



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES JOB ADVERTISEMENT

The Ministry of Infrastructure and Meteorological Services is an equal employment opportunity employer and vacancies are open to all Fiji citizens. The process followed for appointment is an open, transparent and competitive selection process based on merit.

The Ministry invites applications from suitably qualified, experienced and eligible candidates for the following positions in its various departments;

ADVERTISED POSITION (S)					
Vacancy No.	Position Title	Salary Band /Salary Range (Step 1-4)	No. of Position(s)	Duration	Duty Station
DIVISIONAL ENGINEER (WORKS) CENTRAL EASTERN					
DEWCE 06/2021	Clerical Officer (Ledger)	C \$12,081.69 - \$15,489.35	1	5years	Walu Bay
DEWCE 07 - 09/2021	Clerical Officer (Plant Pool)	C \$12,081.69 - \$15,489.35	3	5years	Walu Bay

The appointment process for these positions will be in accordance with the Fijian Civil Service Open Merit Recruitment and Selection Guideline.

The Job Role for the advertised positions is available on the Ministry of Infrastructure and Meteorological Services website; www.moit.gov.fj. All applicants are encouraged to obtain this information to assist them with their written applications.

Eligibility

All applicants for employment in the Ministry of Infrastructure and Meteorological Services must be of good character, with a background that demonstrates their commitment to the Civil Service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under 55, in sound health, with a clear police record. **The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.**

Application Process:

To apply and be eligible for consideration, applicants must submit the following documents only:

1. A cover letter, not more than three (3) pages addressing the knowledge, skills, experience and abilities required (as stipulated in the Job Role available from the Ministry Website above) for the position;
2. A current CV/Resume with three (3) Referees contact details;
3. Copies of Academic Transcripts and Certificates;
4. Certified True Copy of Birth Certificate; and
5. Applicants to **provide an email address**.

Submission

Applications must be submitted by 4.00pm Friday, 05 March, 2021 and addressed to;

Postal Address	Hand Delivered To	Email To
The Permanent Secretary Ministry Of Infrastructure and Meteorological Services Private Mail Bag Samabula.	The Permanent Secretary Ministry of Infrastructure and Meteorological Services Level 4, Nasilivata House Samabula.	mimsvacancy@gmail.com

LATE AND INCOMPLETE APPLICATION WILL NOT BE CONSIDERED. For further information, please liaise with Ms. Taraivini Waqavesi on taraivini.waqavesi@moit.gov.fj or on Telephone No: 3384-111.