

# PSC CIRCULAR

Public Service Commission, Berkeley Crescent, P.O. Box 2211  
Government Buildings, Suva. Telephone 3314 588

## **PSC Circular No: 58/2011**

**To:** Permanent Secretaries and  
Head of Departments

**File:** 29/299/23

**Subject:** **ADVERTISEMENT OF VACANT POSITIONS**

**Date:** 07/10/11

- 1.0 It has been established that Ministries, Departments and Agencies have a substantial number of vacant positions, which are critical to the achievement of their representative corporate outputs and deliverables.
- 2.0 The Public Service Commission [PSC] has also been inundated with requests to address the competency gap existing in the Service as well as the human resource constraints due to positions not substantively being filled.
- 3.0 The Commission has accordingly decided that the moratorium on the filling of vacant positions be uplifted and that all vacant posts be advertised immediately, with the exception of the frozen positions that were identified under the 10% reduction exercise and retiree positions that have not been re-instated.
- 4.0 All vacant positions are to be advertised, processed and filled in the normal manner. Ministries, Departments and Agencies are requested to submit their draft advertisement to PSC immediately, with the relevant Certificate of Availability of Funds for advertisement. There will be close scrutiny by both PSC and Ministry of Finance given the large number of vacancies existing throughout the Civil Service.
- 5.0 Please ensure that the Circular is brought to the attention of all the Desk Officers concerned. The objective essentially is to ensure that the processing and substantive filling of the respective vacancies is effected in time to begin the new Year with full complement of staff.
- 6.0 This Circular supersedes the content of the PSC Circular 67/2010 of 23/11/2010 on the freeze on filling of vacant posts, including filling of base level grades vacancies through temporary appointments. The other control measures articulated in the Circular on leave compensation remain in force.
- 7.0 Please direct any query to the Director Management Improvement Division, Mrs Maca Tulakepa on telephone number 3314588 Ext 403/404.



Parmesh Chand

**Permanent Secretary for the Public Service**