural developments work programme. Organize and conduct farmers meetings to discuss agricultural development and programme. Supervise daily activities of subordinate staff. Liaise directly with other agencies involved in agricultural developments. Evaluate work programme periodically. Train farmers in modern crop production methods during formal training sessions. Prepare monthly, quarterly and annual progress reports of prospective areas. Prepare loan application form for farmers in quest for development finance. Prepare project papers of project identified to be viable for the Senior Agricultural Officer to screen and for its eventual funding in all commodities.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

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

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| 105/2010 | AGRICULTURAL OFFICER [EXTENSION] TAVEUNI |
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Responsible to Director Extension through the Senior Agricultural Officer (Cakaudrove) for preparing Annual

Work Programme/Budget supervision and implementation of approved Work Plan for settlements in Taveuni. Responsible for the identification, preparation implementation and evaluation of all agricultural projects and tikina based work program in Taveuni. Provide an integrated approach with other government ministries in the province to assist development of agriculture in the region to enhance the achievement of the Ministry's Mission. Provide time and quality reports to Northern division headquarters when required.

Qualification: Qualifications required for appointment as Assistant Agricultural Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with demonstrated ability to supervise and control staff and ability to perform effectively in rural situations; **OR** A good degree in an appropriate Agricultural discipline

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

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| 106/2010 | SENIOR RESEARCH OFFICER [HORTICULTURE – CROP DIVERSIFICATION] |
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Responsible to the Principal Research Officer (Horticulture) for the implementation and coordination of the crop research programme involving preparation of annual work budget, preparation of research trials, data collection analysis interpretation and writing scientific papers. Develop appropriate systems and methods to control disease/nematodes attacking plantation, document findings and advise on technical matters pertaining to quarantine. Plan, and conduct field and laboratory experiments and research. Collect on farm and research data and analyse interpret the results. Develop, design and implement research programmes. Publish research work in form of scientific papers and adversary leaflets. Survey and identify plant disease in economic crops and plantations. Monitor and diagnose disease out-breaks and advise on control and eradication procedures. Prepare quarterly and annual reports, budget estimates for disease management project and programmes. Advise on plant-seed importation and quarantine requirements. Organise/manage staff, train subordinates, agricultural staff and farmers on integrated disease management. Assist Principal Research Officer (Horticulture) in the administrative,

financial, human resource management/development and organisation of the plant protection section.

Qualification: Qualifications required for appointment as a 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 organization. Particular specialist experience will be required for posts, and the ability to manage and train staff.

Salary: SC02 \$27,597 - \$38,315

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| 107/2010 | ACCOUNTS OFFICER [PAYMENTS] |
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Responsible to the Principal Accounts Officer for the training and allocating duties to Assistant Accounts Officers in the Accounts Section. Disbursement of capital and operating fund to various cost centres. Control expenditure revenue and maintenance of proper records. Collect and verify financial returns before submission to Headquarters. Carry out monthly reconciliation of expenditure. Provide financial and accounting advise to Principal Accounts Officer and carry out inspection of all stations on equipment inventories and financial records. Liaise with Principal Accounts officer on all financial matters.

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

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| 108/2010 | ACCOUNTS OFFICER [EXTENSION] RAIWAQA |
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Responsible to the Director Extension for the Disbursement of capital and operating fund to various cost centres. Control expenditure revenue and maintenance of proper records. Collect and verify financial returns before submission to Headquarters.

Carry out monthly reconciliation of expenditure. Provide financial and accounting advise to Principal Agricultural officer (HQ) and carry out inspection of all stations on equipment inventories and financial records. Liaise with Principal Accounts officer on all financial matters.

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

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

**The Permanent Secretary
Ministry of Industry & Trade
Private Mail Bag
Raiwaqa**

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|-----------------|--|
| 109/2010 | EXECUTIVE OFFICER [FAIR TRADING & CONSUMER AFFAIRS] |
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Responsible to the Director Fair Trading & Consumer Affairs for providing general administration and technical support. Assist in preparation of Trade Standards Advisory Council meeting papers through co-ordination with the secretariats and Board members submission. Prepare progress reports on all the sections through compiling weekly submissions to determine individual work performance. Ensure that work program is followed with proper economy through monitoring the execution of forecasted activities. Provide timely, accurate, reliable and relevant information on matters relating to the general office administration and technical support through the understanding of the government machinery and the legislations administered by the department. Manage the co-ordination of human resource development through extensive consultation within the external relevant authorities.

Qualification: Qualifications required for appointment as Clerical Officer and a pass in Service

Exam H (1), (2) and S and 2-3 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

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

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| 110 /2010 111/2010 | ASSISTANT INSPECTOR [TRADE MEASUREMENT & STANDARDS] -NORTHERN -CENTRAL EASTERN 2 POSTS [RE-ADVERTISED] |
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Responsible to the Chief Inspector of Trade Measurement & Standards through their respective Divisional Inspectors for the effective administration of the National Trade Measurement Decree 1989 and Trade Standards and Quality Control Decree 1992 to examine and carry out verification and stamping of instruments and appliances used for dispensing consumer goods in an assigned areas of operation, check weight of prepacked goods to ensure consistency with labels and also inspect verify appliances and instruments in the packaging of products for sale, collect stamp fees and others revenue and account for these in terms of financial procedures, investigate complaints related to non-compliance of Measurement Legislations and prepare recommendations for remedial actions, carry out inspection of business houses and market places to ensure stamped and approved appliances are being used for trade.

Qualification: Diploma in Physics or Electronics or Engineering or Legal Metrology with a good background in instrumentation or Legal Metrology. At least 2-3 years service as a Senior Technician or equivalent and/or relevant skills and experience in this particular field in any other organization.

Salary: ES05 \$15, 691 - \$20, 410

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| 112 /2010 | SECRETARY [PA TO THE CHIEF ECONOMIST] |
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Responsible to the Chief Economist for all timely secretarial duties including role of facilitating general

typing duties; management of appointments, maintaining a proper filing system, handling of all files and electronic mails, inward and outward correspondences for the Chief Economist, providing counter service, handling of confidential correspondences and files and the maintenance of a professional working environment.

Qualification: Diploma in Secretarial Studies and assessed as having considerable potential OR 60wpm typing on manual typewriter or 70wpm typing on electronic/electric typewriter and at least 3 years service as a typist or Stenographer typist or equivalent. Consistently good reports and considered to have discretion and ability to work effectively under pressure. 100wpm shorthand and word processing knowledge is essential. OR 60wpm typing on manual typewriter or 70wpm typing on electronic/electric typewriter and at least 3 years service as a typist or Stenographer typist or equivalent. Consistently good reports and considered to have discretion and ability to work effectively under pressure. Word processing knowledge and Computer Management skills are essential. Shorthand skill is advantageous.

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

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

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

DEPARTMENT OF WORKS

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| 113/2010 | SUPERVISOR [PLANT POOL] CENTRAL EASTERN |
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Responsible to the Supervisor Higher Grade [Plant Pool] for the supervision of the Plant Pool Section. Duties include estimating and assessing of projects, supervision of workmen in the Workshop and out in the fields, authorizing and signing of orders and other documents, controlling of expenditure votes and other duties assigned from time to time.

Qualification: Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills

and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

Salary: ES05 \$15,691 - \$20,410

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| 114/2010 | SUPERVISOR [FITTINGSHOP] LAUTOKA |
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Responsible to the Mechanical Engineer for the supervision of the Fittingshop Section. Duties include estimating and assessing of projects, supervision of workmen in the Workshop and out in the fields, authorizing and signing of orders and other documents, controlling of expenditure votes and other duties assigned from time to time.

Qualification: Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

Salary: ES05 \$15,691 - \$20,410

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| 115/2010 | SUPERVISOR [JOINERY] CENTRAL EASTERN |
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Responsible to the Construction Engineer for co-ordination and control of Joinery Staff, preparation of estimates and administration of a large Joinery Shop.

Qualification: Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

Salary: ES05 \$15,691 - \$20,410

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| 116/2010 | ADMINISTRATIVE OFFICER [HQ] |
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Responsible to the Senior Administrative Officer for the provision of administrative support services. Duties include supervision of personnel and Registry Section, monitoring the duties of the staff and to ensure adherence to General Orders, JIC Agreement, PSC Regulations, Financial Instructions, Circulars and Stores Regulations whilst dealing with personal matters, leave applications, retirement, resignations, workmen's compensation act, processing of all appointments for established staff, assists and guides the Executive Officer Registry in the day to day duties, and maintenance of all confidential Personal Files, Annual Confidential Reports and Position Descriptions.

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

DEPARTMENT OF ROADS

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| 117/2010 | SUPERVISOR HIGHER GRADE [ROADS] NASINU QUARRY |
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Responsible for the Divisional Engineer [Roads] Central Eastern for the overall management and financial control of Nasinu Quarry Depot i.e Road activities and associated functions

Qualification: Technician Diploma or equivalent qualification in relevant specialisation. At least 23 years service in ES04 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff and manage capital resources.

Salary: ES03 \$20, 335 - \$26, 629

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| 118/2010 | TECHNICAL OFFICER [ROADS] HQ |
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Responsible to the Senior Engineer [Roads] for supervision and control of field staff. The officer would be required to design and produce working drawings for various sections of a project including alterations of any proposed route of the plan on the ground, realignment of existing roads, levels, curves, etc.

Qualification: Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

Salary: ES05 \$15, 691 - \$20, 410

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| 119/2010 | SUPERVISOR [ROADS] TAUNOVO DEPOT |
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Responsible to the Divisional Engineer [Roads] Central Eastern include supervising, planning/organizing of sealing operations, supervising staff and sealing works, evaluating sealing works for furniture, planning and undertake any other duties assigned from time to time.

Qualification: Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

Salary: ES05 \$15, 691 - \$20, 410

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| 120/2010 | SUPERVISOR [ROADS] TAVUA |
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Responsible to the Divisional Engineer [Roads] Western include supervising, planning/organizing of sealing operations, supervising staff and sealing works, evaluating sealing works for furniture, planning and undertake any other duties assigned from time to time.

Qualification: Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

Salary: ES05 \$15, 691 - \$20, 410

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CORRIGENDA

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Published in the Fiji Public Service Official Circular No. 17/2009 of 15th September, 2010 incorrect MQR under:

- Vacancy Nos.833 - 840/2009 – Head Teacher [ED1B] should read as:

“Qualification: Qualifications as for Teacher ED8 at least 2 years service with superior assessment in the ED2 or 3 years in ED3 or 4 years in ED4C or 6 years in ED4A or 8 years in ED5E grade or equivalent based upon standard rating scale. A relevant recognised degree is preferred. **OR** Experience in a relevant tertiary education post or Ministry of Education post with proven superior school administration ability and exceptional professional leadership skills. Completed 3 years rural service or a superior assessment in the past 3 years. For a special education post, a relevant tertiary qualification from a recognised University. Superior administrative ability and professional

leadership skills. Where relevant, hostel management experience will be preferred. Potential to advance to higher post..”

- Vacancy Nos. 841 – 855/2009 – Head Teacher [ED2C] should read as:

“Qualification: Qualifications as for Teacher ED8 and at least 2 years service with a superior assessment in the ED3 or 3 years in ED4 grade or 4 years ED5E grade or equivalent based upon standard rating scale. A relevant degree from a recognised University is preferred.

Completed 3 years rural service or a superior assessment in the past 3 years. Superior school administrative ability and professional leadership skills. For Special Education post, a relevant tertiary qualification from a recognised institution. Where relevant, hostel management experience will be preferred. Potential to advance to a higher post..”

- Vacancy Nos. 856 – 878/2009 – Head Teacher [ED3C] should read as:

“Qualification: Qualification as for Teacher ED8 and at least 2 years service with a superior assessment in ED4 or 3 years in ED5E grade or 6 years in ED5A-D grade or equivalent based upon standard rating scale. Applicant with a relevant degree from a recognised University would be an added advantage. Completed 3 years rural service or a superior assessment in the past 3 years. Superior administrative ability and professional leadership skills. For a special education post, a relevant tertiary qualification from a recognised institution. Where relevant, hostel management experience will be preferred. Potential to advance to a higher post.

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WITHDRAWAL OF VACANCIES

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| FPSOC NO | VACANCY NO | POST |
|--|------------|--|
| MINISTRY OF FINANCE | | |
| 13/2009 | 609/2009 | Manager [Logistics Unit] Fiji Procurement Office – non availability of qualified applicants. |
| 18/2009 | 2014/2009 | Senior Policy Officer, Fiji Procurement Office – non availability of qualified applicants. |
| MINISTRY OF WORKS, TRANSPORT & PUBLIC UTILITIES | | |
| 24/2009 | 2576/2009 | Administrative Officer [Human Resources – Works] Lautoka – withdrawn and re- advertised. |
| MINISTRY OF FOREIGN AFFAIRS, INTERNATIONAL COOPERATION & CIVIL AVIATION | | |
| 21/2009 | 2327/2009 | Counsellor [Chief Administrative Officer] New York Mission – post filled by Mr Luke Daunivalu, State Solicitor. |
| MINISTRY OF HEALTH | | |
| 21/2009 | 2365/2009 | Chief Medical Officer [Epidemiologist] – post regraded from MD02 to US04. |

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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: 15/02/2010
 Before noon: 31/01/2010
 Circular dated: 28/02/2010
 Before noon: 15/02/2010

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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.

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