



P.S.C.

Public Service Commission

Berkeley Crescent,
P.O.Box 2211, Govt.
Buildings,
Suva, Fiji.

Making a Difference

Phone +679 331 4588

Fax +679 330 2379

+679 330 2570

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CIRCULAR MEMORANDUM

To: Permanent Secretaries and Heads of Departments

Subject: ASSIGNMENTS OF MINISTERIAL/DEPARTMENTAL FOCAL POINTS – FIJI PUBLIC SERVICE ORGANISATIONAL REVIEW TASK FORCE

- 1.0 Pursuant to the mandate of Government to right size the Civil Service, an organizational study/review will be undertaken throughout the service shortly.
- 2.0 The review will examine three aspects of the Public Service, in terms of the the Organizational Structure of a Government Entity; the Optimal Staff Establishment of an Entity and Job Evaluation.
- 3.0 Arrangement is currently being made for Technical Assistance [TA] for the project from reputable international organizations.
- 4.0 To facilitate the process, you are advised to indentify a Senior Officer preferably Principal level and above from your Corporate Services Division, as your Focal point of contact and to be part of the PSC Task force for the duration of this study.
- 5.0 Names of your Focal point of contact should reach the Commission by 17/02/10.
- 6.0 Further clarifications may be made with Mrs. Iva Tavai email IvaT@govnet.gov.fj or Mrs. Laite Waseiyaroi e-mail lwaseiyaroi@govnet.gov.fj or Mr. Vilitati Mataitini email: vmataitini@psc.gov.fj . Telephone number 3314588, extensions 408, 404 and 245

Parmesh Chand

Permanent Secretary for the Public Service

All correspondence to Permanent Secretary for Public Service