



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:
1/2022	Principal Administrative Officer HR/ADMIN Re-advertised	Band H: \$34,760.31 (Step 1)	3 years Location: Suva
2/2022	Senior Administrative Officer	Band G: \$28,605.45 - \$38,140.60 (Step 1-4)	3 years Location: Suva
3/2022	Watchman/Security Corporate Service Division Re-advertised	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 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/ 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 earlier submitted their application for Vacancy No. 27/2021 & 28/2021 don't need to reapply. Their applications will be considered.

Submission

Applications must be submitted by 4.30pm, Tuesday, 10 May 2022.

Applicants are encouraged to send their application to:

Applications by Post	Applications Delivered
VACANCY No.: Acting Permanent Secretary Ministry of Local Government PO Box 2131 Government Buildings 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 caroline.komaitoga@govnet.gov.fj