

PSC CIRCULAR

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PSC Circular No. 5 /2008

To: Permanent Secretaries and
Heads of Departments

File: 7/4/3/1-1
Date: 8/2/08

Subject: APPLICATIONS FOR TUTORS FOR THE SERVICE EXAMINATIONS H (1), H (2), 'S', 'U' AND 'E' TUTORIAL CLASSES

PURPOSE

- 1.0 The Public Service Commission at its meeting on 17th December, 2007 decided that tutorial classes are to be revived for the captioned service examinations to meet one of its statutory requirements, which is the conduct of service examinations in accordance with the provisions of the Examination Act, 1978. Hence, the Public Service Training and Examination Board seeks application from suitably qualified officers to be appointed as tutors to conduct tutorial classes for the exams as tabulated for a term of three years effective from March 2008.
- 2.0 The tutorial classes will be held only in the Central Division, given that the total number of officers in the Division sitting for the five service exams is between 350-400 as compared to approximately 60-70 for both the Northern and Western Divisions.
- 3.0 For the Northern and Western Divisions, arrangements have been made for Training Officers from the central agencies to conduct workshops specifically for the exams, aligned to the exam prescriptions. This arrangement is more feasible, as it will also meet the needs of officers who are geographically located in these Divisions.
- 4.0 The scheduled workshops are incorporated in the Training Plans for the Center for Training and Development and Ministry of Finance, National Planning, Sugar Industry.

5.0 TUTORIALS FOR THE PUBLIC SERVICE EXAMS

SERVICE EXAMINATION	EXAMINATION SUBJECTS	CATEGORY & LEVEL OF TUTORS
H(1) & H (2)	General orders, PS Act, JICA, Constitution	Senior Administrative officers & above A tutor each for H(1) & H (2)
	Finance Mgt Act 2004 , Finance Regulations/ Instructions, Finance Manual & Supplies & Services Instructions -	Senior Accounts officers/ Senior Auditors & above A tutor each for H(1) & H (2) Must have sound knowledge and applicati on of FMR & FMIS
S &U	Paper A – Communication Skills (English)	Head of English or Teachers majoring in English or officers in the administrative occupational group
S	Paper B – The State & The Public Service - PSC Act & Regulations 1999, Public Sector Reforms, General Orders, PSC Constitutional & Statutory functions, Policies issued by way of PSC Circulars.	Principal Administrative Officer s & above.
S	Paper C -The Government Accounting System Finance Mgt Act 2004, Finance Regulations/ Instructions, Finance Manual, Supplies & Services Instructions and finance policies issued vide Finance Circulars.	Principal Accounts Officer s /Principal Auditor s & above Must have sound knowledge and application of FMR & FMIS
U	Paper B- Government Accounting System Finance Mgt Act 2004 , Finance Regulations/ Instructions, Finance Manual & Supplies & Services Instructions	Principal Accounts Officers/Principal Auditors & above Must have sound knowledge and application of FMR & FMIS
E	Paper A –The Machinery of Government Fiji Constitution, PS Act 1999, Cabinet policy decisions	Legal officers & above Principal Administrative officers & above
E	Paper B – The Fiji Public Service PS Act & Regulations 1999, PSC policies vide PSC Circulars, Public Sector Reforms.	Principal Administrative Officers and above.

6.0 ELIGIBILITY CRITERIA & REQUIREMENTS

- Those applying to be tutors in any one of the above specified service exams should be:
 1. Confirmed permanent officers in the job classification and level identified and have had a minimum of five [5] years of continuous service.
 2. Tutors must be totally committed in their area of deliverables.

3. Have a thorough understanding of General orders, Public Service Act [1999] and its Statutory and Constitutional Regulations, Finance Management Act [2004], & Finance Manuals.
 4. Possess knowledge and appreciation of relevant public sector and civil service reforms' initiatives, policies and guidelines that are put in place from time to time vide the PSC and Ministry of Finance Circulars.
 5. Have the ability to draw lesson plans that should include case studies to support a greater understanding of the applications of relevant Acts & Regulations.
- Selection and appointment of tutors will be made by the Public Service Training and Examination Board.

7.0 **ALLOWANCE PAYABLE –**

Tutors will be paid \$40.00 per contact hour, to conduct classes for the papers as tabulated at 5.0.

Tutorial classes will be as follows from Monday to Thursday [5pm to 7pm]. Tutorial class that falls on a public holiday, the class will be held on a Friday in the same week.

- H(1) & H(2) – March –April 2008
- S, U & E - June –July 2008
- H (1) & H (2) - 29th September – November 2008.

Interested officers should complete the attached application form and forward this to the Centre for Training & Development by no later than **19/2/08**.

8.0 **CLARIFICATION**

For any further clarification, please contact Mrs. Manjula Sologar, Manager In-Service Training at the Centre for Training & Development, Public Service Commission, Nasese, Suva or on telephone number 3315688 or email address msologar@psc.gov.fj



Taina Tagicakibau
Permanent Secretary for the Public Service

13). PREVIOUS POSITIONS(S) [Last 5 years].
Post _____ Year(s) _____ Principal Accountabilities of the Post _____

14). HAVE YOU PREVIOUSLY CONDUCTED TUTORIALS IN ANYONE OF THE SERVICE EXAMS. [H (1), H (2), S, U OR E]
YES/NO.

IF YES, PLEASE COMPLETE THE TABLE

NAME OF EXAM	PAPERS TAKEN	MONTHS AND YEAR	VENUE

15). BRIEFLY DESCRIBE YOUR SUITABILITY TO BE SELECTED AS A TUTOR FOR ONE OF PUBLIC SERVICE EXAMS.

PLACE A TICK IN THE BOX TO INDICATE THE CHOICE OF THE TUTORIAL EXAM CLASS AND THE PAPER & SUBJECT YOU WISH TO TEACH.

a) Government Procedure Classes:

H (1)

H (2))

General Orders
PSC Act & Regulations 1999
JIC, PSR.
Policies vide PSC Circulars

Financial Instructions Classes

H (1)

H (2))

Financial Mgt Act 2004 , P
Finance Reg. , Instructions
Finance Manual, Supplies &
Services Instructions. [FMR& FMIS]
Policies vide Finance Circulars

b) Examination "E" Classes

Paper "A" (The Machinery of Government) ---- Fiji Constitution,
PS Act 1999,
Cabinet Policy decisions

Paper "B" (The Fiji Public Service). ----- PSC Act & Reg. 1999,
PSC Policies vide PSC
Circulars, Ministries/Depts &
Statutory Bodies &
Committees.
Public Sector Reforms

c)

Examination "S" Classes

Paper "A" (English) [for exams S&U] ----- Comprehension, Grammar &
Precise Writing Report Writing
Minutes
Memorandum/Letter writing

Paper "B" (State and the Public Service)----- PSC Act & Regulations 1999
PSR, General Orders, PSC
Constitutional, & Statutory
functions, Policies issued by
way of PSC Circulars, Functions
of State Institutions, Min/Depts
Statutory bodies/committees.

Paper "C" (Government Accounting System) – Finance Mgt. Act 2004,
[FMR & FMIS] Finance Reg./Instructions,
Finance Manual, Supplies &
Services Instructions &
Finance Policies issued vide
Finance Circulars

d) Examination "U" Classes



Paper "B" (Government Accounting System), -----Finance Mgt Act 2004,
[FMR/FMIS] Finance Regulations/Instructions,
Finance Manual & Supplies &
Services Instructions, Finance
Policies issued vide Finance
Circulars

Signature of the Applicant: _____ Date: _____

16. COMMENTS FROM YOUR PERMANENT SECRETARY/HEAD OF DEPARTMENT

SIGNATURE: _____ DATE: _____
(Permanent Secretary/Head of Dept.)