



Ministry of Local Government

FFA House - 4 Gladstone Road
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12 September 2024

Expression of Interest (EOI) – Senior Administrative Officer – Projects (Acting)

The Ministry of Local Government invites Expression of Interest (EOI) from qualified and experienced applicants for position of Senior Administrative Officer – Projects (Acting). The successful candidate will be contracted for three (3) months.

The Senior Administrative Officer – Projects (Acting) is a senior role reporting to Director Local Government through Principal Policy & Research Officer. The position will be responsible for execution of capital and special projects and monitor all projects are delivered on-time, within scope and within budget and ensure resource availability and allocation of funds.

EOI submissions must include a cover letter of no more than two pages detailing how you meet the qualifications, knowledge, experience, skills and abilities required for the position and current curriculum vitae. Please also provide contact details of two referees. The role description for the position is available on the Ministry of Local Government website – www.mlg.gov.fj.

If you are interested in applying for the position and would like more information, please contact mlgvacancy@gmail.com.

CLOSING DATE:

Applications must be submitted by 4.30pm on Tuesday, 17 September, 2024

Late applications will not be considered.

Thank you,

Seema Sharma

Permanent Secretary for Local Government