



FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 20/2011

DATE: 31ST OCTOBER, 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**

DEPARTMENT OF AGRICULTURE

949/2011	DEPUTY SECRETARY [AGRICULTURE DEVELOPMENT] -Readvertised
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The Deputy Secretary (Agriculture Development) is responsible to the Permanent Secretary for Agriculture for the development and management of programmes to achieve the objectives of the Ministry. This involves determining priorities through research, setting development goals, informing, motivating and working with agriculture stakeholders, including the farmers and private sector, to take advantage of opportunities and measuring success through evaluating growth/export achievements. The incumbent must balance the needs of the sector with that of the nation in general, and the proper and efficient use of available resources. The post holder plays a major role in formulating policies, giving direction to the relevant Divisions and interpreting and updating, where necessary, existing agriculture legislations to meet the changing role of the Ministry. The Deputy Secretary is expected to monitor and evaluate the implementation of policies and programmes of the various Divisions of the Ministry based on the annual corporate plan and business plans. He or 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

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

**The Permanent Secretary
Office of the Prime Minister
P O Box 2353
Government Buildings
Suva**

**STRATEGIC FRAMEWORK FOR CHANGE
COORDINATING OFFICE [SFCCO]**

950/2011	PRINCIPAL INFORMATION OFFICER
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Manage all information related to the achievements and objectives of Government through the implementation of strategies and policies in the Strategic Framework for Changes (SFC) and the Roadmap for Democracy and Sustainable Socio Economic Development (RDSSSED) to ensure effective, consistent and timely delivery of services and communication strategies to achieve the organisations core objectives; Provide research and administrative support towards the development of the print and electronic media including legislative and training programmes; and Contribute to policy development advice, resource management, administrative planning and the organizations implementation and monitoring role; and furthermore Demonstrate leadership qualities in the effective and efficient administration of all information on Governments achievements and objectives under the SFC and RDSSSED. Coordinate planned efforts at maximizing inputs from the media division including features and supplements, and develop new strategies in propagating government SFC and RDSSSED related activities utilizing the electronic and print media. Submit project proposals, budgetary requirements and synopsis for SFC and RDSSSED publicity materials. Research material and produce messages and speeches relating to the SFC and RDSSSED for ministerial and executive cadre as and when the need arises. Coordinate inputs from

divisional coordinators to promote effective communication strategies highlighting development activities. Provide administrative support services in the implementation of plans, policies and procedures in the PR & Media Unit. Assist ministries and departments in their public relations activities with their stakeholders on the SFC and RDSSED. Identify training requirements of staff and stakeholders in the promotion of the SFC and RDSSED. Understudy Director PRMD and provide linkages to the MEU and Charter Unit.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Information Officer and at least 23 years service in that grade or equivalent or relevant degree or postgraduate qualifications and/or relevant skills and experience in this particular field in any other organisation. Assessed ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Considerable experience in journalism or film making desirable for certain posts, and proven to be a meritorious performer.

Salary: SS01 \$35,466 - \$44,787

951/2011	ADMINISTRATIVE OFFICER
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Facilitate the sharing, flowing and timely dissemination of factual and relevant information on Governments Plans, policies, programmes and timelines as prescribed in the Strategic Framework for Changes (SFC) and the Roadmap for Democracy and Sustainable Socio Economic Development (RDSSED) through consultations and public relations exercises; coordinate and support regular engagement with all government ministries and departments, at the Tikina and Provincial Council level and also with Rural Advisory Councils, leading villages and settlements, major non government organizations, civil society organizations, faith based organizations, municipal councils, trade unions and service organizations, all municipalities, boards and communities of Public Enterprises, major sporting bodies, the private sector and other major business houses. The incumbent will also be expected to be able to translate into the vernaculars certain SFCCO publications and other materials, and assist the National Monitoring Centre in information collation.

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
Public Service Commission
P O Box 2211
Government Buildings
Suva

952/2011	ADMINISTRATIVE OFFICER [ETHICS AND DISCIPLINE – HRM]
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This position is responsible for the processing of Commission Submission, Tribunal Submission, and quantum of salary request in the Ethics and Discipline Unit. Also attend to Staff Boards and Interview Panels and provide appropriate advice to Ministries/Departments on issues pertaining to residual functions and Discipline. This includes conducting Investigations and submitting report to the Commission with appropriate recommendations for breaches of Public Service Code of Conduct by Ministerial employees. Ensure that legislations, policy and procedures in regards to Disciplinary process and action are fully complied with to fulfill the intention of natural justice and that all disciplined officers are dealt with fairly. The position also requires ensuring that all stakeholders including the workers associations and unions' queries are properly addressed and constantly and correctly advised on the progress of the disciplined cases. The position holder is to ensure complaints received are properly channeled to respective Permanent Secretaries and ensure that complainants are responded according to the Public Service Customer Service Charter.

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

953/2011 954/2011	CLERICAL OFFICER [MANAGEMENT INFORMATION SYSTEM UNIT] -2 POSTS
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The incumbent reports directly to the Senior System Analyst and responsible for the capture of accurate and up-to-date data, enter, store and maintain database files through proper usage of system programs, collecting correlating data / information, prompt solving of anomalies and leave related files printed by immediate supervisors and proper filing of correspondences for ease of reference. Provide and ensure Personnel Officers under portfolios assigned are furnished with up-to-date and accurate Establishment Registers every month by printing, distributing, collecting printouts on time and making necessary changes to database files once amended copies are received. Provide and assist in timely compilation and printing of publications through consultation with Personnel Officers under portfolios assigned, ensuring information is released on time, compiled and final draft submitted for publication on due dates. Provide feedback to immediate superior officer on work progress by discussing, reviewing and revision of work plan ensuring achievement of set goals.

Qualification: A good pass in Fiji School Leaving Certificate or Form 7 or equivalent. **Note:** Officers must have passed the Service Exam H (1) before confirmation of their appointment. Computing Skill is desirable.

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**

955/2011	ECONOMIC PLANNING OFFICER [MACROECONOMIC ANALYSIS]
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Responsible to the Principal Economic Planning Officer (Macroeconomic Analysis) for the provision of sound economic and financial advice regarding macroeconomic issues to government. The duties include providing analysis of macroeconomic and fiscal policy issues, as well as structural and regulatory issues which impact on economic development; providing economic analysis and advice related to the domestic and international macroeconomic environment and fiscal settings; assisting in the formulation of the fiscal framework and revenue forecast in the preparation of annual budgets; assist in producing annual budget documents.

Qualification: A Good Degree in Economics/Statistics or equivalent is essential and it is expected that all posts in this grade will be filled by officers showing potential to reach at least Principal level with relevant skills and experience in this particular field in any other organisation.

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

956/2011	ECONOMIC PLANNING OFFICER [INFRASTRUCTURE]
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This position is responsible to the Principal Economic Planning Officer (Infrastructure) for the planning, coordination and preparation of annual budgets of assigned ministries / departments under the Infrastructure Sector to ensure consistency with the overall sectoral objectives. Duties include monitoring of expenditure performance of assigned ministries / departments on a regular basis to ensure compliance with budget and initiate remedial action where appropriate, assessment and analysis of funding requests and prepare recommendations for approval and assist in the evaluation of sectoral program policies to review its effectiveness relative to government priorities. The appointee will also represent the Ministry of Finance at various committees and meetings.

Qualification: A Good Degree in Economics/Statistics or equivalent is essential and it is expected that all posts in this grade will be filled by officers showing potential to reach at least Principal level with relevant skills and experience in this particular field in any other organisation.

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

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

The Permanent Secretary
Ministry of Defence, National Security and Immigration
P O Box 2349
Government Buildings
Suva

DEPARTMENT OF IMMIGRATION

957/2011	PRINCIPAL IMMIGRATION OFFICER [COMPLIANCE & INVESTIGATION] -Readvertised
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Responsible to the Director of Immigration as follows: Ensure efficient and effective investigation; inspections of illegal immigrants; Member of the Work Permit Committee that deliberates on work permit applications; Provide advice to DI on Immigration issues, review legislation and other policy matters; Facilitate Citizenship application; Provide advice and assistance to other sections of the Department; Maintain Immigration watch-list; Supervision of staff.

Qualification: An officer of high caliber. Qualifications required for appointment as Senior Immigration Officer and at least 23 years service in that grade or equivalent or relevant degree or postgraduate qualifications 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

958/2011	SENIOR IMMIGRATION OFFICER
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Responsible to the Principal Immigration Officer (Passport/Citizenship) for the general administration of the Unit, organizing of all staff and stakeholders meetings and trainings, liaising with Immigration attaché in Fiji Embassy/High Commissions on their citizenship submission and liaising with relevant authorities such as embassies on citizenship deliberations, sitting in for PIO-P/C if and when required in house or elsewhere, supervising of the

Unit including performance output and welfare and information Liaison officer for the Unit.

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

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

959/2011	ACCOUNTS OFFICER
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Responsible to the Senior Accounts Officer for ensuring that all revenue due are collected and properly accounted for. The incumbent must have the knowledge of the government salary system and have the ability to control all expenditure as provided in the budget estimates, controlling the immigration trust fund account, preparing cash flow forecasts, closing of final accounts and preparing the budget estimates. He/She will also be responsible for the maintenance of requisition books, vouchers and stores, supervision of staff in the Accounts Section and any other duties, which may from time to time, be assigned to him/her.

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

960/2011	SECRETARY
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Responsible to the Chief Immigration Officer, include normal typing, filing, counter service, general telephone inquiries and any other duties assigned from time to time.

Qualification: Diploma in Secretarial Studies and assessed as having considerable potential OR 60wpm typing on manual typewriter or 70wpm typing

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

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

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

**The Commissioner
Fiji Police Force
P O Box 239
Suva**

961/2011	SENIOR MEDICAL OFFICER -4 POSTS
962/2011	
963/2011	
964/2011	

Responsible to the consultant forensic pathologists for the day to day operation of the forensic pathology Unit. Duties include; forensic pathology and clinical forensic medicine investigations and examinations, forensic report writing and expert witness in the court of law. Assist in the Quality Management of Forensic Medicine Unit in order to maintain recognized standards and quality.

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 Education, National Heritage, Culture and Arts, Youth and Sports
Private Mail Bag
Government Buildings
Suva**

DEPARTMENT OF YOUTH AND SPORTS

965/2011	YOUTH OFFICER [NORTHERN DIVISION]
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This post will be responsible to either the Principal [Divisional] Youth Officer Northern Division. The successful appointee is required to coordinate and implement youth training programs, in consultation with the Department's stakeholders. Assist and advice youth groups and communities with the formation of youth clubs and projects. Coordinate and facilitate youth empowerment trainings. Assess and evaluate youth coordinators and youth workers reports. Integrate Skills for Life training into Divisional Youth programs, conduct visitation to youth groups, communities and youth projects and attend Provincial Council Meetings in an advisory role. Attend to other duties as delegated by Divisional Youth Officer.

Qualification: Qualifications required for appointment as Assistant Youth Officer and around 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation or 2-3 years service as community adviser or equivalent or a degree in Youth and Community Development. Assessed potential and ability to progress beyond Youth Officer level.

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

966/2011	ASSISTANT ACCOUNTS OFFICER
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This position will be responsible to the Accounts Officer for processing of purchase orders in line with request initiated by six (6) Sections/Division of the Department namely Administration/Accounts; Central/Eastern; Sports; Research, Training & Development; and National Youth Training Centre, Sigatoka. The post is also responsible for monthly Vat payments, reconciliation of Trust Accounts, compilation and input of System Input [SI] batches through the General Ledger [GL] system, printing, reconciling and filing of monthly General Ledger/Expenditure and Underline accounts,

verification of monthly reports and making appropriate adjustments by raising relevant journals.

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

967/2011	SECRETARY [DIRECTOR'S OFFICE]
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Responsible to the Director of Youth and Sports for all timely secretarial duties. Duties to include facilitating the Directors daily programs by arranging appointments, attending to errands, preparing documents for presentation, maintaining an efficient filing system, general typing duties, handling electronic mail instructions and tasks, handling Inward and Outward correspondences, documents and mail, attending to visitors for the Director, handling confidential files/correspondences, arrange all Director's travelling and accommodation; both local and overseas, manage the public image of the Director through maintenance of a professional working environment, provide able and competent assistance during the Ministry's Special Programs. Plus any other duties that may be assigned by the Director from time to time.

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

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

968/2011	TYPIST [WESTERN DIVISION - LAUTOKA]
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This position will be responsible to the Principal [Divisional] Youth Officer [Western] for the provision of secretarial to the Western Division Office through accurate presentation of typing work and preparation of required reports. The incumbent of the position would also be required to provide front desk services and attend to other delegated responsibilities as assigned by the Divisional Youth Officer [Western].

Qualification: Fiji School Leaving Certificate of Completion (English at 30 % and at least 50% in 2 other subjects] or New Zealand School Certificate [English plus 2 other subjects] and at least 35wpm typing on manual typewriter or 40wpm typing speed on electronic/electric typewriter. Knowledge of word processing and Computer Management Skills are essential. Shorthand skill is advantageous.

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

969/2011	TYPIST [ADMINISTRATION SECTION - HQ]
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This position will be responsible to the Senior Administrative Officer for the provision of secretarial and clerical services to the Administration Section through accurate presentation of typing work and preparation of required reports. The incumbent of the position would also compile an file daily vehicle running sheets, update log books and prepare monthly and quarterly vehicle returns. The incumbent would also assist with post processing responsibilities.

Qualification: Fiji School Leaving Certificate of Completion (English at 30 % and at least 50% in 2 other subjects] or New Zealand School Certificate [English plus 2 other subjects] and at least 35wpm typing on manual typewriter or 40wpm typing speed on electronic/electric typewriter. Knowledge of word processing and Computer Management Skills are essential. Shorthand skill is advantageous.

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

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

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

	PRINCIPAL WELFARE OFFICER [2 POSTS] -NORTHERN -WESTERN
970/2011	
971/2011	

Responsible to the Director of Social Welfare for supervision and monitoring of the implementation of the Department's programs in the Division in the provision of reports on the performance of the Division to the DSW and Permanent Secretary. The position is also responsible for the supervision and management of staff and the performance of the Division. Managing, monitoring and supervision of the use of Department Resources and assets in the Divisions Coordinating and liaising with Commissioner's office, Provincial Administration office and other stakeholders in the Division for the implementation, monitoring and evaluation of Department Programs and outputs. Undertake such other duties assigned by the Director or Permanent Secretary as required. The incumbent is responsible for effectively managing the operations of the Division, supervises and monitors the implementation of policies, carries out research, provides analysis and critiques on the formulation of policies and interprets the same. The incumbent is to ensure harmonious and productive work culture in the public service.

Qualification: Advanced Social Science Degree or a recognised qualification and at least 23 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: SW01 \$35,466 - \$45,064

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

**The Permanent Secretary
Ministry of Public Enterprises, Civil Aviation,
Communications and Tourism
P O Box 2278
Government Buildings
Suva**

972/2011	SENIOR ACCOUNTS OFFICER [SENIOR FINANCIAL ANALYST]
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Responsible to the Principal Financial Analyst in providing recommendations on strategies for improvement of public enterprises' performance. The advice is provided at both planning and implementation stages by carrying out assessment of planning documents (Corporate Plan, Statement of Corporate Intent, and Employment and Industrial Relations Plan) and performance reports (Annual Report and Audited Financial Statements, Half-Year Reports, Monthly Board Papers). Attend meetings/discussions with Line Ministries and Ministry of Finance, as well as Boards and Management of public enterprises, and attendance at Board meetings is also part of this accountability; Assist in the restructuring process of designated public enterprises assigned by Senior Management including taking the lead role for such initiatives. This work includes Secretariat to Committee and preparation of restructuring plan, Cabinet papers, attending meetings and preparation of briefs, papers and correspondences relating to this project. Assistance in management of the organization may be required, as well as facilitating its reform/privatization; Provide report on Board performance, based on observations at Board meetings as well as on performance of 2 public enterprises and other non-financial information; Provide support services to Senior Management to ensure provision of quality papers, reports and correspondences of the Ministry. This work includes conducting of research for Policy papers, which are coordinated by the Strategy unit; This position is also required to work with the Financial Analysts responsible for checking compliance with reporting requirements of the Public Enterprise Act, and implement measures for promoting compliance; and

In addition, the position facilitates enquiries and directives from senior management that relate to the entities assigned to the position.

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

973/2011	ACCOUNTS OFFICER [FINANCIAL ANALYST]
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The position reports to the Senior Financial Analyst, monitors and provides advice on strategies for performance improvement of designated Government Commercial Companies (GCC) and Commercial Statutory Authorities (CSA). The incumbent is required to monitor performance of the designated entities that is assigned to the person based on the Reform & Monitoring Unit Business Plan: Provide recommendations on strategies for improvement of public enterprises' performance. The advice is provided at both planning and implementation stages by carrying out assessment of planning documents (Corporate Plan, Statement of Corporate Intent, and Employment and Industrial Relations Plan) and performance reports (Annual Report and Audited Financial Statements, Half-Year Reports, Monthly Board Papers). Attend meetings/discussions with Line Ministries and Ministry of Finance, as well as Boards and Management of public enterprises, and attendance at Board meetings is also part of this accountability; Assist in the restructuring process of designated public enterprises assigned by Senior Management including taking the lead role for such initiatives. This work includes Secretariat to Committee and preparation of restructuring plan, Cabinet papers, attending meetings and preparation of briefs, papers and correspondences relating to this project. Assistance in management of the

organization may be required, as well as facilitating its reform/privatization. Provide report on Board performance, based on observations at Board meetings as well as on performance of public enterprises and other non-financial information; Provide support services to Senior Management to ensure provision of quality papers, reports and correspondences of the Ministry. This work includes conducting of research for Policy papers, which are coordinated by the Strategy unit; Responsible for checking compliance with reporting requirements of the Public Enterprise Act, and implement measures for promoting compliance and facilitates enquiries and directives from senior management that relate to the entities assigned to the position.

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

974/2011	ECONOMIC PLANNING OFFICER
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The position reports to the Senior Economic Planning Officer in effectively coordinating the implementation of reorganization and restructuring programmes relating to Public Sector Reform. Gather information for entities declared as Re-organisation Enterprises and prepare preliminary reports. Secretariat of Task Forces or Charter Preparation Committees established for the Reorganisation of entities. Prepare other meeting reports and briefs, and assist in preparation of papers as and when required. Assist in the preparation of Cabinet Papers. Conduct research and consultation in formulating policy documents for public enterprises and cabinet papers for the same.

Qualification: A Good Degree in Economics/Statistics or equivalent is essential and it is expected that all posts in this grade will be filled by officers showing potential to reach at least Principal level with relevant skills and experience in this particular field in any other organisation.

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

975/2011	SENIOR ADMINISTRATIVE OFFICER [SENIOR TOURISM OFFICER – RESEARCH & SYSTEMS]
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Responsible to the Director of Tourism and Principal Tourism Officer (PTO) Research & Systems, key responsibilities include, but are not limited to: Assisting the Principal Tourism Officer in providing policy recommendations and initiatives that ensure optimal and sustainable development of tourism; consolidation of monthly, quarterly and annual reports for the division in line with government reporting requirements, collation and analysis of data for the research. Assist in the preparation of tourism sector policy and research papers. Researching and collating tourism related intelligence. Organizing and coordinating meetings for the division. Participate as required in tourism taskforces, national councils and meetings relating to the Research and Systems Division. Carrying out duties as directed by the Director or Permanent Secretary for Tourism. Principal accountabilities include: Collate financial and visitor data; Maintain and coordinate hotel intelligence Gateway; Coordinate and analyze international visitor survey; Analyze data, project trends and complete forecasts on a regular basis.

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

976/2011	SENIOR ADMINISTRATIVE OFFICER [SENIOR TOURISM OFFICER – PRODUCT DEVELOPMENT AND OWNERSHIP]
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Responsible to the Director of Tourism and Principal Tourism Officer (Product Development/ Investment), key responsibilities include, but are not limited to: Providing policy recommendations and initiatives that ensure optimal and sustainable development of tourism consolidation of monthly, quarterly and annual reports for the product development division inline with government reporting requirements. Developing, establishing and maintaining professional

working relationships with relevant government and private sectors stakeholders. Identification, consolidation, documentation and monitoring of tourism development needs. Ensuring identified tourism development needs are addressed. Ensuring product development needs are aligned to the Fiji Tourism Development Plan and the national policies Participate as required in tourism taskforces, national councils and meetings relating to the Product Development/Ownership Division. Carrying out duties as directed by the Director or Permanent Secretary for Tourism. Principal accountabilities include: Update investor and development requirements for tourism. Track industry training needs and update educational institutions. Identify and encourage opportunities to increase length of stay. Assist with and recommend initiatives for product development.

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

977/2011	ENGINEER
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Responsible to the Director of Communications for: Coordinating the development of national policies and plans with various arms of the telecommunications sector and broadcasting in order to develop the national position on key issues of interest. Coordinates the development of bilateral agreements with other countries to settle operational issues and other matters of mutual interest in the communications and broadcasting field. Compiles briefs and cabinet papers on issues as directed for the perusal of the management and presentation to Cabinet. Preparing high-quality written reports and presentations for management following workshops, industry consultations and trainings. Maintain oversight on service providers to see that they comply with the conditions of the licenses as per of their respective provisions and the guiding legislations. Working with TAF to ensure all relevant polices are in place to enable Fiji to collect maximum benefits from opportunities that are available in all areas of communications, broadcasting and spectrum management. Facilitate the issuance of licenses in the areas of spectrum, broadband, mobile

telecommunications and broadcasting. Finding creative solutions to the challenges of network design, mobile communications, data service requirements, and internet and network signaling protocols. Re-writing or modifying processes to ensure all aspects of the service run smoothly. Providing technical guidance on issues that need clarifications. Represent the Communications Department in meetings, seminars, workshops and trainings as and when directed. Assist the Director of Communications on the general operational activities of the department. Act as the focal point of contact with international agencies such as the ITU, APT, CTO and the UPU and ensure that the country meets the requirements of all these agencies in all submissions of reports and direct, motivate and coordinate subordinates to obtain optimum results. Working to tight timescales as part of a high-performing team.

Qualification: A recognised degree in Radio and Electronic Engineering or relevant specialization with no relevant work experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree.

Salary: EP05 \$23,888 - \$30,342

978/2011	EXECUTIVE OFFICER
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This position reports to the Administrative Officer in providing secretariat support to the Director and the department, maintaining meeting schedules, arrange appointments. The incumbent is also required to process clearances for non-scheduled and diplomatic flights into / out of Fiji FIR. Process filings on airfares and route/frequency schedules from international operators. Maintain the Department's inventory. Maintain the record of the Department's vehicle and ensure submission of quarterly reports when due.

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

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

**The Permanent Secretary
Ministry of Industry and Trade
P O Box 2118
Government Buildings
Suva**

979/2011	ASSISTANT PROGRAMMER [IT OFFICER]
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Responsible to the Director of Cooperative. Consult divisions/sections on the requirements needed when they want to access the government data network. Identify and help in the install network (data) for other divisions/section who wish to connect to the government data network. Monitor and troubleshoot the data network both for ITC and the departments accessing the government network. Researching for new technology that can be used to boost the performance of the government data network. Liaise with other private companies for the supplying and installing of network equipments.

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

980/2011	ECONOMIC PLANNING OFFICER [RESEARCH]
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Responsible to the Director of Cooperative. The incumbent is required to produce quality work output as outlined in the DOC's work programme at set deadliness. The role also includes: conducting analysis work, feasibility assessment of new coops, writing a wide range of briefing papers, reports, speeches and cabinet papers on cooperative business development. The incumbent is required to ensure that details and timely information are available at all times for management, ensuring close contact are maintained with the cooperative sector, public sector, semi-government and international

cooperative organizations at all times. The incumbent is also required to attend meetings on behalf of the Department/Ministry.

Qualification: A Good Degree in Economics/Statistics or equivalent is essential and it is expected that all posts in this grade will be filled by officers showing potential to reach at least Principal level with relevant skills and experience in this particular field in any other organisation.

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

981/2011	ASSISTANT STATISTICIAN [STATISTICS OFFICER]
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Responsible to the Director of Cooperative Business for the checking and registration of the annual accounts, screening and analyze registration papers of new co-operatives and pass for approval, reports of co-operative societies and legal documents, compilation, analysis and production of National Co-operative statistical book. He/She shall also be responsible for the preparation of Co-operative Micro-finance grant reconciliation statement and the liquidation of non operating co-operatives.

Qualification: Qualifications required for appointment as Assistant Co-operatives 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. Assessed potential and ability to contribute in a management role. OR A University Degree in Social Science with elements in Accounting or equivalent discipline.

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

982/2011	CO-OPERATIVE OFFICER [TRAINING]
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Responsible to the Manager Training. Facilitate the Trainer and administrator for Cooperative Business courses and In-House Training for Cooperative managements. Research on training materials. Design and conduct the allocated Cooperative Business programs as scheduled in the Training Plan. The position is also required to conduct unscheduled/in-house training programs as and when required. The position will assist as a resource person in other training programs, if he/she is available and not engaged in any other training programs.

Arrange with other Training Officers in the brainstorming of course content, drawing up of course programs, finalizing the list of participants and resource personnel, venue, accommodation and travel arrangements. Liaise with other training officers in other Ministries/Departments on other of Training Needs. Conduct research for allocated courses, design and prepare handouts for each course sessions. Discuss new handouts with Manager Training and give General Assistant a copy for the Master Handout file. Confirm with Guest Speakers in writing for the opening and closing of training programs.

Qualification: Qualifications required for appointment as Senior Assistant Co-operatives 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. Assessed potential and ability to progress beyond Co-operatives Officer level. OR A University Degree in Social Science and/or a degree with elements in Accounting or similar discipline.

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

983/2011	CO-OPERATIVE OFFICER [ASSISTANT MANAGER – KADAVU/LAU/LOMAIVITI/ROTUMA]
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Responsible to the Manager Central/Eastern. The position of the Assistant Manager Kadavu, Lau, Lomaiviti and Rotuma has four (4) main components. Firstly, it has a facilitative role in the development of co-operative business in the provinces of Kadavu, Lau, Lomaiviti and Rotuma and advises the Registrar of Co-operatives on the registration of new cooperative ventures. This role requires him/her to monitor the activities of these projects and ensure adherence consistent with the objectives of the Department. Secondly, the position requires the incumbent to facilitate the efficient and effective performance of co-operatives through sound business practices. Thirdly, the position requires the incumbent to facilitate the participation of all co-operative members in training and education programmes in order to establish a sound environment of understanding of co-operative principles and business practices through the optimum use of the Lami Co-operative Training Institute (CTI) resources and other resources of the Training Division of the Department. The fourth major component of the position is its participation in all economic development meetings within the Province including Provincial Council

Meetings, in order to give advice on co-operative matters and the progress of co-operative development in the Province. The Assistant Manager is delegated the responsibility of management and control of the resources (finance, materials and personnel) that are made available to him/her to ensure adherence consistent with the approved work programme and budget.

Qualification: Qualifications required for appointment as Senior Assistant Co-operatives 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. Assessed potential and ability to progress beyond Co-operatives Officer level. OR A University Degree in Social Science and/or a degree with elements in Accounting or similar discipline.

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

984/2011	CO-OPERATIVE OFFICER [ASSISTANT MANAGER – MACUATA]
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Responsible to the Manager Northern. The position of the Assistant Manager Macuata has four (4) main components. Firstly, it has a facilitative role in the development of co-operative business in the provinces of Macuata and advises the Registrar of Co-operatives on the registration of new cooperative ventures. This role requires him/her to monitor the activities of these projects and ensure adherence consistent with the objectives of the Department. Secondly, the position requires the incumbent to facilitate the efficient and effective performance of co-operatives through sound business practices. Thirdly, the position requires the incumbent to facilitate the participation of all co-operative members in training and education programmes in order to establish a sound environment of understanding of co-operative principles and business practices through the optimum use of the Lami Co-operative Training Institute (CTI) resources and other resources of the Training Division of the Department. The fourth major component of the position is its participation in all economic development meetings within the Province including Provincial Council Meetings, in order to give advice on co-operative matters and the progress of co-operative development in the Province. The Assistant Manager is delegated the responsibility of management and control of the resources (finance, materials and personnel) that are made available to

him/her to ensure adherence consistent with the approved work programme and budget.

Qualification: Qualifications required for appointment as Senior Assistant Co-operatives 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. Assessed potential and ability to progress beyond Co-operatives Officer level. OR A University Degree in Social Science and/or a degree with elements in Accounting or similar discipline.

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

985/2011	CO-OPERATIVE OFFICER [ASSISTANT MANAGER – CAKAUDROVE]
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Responsible to the Manager Northern. The position of the Assistant Manager Cakaudrove has four (4) main components. Firstly, it has a facilitative role in the development of co-operative business in the provinces of Cakaudrove and advises the Registrar of Co-operatives on the registration of new cooperative ventures. This role requires him/her to monitor the activities of these projects and ensure adherence consistent with the objectives of the Department. Secondly, the position requires the incumbent to facilitate the efficient and effective performance of co-operatives through sound business practices. Thirdly, the position requires the incumbent to facilitate the participation of all co-operative members in training and education programmes in order to establish a sound environment of understanding of co-operative principles and business practices through the optimum use of the Lami Co-operative Training Institute (CTI) resources and other resources of the Training Division of the Department. The fourth major component of the position is its participation in all economic development meetings within the Province including Provincial Council Meetings, in order to give advice on co-operative matters and the progress of co-operative development in the Province. The Assistant Manager is delegated the responsibility of management and control of the resources (finance, materials and personnel) that are made available to him/her to ensure adherence consistent with the approved work programme and budget.

Qualification: Qualifications required for appointment as Senior Assistant Co-operatives 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. Assessed potential and ability to progress beyond Co-operatives Officer level. OR A University Degree in Social Science and/or a degree with elements in Accounting or similar discipline.

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

986/2011	CO-OPERATIVE OFFICER [ASSISTANT MANAGER – BA/TAVUA/RAKIRAKI]
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Responsible to the Manager Western. The position of the Assistant Manager Ba/Tavua/Rakiraki has four (4) main components. Firstly, it has a facilitative role in the development of co-operative business in the provinces of Ba/Tavua/Rakiraki and advises the Registrar of Co-operatives on the registration of new cooperative ventures. This role requires him/her to monitor the activities of these projects and ensure adherence consistent with the objectives of the Department. Secondly, the position requires the incumbent to facilitate the efficient and effective performance of co-operatives through sound business practices. Thirdly, the position requires the incumbent to facilitate the participation of all co-operative members in training and education programmes in order to establish a sound environment of understanding of co-operative principles and business practices through the optimum use of the Lami Co-operative Training Institute (CTI) resources and other resources of the Training Division of the Department. The fourth major component of the position is its participation in all economic development meetings within the Province including Provincial Council Meetings, in order to give advice on co-operative matters and the progress of co-operative development in the Province. The Assistant Manager is delegated the responsibility of management and control of the resources (finance, materials and personnel) that are made available to him/her to ensure adherence consistent with the approved work programme and budget.

Qualification: Qualifications required for appointment as Senior Assistant Co-operatives 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. Assessed potential and ability to progress beyond Co-operatives Officer level. OR A University Degree in

Social Science and/or a degree with elements in Accounting or similar discipline.

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

987/2011	CO-OPERATIVE OFFICER [ASSISTANT MANAGER – LAUTOKA/NADI]
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Responsible to the Manager Western. The position of the Assistant Manager Lautoka/Nadi has four (4) main components. Firstly, it has a facilitative role in the development of co-operative business in the provinces of Lautoka/Nadi and advises the Registrar of Co-operatives on the registration of new cooperative ventures. This role requires him/her to monitor the activities of these projects and ensure adherence consistent with the objectives of the Department. Secondly, the position requires the incumbent to facilitate the efficient and effective performance of co-operatives through sound business practices. Thirdly, the position requires the incumbent to facilitate the participation of all co-operative members in training and education programmes in order to establish a sound environment of understanding of co-operative principles and business practices through the optimum use of the Lami Co-operative Training Institute (CTI) resources and other resources of the Training Division of the Department. The fourth major component of the position is its participation in all economic development meetings within the Province including Provincial Council Meetings, in order to give advice on co-operative matters and the progress of co-operative development in the Province. The Assistant Manager is delegated the responsibility of management and control of the resources (finance, materials and personnel) that are made available to him/her to ensure adherence consistent with the approved work programme and budget.

Qualification: Qualifications required for appointment as Senior Assistant Co-operatives 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. Assessed potential and ability to progress beyond Co-operatives Officer level. OR A University Degree in Social Science and/or a degree with elements in Accounting or similar discipline.

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

988/2011	CO-OPERATIVE OFFICER [ASSISTANT MANAGER – NADROGA/NAVOSA]
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Responsible to the Manager Western. The position of the Assistant Manager Nadroga/Navosa has four (4) main components. Firstly, it has a facilitative role in the development of co-operative business in the provinces of Nadroga/Navosa and advises the Registrar of Co-operatives on the registration of new cooperative ventures. This role requires him/her to monitor the activities of these projects and ensure adherence consistent with the objectives of the Department. Secondly, the position requires the incumbent to facilitate the efficient and effective performance of co-operatives through sound business practices. Thirdly, the position requires the incumbent to facilitate the participation of all co-operative members in training and education programmes in order to establish a sound environment of understanding of co-operative principles and business practices through the optimum use of the Lami Co-operative Training Institute (CTI) resources and other resources of the Training Division of the Department. The fourth major component of the position is its participation in all economic development meetings within the Province including Provincial Council Meetings, in order to give advice on co-operative matters and the progress of co-operative development in the Province. The Assistant Manager is delegated the responsibility of management and control of the resources (finance, materials and personnel) that are made available to him/her to ensure adherence consistent with the approved work programme and budget.

Qualification: Qualifications required for appointment as Senior Assistant Co-operatives 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. Assessed potential and ability to progress beyond Co-operatives Officer level. OR A University Degree in Social Science and/or a degree with elements in Accounting or similar discipline.

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

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WITHDRAWAL OF VACANCIES

FPSOC NO	VACANCY NO	POST
DEPARTMENT OF AGRICULTURE		
03/2011	146/2011	Deputy Secretary [Agriculture Development] – Suitable candidate has tender his resignation.

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