



# BUILD YOUR CAREER WITH US

The Ministry of Local Government is looking for results-oriented people who understand the importance of critical thinking and the delivery of accurate, high quality services to the public and internal customers.

Vacancy NO.	Position	Salary Band:	Contract duration:
20/2023	Senior Administrative Officer (Policy) – Suva Based	Band G: \$28,605.45 to \$38,140.60 (Step 1-4 )	Until retirement age of 60 years
21/2023	Senior Administrative Officer (Projects) – Suva Based	Band G: \$28,605.45 to \$38,140.60 (Step 1-4 )	Until retirement age of 60 years
22/2023	Technical Assistant (Information) – Suva Based	Band E: \$19,041.75 to \$24,412.50 (Step 1-4)	Until retirement age of 60 years
23/2023	Systems Analyst(IT) – Suva Based	Band G: \$28,605.45 to \$38,140.60 (Step 1-4)	Until retirement age of 60 years
24/2023	Assistant Accounts Officer (Accounts) – Suva Based	Band E: \$19,041.75 to \$24,412.50 (Step 1-4)	Until retirement age of 60 years
25/2023	Clerical Officer (Sub-Division) – Suva Based	Band C: \$12,081.69-\$15,489.35 (Step 1-4 )	Until retirement age of 60 years
26/2023	Internal Auditor– Suva Based	An attractive package will be offered	Until retirement age of 60 years

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 [www.mlg.gov.fj](http://www.mlg.gov.fj). 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 [www.mlg.gov.fj/about-us/work-with-us/vacancies/](http://www.mlg.gov.fj/about-us/work-with-us/vacancies/) for the position; no more than two (2) pages;
3. A current CV/Resume with at least 3 referee contact details – with one being the recent supervisor; and
4. Certified Copies of Academic Transcripts and Certificates.
5. Applicants who have earlier applied for Vacancy Numbers -3/2023; 4/2023; 9/2023; 10/2023 and 13/2023 don't need to re-apply again.

All Applications must be submitted by 4.00pm on Monday 30 October 2023.

Applicants are encouraged to send their application to:

<p><b>Applications by Post</b></p> <p><b>VACANCY No.:</b> Permanent Secretary Ministry of Local Government PO Box 2131 Government Buildings, Suva</p>	<p><b>Applications Delivered</b></p> <p><b>VACANCY No.:</b> Permanent Secretary Ministry of Local Government Level 2, FFA House, 4 Gladstone Road, Suva</p>
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Note: Late applications will not be accepted. Job application can also be emailed to

[shayna.sadiq@mlg.gov.fj](mailto:shayna.sadiq@mlg.gov.fj)