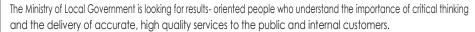


## **BUILD YOUR CAREER WITH US**



Vacancy NO.	Position	Salary Band:	Contract duration:
27/2021	Principal Administrative Officer	Band H: \$34,760.31	3 years Location: Suva
28/2021	Watchman	Band A: \$4.60 - \$5.37 per hour (Step 1-3)	3 years Location: Suva

The appointment process for these positions will be in accordance with the Fijian Civil Service Open Merit Recruitment and Selection Guideline. A full application package, including the Job Description for each position is available on the Ministry of Local Government website <a href="https://www.mlg.gov.fi">www.mlg.gov.fi</a>. Applicants are encouraged to obtain this information to assist with the written application.

Application Process

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

- 1. Duly completed Application and Declaration Form;
- 2. An Application Letter addressing how you meet the knowledge, experience, skills and abilities required as stipulated in the Job Description available on the Ministry Website
- 3. www.mla.gov.fi for the position; no more than two (2) pages;
- 4. A current CV/Resume with at least 3 referee contact details—with one being the recent supervisor; and
- 5. Copies of Academic Transcripts and Certificates.

## Submission

Applications must be submitted by 4.00 PM, Friday, 10 December 2021.

Applicants are encouraged to send their application to:

Applications by Post	Applications Delivered
VACANCY No.: Acting Permanent Secretary Ministry of Local Government P.O Box 2131 Government Building Suva	VACANCY No.: Acting Permanent Secretary Ministry of Local Government Level 3, FFA House, 4 Gladstone Road, Suva

Note: Late applications will not be accepted. For further information contact <a href="mailto:caroline.komaitoga@govnet.gov.fi">caroline.komaitoga@govnet.gov.fi</a>





