



FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 06/2011

DATE: 31ST MARCH, 2011

ISSUED BY THE PUBLIC SERVICE COMMISSION

THE FIJI PUBLIC SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER

VACANCIES

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

APPLICATIONS for vacancies must be made on GP142 Form stating the appropriate reference number and submitted via the Head of the Employee's Department. All applicants must include their Curriculum Vitae (CV) with GP142 Form.

GP 142 Form can be downloaded from our website: www.psc.gov.fj

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Parmesh Chand
Permanent Secretary for the Public Service

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 DEFENCE, NATIONAL SECURITY
AND IMMIGRATION

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| 252/2011 | DEPUTY SECRETARY |
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The Deputy Secretary is responsible to the Permanent Secretary for Defence, National Security and Immigration for the formulation and implementation of policies in respect of defence, security, law and order and national celebrations. It is also responsible for other policy issues that support the effective coordination of activities/programs within the budgetary allocations. He/She assists in the initiation and development of policies that improve efficiency and accountability of the Ministry. The position also assists in the efficient and effective management of all financial and human resources including physical assets in accordance with laid down government procedures, policies and legal requirements. The incumbent is to ensure that the daily business of the Ministry is dispensed within an efficient, effective, equitable and economical manner. This involves both the achieving of targets, development of necessary competencies amongst all staff and be abreast of all business and roles of the Ministry. One of the core requirements of the position is for the incumbent to be able to work closely with the Republic of Fiji Military Forces, the Fiji Police Force and the Department of Immigration in terms of strategic policy formulation and facilitation of matters that require ministerial approval in accordance with their respective Acts. The position ensures that proper networking is facilitated through regular meetings of senior management of the Ministry. This networking is crucial to the on-going implementation of various policies and programme and moreover the shared management practices across the board which will better leadership role, coordination and management of output. The Deputy Secretary is expected to monitor and evaluate the implementation of policies and programs of the Ministry based on its Annual Corporate Plan and Business Plans in accordance with the Roadmap and Peoples Charter

implementation. He/She is expected to lead a team of professionals by motivating and encouraging personal and professional development

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

MINISTRY OF FOREIGN AFFAIRS AND
INTERNATIONAL COOPERATION

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| 253/2011 | CHIEF ADMINISTRATIVE OFFICER [DIRECTOR INTERNATIONAL COOPERATION] |
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Responsible to the Deputy Secretary Economics & Trade for coordinating and monitoring of regional and international declarations and commitments into the sustainable development agenda for the country. This includes the planning and managing of sustainable development policies and strategies, regional and international obligations in consultation with key stakeholders. Duties include conducting research and analysis on sustainable environment and international market access arrangements; monitoring of international trends and developments and provide information, reports and briefing papers; alignment of development plans to Millennium Development Goals (MDGs), World Summit on Sustainable Development (WSSD) commitments, Mauritius Strategy and other Global Commitments; coordinating Fiji's input and response to global commitments which include the global rise of environmental concerns following the

1992 Rio de Janeiro Earth Summit. Advocates sustainable development issues across all sectors of the economy, review progress in the achievement of such sustainable development, and build consensus on action needed to achieve further progress; and if necessary assist in the identification of possible funding sources from donors and multilateral agencies to address sustainable development projects.

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

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

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

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

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| 254/2011 | HEAD TEACHER - ED3C -St Augustine Primary School |
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To administer a ED3C primary school; offer professional guidance to staff, teach and liaise with the school committee, parents and the Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the

school and supervise the teaching of vernacular language.

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.

Salary: ED3C \$30,707 - \$35,403

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| | HEAD TEACHER - ED4C [10 POSTS] |
| 255/2011 | -Bulavou District School |
| 256/2011 | -Bulileka Sanatan Dharam School |
| 257/2011 | -Cadranasiga District School |
| 258/2011 | -Nabekavu Indian School |
| 259/2011 | -Seaqqa Indian School |
| 260/2011 | -Nadi District School |
| 261/2011 | -Qawa Primary School |
| 262/2011 | -Ratu Emeri Primary School |
| 263/2011 | Tabia Sanatan Dharam School |
| 264/2011 | -Udu District School |

To administer an ED4C primary school; offer professional guidance to staff and teach, liaise with the school committee, parents and the Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the school and supervise the teaching of the appropriate vernacular language.

Qualification: Qualification as for Teacher ED8 and at least 1 year's service with a superior assessment in the ED4 or 2 years in ED5E or 5 years in ED5A-D or 6 years ED6D grade. A relevant degree from a recognised University would be an added advantage. Superior administrative ability and professional leadership skills. Completed 3 years in rural service or superior assessment in the past 3 years. For a Special Education post, a relevant tertiary qualification from a recognised Institution. Potential to advance to a higher post.

Salary: ED4C \$27-480 - \$31,553

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| 265/2011 266/2011 | HEAD TEACHER – ED5E [2 POSTS] -Batinikama Indian School -Vunicuicui Sanatan Dharam School |
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To administer a ED5E primary school; offer professional guidance to staff and teach, liaise with the school committee, parents and the Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the school and supervise the teaching of the appropriate vernacular language.

Qualification: Qualification as for the teacher ED8 and at least 4 years with superior assessment in ED5A -D or 5 years in ED6 grade. Completed 3 years rural service or a superior assessment in the past 3 years. Proven administrative ability and management skills. For a Special Education post, a relevant tertiary qualification from a recognised Institution. Potential to advance to a higher post.

Salary: ED5E \$24,681 - \$28,940

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| 267/2011 | ASSISTANT HEAD TEACHER -ED5C -St Mary's Primary School |
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To assist the Head Teacher in the administration of a 'large' primary school, offer professional guidance to the staff, teach, liaise with the school committee, parents and Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the school and supervise the teaching of the appropriate vernacular language.

Qualification: Qualification as for the teacher ED8 and at least 2 years with superior assessment in the ED5 grade or 3 years in ED6 grade or 14 years in ED8 grade. Completed 3 years rural service or a superior assessment in the past 3 years. Proven administrative ability and management skills. For a Special Education post, a relevant tertiary qualification from a recognised institution. Potential to advance to a higher post.

Salary: ED5C \$23,040 - \$27,281

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| 268/2011 | ASSISTANT HEAD TEACHER –ED5A [3 POSTS] -Navakasiga District School |
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| 269/2011 270/2011 | -Ratu Emeri Catholic School -Vudibasoga Catholic School |
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To assist the Head Teacher in the administration of a 'medium' primary school, offer professional guidance to the staff; teach, liaise with the school committee, parents and Ministry of Education staff. The appointee should be able to contribute towards the cultural and social life of the school and supervise the teaching of the vernacular language.

Qualification: Qualification as for teacher ED8 and at least 2 years service with superior assessment in the ED6 grade or 10 years in ED8 grade. Completed 3 years rural service or a superior assessment in the past 3 years. Proven administrative ability and management skills. For a Special Education post a relevant tertiary qualification from a recognised Institution. Potential to advance to a higher post.

Salary: ED5A \$21,780 - \$25,783

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| 271/2011 272/2011 273/2011 274/2011 275/2011 | ASSISTANT HEAD TEACHER –ED6A [5 POSTS] -Naleba Bhartiya School -Nasorowaqa Indian School -Valebasoga Public School -Vunicuicui S D School -Vuo Bhartiya School |
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To assist the Head Teacher in administration of primary school. Offer professional guidance to staff; teach, liaise with the school committee, parents and Ministry of Education staff. The appointee should be able to contribute towards the social and cultural life of the school and supervise the teaching of vernacular language.

Qualification: Qualification as for a teacher ED8 and at least 1 year as Executive Teacher or 6 years service in ED8 grade. Completed 3 years rural service or a superior assessment in the past 3 years. Proven administrative ability and management skills. For a Special Education post, a relevant tertiary qualification from a recognised institution. Potential to advance to a higher post.

Salary: ED6A \$19,448 - \$23,025

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

The Permanent Secretary
Ministry of Works, Transport and Public Utilities
P O Box 2493
Suva

DEPARTMENT OF ENERGY

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| 276/2011 | STORES OFFICER |
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The position reports to Director through Administrative Officer. The appointee will be responsible to prepare request to Assistant Accounts Officer through Director of Energy for the purchase of stock needed in the Department. Receive and update all goods from the supplier. Monitor the location and movement of public stores under his/her control. Packaging and distribution of stores to officers on project sites and in office. Up keep of proper records and stocktaking, housekeeping and safe custody of stores.

Qualification: Qualifications for appointment as Storeman with a pass in Trade Test 1 and at least 2-3 years service in that grade or equivalent. Consistently good reports and an assessed ability to contribute in a management role.

Salary: SK04 \$15,619 - \$19,341

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| 277/2011 | ASSISTANT PROGRAMMER |
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The position reports to Director regarding IT related issues. The appointee will be responsible to perform System Analyst role for any system development for the department, manage entry, validation, reporting and audits of data been entered into the system, testing and quality analysis of any system develop for the department, liaise with the developer (External) on issues in regard to any system develop, liaise with ITC in IT related issues for the department, Networking troubleshooting and Support of both wireless and wired LAN, server installation, maintenance and Support by use of MS Windows Server 2003, ensure data backup, user support and installation of hardware/software, Manage development and update departments website, assist in GIS work carried by the department, assist in

preparation of IT budget, assist in purchasing of hardware, software or any other IT and office equipment for the department and undertaking any other duties assigned by the supervisor.

Qualification: Qualifications as required for appointment as a Computer Operator plus 2-3 years experience; OR A degree holder with relevant experience in computing in any other organisation and/or relevant skills and experience in this particular field in any other organisation. **Note:** Appointees need to have shown ability to perform in this position by sitting the Programmers aptitude test.

Salary: IT06 \$20,313 - \$24,540

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| 278/2011 | TECHNICAL OFFICER |
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The position reports to Director through Principal Scientific Officer. The appointee will be responsible to implement and deliver Training needs to the Private Sector in informing and educating them on minimum Energy Performance Standards and Energy Labeling, preparing reports on Retail Outlet Training and forward submission of report to Director of Energy, evaluating/analyzing and submitting recommendations to the Director of Energy on the retail outlet trainings delivered to the private sector, building public relations through designing effective marketing campaign on appliance labeling, negotiating with media consultants in identifying and implementing an effective media campaign for the program, capacity building and net working among appliance labeling stakeholders, responsible for conducting Socio-Economic Research in identifying impacts on Energy Labeling in the Market and other duties assigned by the Supervisor.

Qualification: Qualifications required for appointment as Technical Officer Class II and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Demonstrated ability to supervise and control staff and resources.

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

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| 279/2011 280/2011 | SUPERVISOR HIGHER GRADE [2 POSTS] |
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The position reports to Director of Energy through Principal Technical Officer and is responsible for

monitoring the performance of staffs involved in implementing of FEA Rural Electrification Projects. The incumbent has to provide information and advice in regard to the status of the FEA Projects/group applications, assist rural electrification officers in attending to customers' visits and queries relating to their rural electrification schemes, also informing customers of the rural electrification policy and the government procedures in relation to processing of capital works, consolidate paid schemes, prepare and process tender documents for relevant works to be contracted out, respond to queries including Ministerial questions on FEA rural electrification projects, consolidate fully paid FEA schemes, prepare and submit request to PWD Tender Board for approval to pay FEA for the extension of the grid and implementation of the projects, assist Principal Technical Officer in the preparation and compilation of the rural electrification annual budget and any other duties assigned by the Principal Technical Officer. The incumbent is responsible for monitoring performance of staff involved in the processing and implementing of Diesel generator powered projects. The Incumbent has to attend or assign rural electrification officers to attend Provincial Council and District Advisory Council Meetings, answer to queries and accommodate visits from rural customers relating to their rural electrification projects, provide reports on diesel schemes when required on progress in terms of work undertaken, Coordinate the preparation and tendering of preventative plant maintenance, house wiring and underground reticulation of projects site and the purchase of dual fuel generators, coordinate the compilation of information, analyzing and evaluation of the tender submissions from the companies, assist in organizing and training of operators and electricity committees from rural communities for the efficient operation and sustenance of the rural diesel generator powered projects and any other duties assigned by the Principal Technical Officer.

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

OTHER VACANCIES

COLOMBO PLAN SECRETARIAT

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| POST | DIRECTOR - Drug Advisory Programme [Sri Lanka] |
| Address | Dato'Patricia Yoon-Moi CHIA Secretary-General Colombo Plan Secretariat P O Box 596 No.31, Wijerama MAwatha Colombo 7, Sri Lanka |
| E-mail | chamari@colombo-plan.org OR anjana.madanayake@colombo-plan.org |
| Due date | 30 th April, 2011 |

PACIFIC ISLANDS FORUM SECRETARIAT

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| POST | NATURAL RESOURCES ADVISER |
| Address | The Secretary General, Pacific Islands Forum Secretariat, Private Mail Bag, Suva. |
| Web-site | www.forumsec.org |
| E-mail | jobs@forumsec.org.fj |
| Due date | 22 nd April, 2011 |

WITHDRAWAL OF VACANCIES

| FPSOC NO | VACANCY NO | POST |
|----------------------------|------------|-------------------------------------|
| MINISTRY OF FINANCE | | |
| 24/2010 | 852/2010 | Principal Economic Planning Officer |

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| | | [Social Services] – seek a wider range of applicants. |
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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: 15/04/2011
Before noon: 31/03/2011
Circular dated: 30/04/2011
Before noon: 15/04/2011

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

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

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