



P.S.C.
PUBLIC SERVICE COMMISSION

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MAKING A DIFFERENCE

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Reference: C29/450/81

18th July 2008

Circular Memorandum

To: Permanent Secretaries and Head of Departments

Subject: PROCESSING OF SES VACANCIES
[US02, US03 AND US04 POSITIONS]

Permanent Secretaries and HODs are reminded to identify and submit draft advertisements of substantive vacant SES (US02, US03 & US04) positions for publishing in the Fiji Public Service Official Circular. This is in view of the high number of vacant positions and low number of submissions from Ministries and Departments on vacant SES positions. It is crucial for the continued smooth operation of government service that there is full complement of SES position holders in place. Addressees are to treat this matter as of highest priority and response/submission should be with the Commission by **31st July 2008**.

Any clarification or enquiries on the matter should be addressed to Mr. Vincent Rajalingam, Director Human Resources Management on telephone: 3314588 ext 417 or Ms K Nukutaumaki on ext 287.

Taina Tagicakibau

Permanent Secretary for the Public Service

All Correspondence to the Permanent Secretary for the Public Service, please.