

PSC CIRCULAR

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Government Buildings, Suva. Telephone 3-314-588

PSC Circular No: 33/2008

To: Permanent Secretaries and
Heads of Departments

File: 29/452/01 - 05
Date: 15/09/08

Subject: REGULARIZATION OF TEMPORARY RELIEVING
CLERICAL OFFICERS, TYPISTS AND TELEPHONE OPERATORS

1.0 Background

The Public Service Commission has decided to review the appointment of Temporary Relieving Clerical Officers, Typists and Telephone Operators with a view to confirm their appointments against existing vacant positions in the Ministries and Departments. Addresses are asked to submit their recommendations as soon as possible based along the guidelines provided in this Circular.

2.0 Terms of Appointment

The appointment will be made strictly on contractual terms as stipulated in the PSC Circular No. 17/2008 of 13th June 2008.

3.0 Application

The appointment of staff will be made specifically for those Ministries/Departments that have already met the 10% operating cost reduction as required via PSC Circular 40/2007 dated 26th October 2007. The ensuing stability that will be created in the establishment as a result of this exercise is to facilitate the restructuring process which will follow the right sizing of the service as the second phase of the Reform.

4.0 Criteria for Selection and Appointment

4.1 The Commission will strictly apply the following selection criteria and EEO policies for these appointments: -

- (i) The candidate must meet the Minimum Qualification Requirement (MQR) stipulated in the PSC Circular 32/99 and 47/00 - a pass in Fiji School Leaving Certificate, original documents will need to be sighted;
- (ii) Preference may be given to those that have in addition to above passed Service Examinations H1 and/or H2 or have completed higher tertiary qualifications;
- (iii) Serving officers must have a good performance assessment reports;
- (iv) Satisfactory Police and Medical Reports;
- (v) Length of service experience; and
- (vi) Ethnic and gender parity.

5.0 As far as possible, the selected candidates will remain in their current Ministries/Departments, but where no **substantive** vacancy exists, they will be moved to other Ministries/Department or have their current temporary relieving appointment reviewed.

6.0 Requirements

6.1 The staff of the Appointment Unit, HRM Division, PSC shall be liaising closely with the respective Ministries and Departments for relevant information.

6.2 In the meantime Ministries/Departments are requested to provide the following:

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- (i) updated revised Person to Post listing;
- (ii) confirmed positions that are substantively vacant;
- (iii) all records for temporary relieving staff are in their respective Personnel Files (qualifications, service exams, etc to assist in the expediting of the exercise; and
- (iv) Medical and Police Clearance Reports

7.0 Any further clarification may be obtained from Mr. Yogesh Prakash, Acting Principal Administrative Officer, Human Resource Management Division, PSC on email yprakash@govnet.gov.fj.



Taina Tagicakibau (Mrs.)
Permanent Secretary for the Public Service