



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:
18/2021	Technical Officer 1 – Town Planning	Band G: \$28,605.45- \$38,140.60 (Step 1 – 4)	3 years Location: Suva
19/2021	Senior Administrative Officer – Local Government	Band G: \$28,605.45- \$38,140.60 (Step 1 – 4)	3 years Location: Suva
20/2021	Senior Accounts Officer – Department of Local Government :Re-advertised	Band H: \$34,760.31 (Step 1)	3 years Location: Suva
21/2021	Switchboard Operator/ Receptionist – Corporate Service Division	Band C: \$12,081.69 (Step 1)	3 years Location: Suva
22/2021	Clerical Officer – Sub Division of Land – Town and Country Planning	Band C: \$12,081.69 - \$14, 095.31 (Step 1- 3)	3 years Location: Suva
23/2021	Clerical Officer – Registry- Town and Country Planning	Band C: \$12,081.69 - \$14, 095.31 (Step 1- 3)	3 years Location: Suva
24/2021	Technical Assistant – West Department of Town and Country Planning	Band D \$14,428.13 (Step 1)	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 Commerce, Trade, Tourism and Transport website www.mcttt.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
3. www.mcttt.gov.fj/about-us/work-with-us/vacancies/ 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 4.00pm, Friday, 10 September 2021.

Applicants are encouraged to send their application to:

<p>Applications by Post</p> <p>VACANCY No.: Acting Permanent Secretary Ministry of Local Government PO Box 2118 Government Buildings Suva</p>	<p>Applications Delivered</p> <p>VACANCY No.: Permanent Secretary Ministry of Local Government Level 2, Civic Tower Suva</p>
<p>Applications by Email: caroline.komatoga@govnet.gov.fj</p>	

Note: Late applications will not be accepted. For further information contact caroline.komatoga@govnet.gov.fj