



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;

RE-ADVERTISED POSITION [S]					
Vacancy No.	Position Title	Salary Band Salary Range (Step 1-4)	No. of Position(s)	Duration	Duty Station
DEPARTMENT OF CORPORATE SERVICES					
DCS 06/2020	Senior Geospatial Officer	H \$34,760.31 - \$44,564.50	1	5 years	Samabula, Suva
DCS 07/2020	Receptionist	C \$12,081.69 - \$15,489.35	1	5 years	Samabula, Suva
DEPARTMENT OF ENERGY					
DOE 08/2020	Technical Assistant (Electrician)	E \$19,041.75 - \$24,412.50	1	5 years	Samabula, Suva (Travelling will be required)
DIVISIONAL ENGINEER (WORKS) CENTRAL EASTERN					
DEWCE 07/2020	Clerical Officer (Ledger)	C \$12,081.69 - \$15,489.35	1	5 years	Walu Bay, Suva
DEWCE 08 - 10/2020	Clerical Officer (Plant Pool)	C \$12,081.69 - \$15,489.35	3	5 years	Walu Bay, Suva
DEWCE 11/2020	Foreman (Buildings)	F \$22,528.74 - \$28,883.00	1	5 years	Walu Bay, Suva
DEWCE 12/2020	Foreman (Electrical)	F \$22,528.74 - \$28,883.00	1	5 years	Walu Bay, Suva
DEWCE 13/2020	Messenger	A \$4.60/hr. - \$5.90/hr.	1	5 years	Walu Bay, Suva
DEWCE 14/2020	Landscaper	A \$4.60/hr. - \$5.90/hr.	1	5 years	Walu Bay, Suva

DIVISIONAL ENGINEER (WORKS) WESTERN					
DEWW 09/2020	Foreman (Buildings)	F \$22,528.74 - \$28,883.00	1	5 years	Lautoka
DEWW 10/2020	Foreman (Joinery)	F \$22,528.74 - \$28,883.00	1	5 years	Lautoka
DEWW 11/2020	Carpenter Assistant	B \$5.37/hr. - \$6.89/hr.	1	5 years	Lautoka
DEWW 12/2020	Painter Assistant	B \$5.37/hr. - \$6.89/hr.	1	5 years	Lautoka
DEWW 13/2020	Technical Assistant (Buildings)	E \$19,041.75 - \$24,412.50	1	5 years	Lautoka
DIVISIONAL ENGINEER (WORKS) NORTHERN					
DEWN 07/2020	Supervisor (Workshop)	F \$22,528.74 - \$28,883.00	1	5 years	Labasa
DEWN 08/2020	Donkeyman (Nabouwalu)	B \$5.37/hr. - \$6.89/hr.	1	5 years	Labasa
DEPARTMENT OF METEOROLOGICAL SERVICES					
DMET 09/2020	Scientific Officer (Hydrology)	H \$34,760.31 - \$44,564.50	1	5 years	Laucala
DMET 10/2020	Technical Officer II (Hydrology)	F \$22,528.74 - \$28,883.00	1	5 years	Laucala
WITHDRAWAL OF VACANCIES					
DEPARTMENT OF CORPORATE SERVICES					
DCS 17/2019	Senior Geospatial Officer		1	5 years	
DCS 24/2019	Receptionist		1	5 years	
DEPARTMENT OF ENERGY					
DOE 09- 10/2019	Technical Assistant (Electrician)		2	5 years	
DIVISIONAL ENGINEER (WORKS) CENTRAL EASTERN					
DEWCE 13/2018	Foreman (Electrical)		1	5 years	

DEWCE 28-30/2019	Clerical Officer (Plant Pool)	3	5years
DEWCE 31/2019	Clerical Officer (Ledger)	1	5 years
DEWCE 34/2019	Landscaper	1	5 years
DEWCE 37/2019	Messenger	1	5 years
DIVISIONAL ENGINEER (WORKS) WESTERN			
DEWW 04/2019	Foreman (Buildings)	1	5 years
DEWW 05/2019	Foreman (Joinery)	1	5 years
DEWW 09/2019	Technical Assistant (Buildings)	1	5 years
DEWW 10/2019	Painter Assistant	1	5 years
DEWW 07/2020	Carpenter Assistant	1	5 years
DIVISIONAL ENGINEER (WORKS) NORTHERN			
DEWN 18/2018	Donkeyman (Nabouwalu)	1	5 years
DEWN 06/2019	Supervisor (Workshop)	1	5 years
DEPARTMENT OF METEOROLOGICAL SERVICES			
DMET 01/2020	Scientific Officer (Hydrology)	1	5 years

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

The Job Roles for the advertised positions are 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; and
4. Certified True Copy of Birth Certificate.

Submission

Applications must be submitted by 4.00pm Friday, 7th August, 2020 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.	Vacancies.moit@gmail.com

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