

MINISTRY OF PUBLIC WORKS, METEOROLOGICAL SERVICES AND TRANSPORT JOB ADVERTISEMENT

The Ministry of Public Works, Meteorological Services and Transport is an equal employment opportunity employer and vacancies are open to all Fiji citizens. The process followed for appointment is an open, transparent and competitive selection process based on merit.

The Ministry invites applications from suitably qualified, experienced and eligible candidates for the following positions in its various departments;

ADVERTISED POSITION (S)					
Vacancy No.	Position Title	Salary Band /Salary Range (Step 1-4)	No. of Position(s)	Band	Duty Station
DIVISIONAL ENGINEER (WORKS) NORTHERN					
DEWN 01/23-24	Labourer	\$4.60/hr – \$5.90/hr	1	A	Labasa
DEWN 02 -03/23-24	Donkeyman	\$10,339.99 - \$13,256.40	2	B	Labasa
DEPARTMENT OF BUILDING & GOVERNMENT ARCHITECT					
DBGA 05/23-24	Technical Assistant (Architect)	\$19,041.75 - \$24,412.50	1	E	Suva
DEPARTMENT OF WATER & SEWAGE					
DWS 03/23-24	Technical Officer (Water)	\$22,528.74 – \$28,883.00	1	F	Suva
DWS 04/23-24	Assistant Accounts Officer	\$19,041.75 - \$24,412.50	1	E	Suva
DEPARTMENT OF METEOROLOGICAL SERVICES					
DMET 07/23-24	Computer Technician	\$19,041.75 - \$24,412.50	1	E	Nadi
DEPARTMENT OF TRANSPORTPLANNING UNIT					
DTPU 01/23-24	Senior Accounts Officer	\$34,760.31 – \$44,564.50	1	H	Suva
WITHDRAWL OF VACANCIES					
P 01/23-24	Leading Hand (Electrician) - Project				Suva, Labasa, Lautoka
P 02/23-24	Electrician - Project				Suva, Labasa, Lautoka
P 03/23-24	Electrical Assistant - Project				Suva, Labasa, Lautoka

The appointment process for the advertised positions will be in accordance with the Fijian Civil Service Open Merit Recruitment and Selection Guideline.

The Job Role for the advertised positions are available on the Ministry of Public Works, Meteorological Services and Transport website; www.mims.gov.fj/careers. All applicants are encouraged to obtain this information to assist them with their written applications.

Eligibility

All applicants for employment in the Ministry of Public Works, Meteorological Services and Transport must be a good character, with a background that demonstrates their commitment to the Civil Service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under 60, in sound health, with a clear police record. **The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.**

Application Process:

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

1. A cover letter, not more than three (3) pages addressing the knowledge, skills, experience and abilities required as stipulated in the Job Role available from the Ministry Website above;
2. An updated CV/Resume with at least 3 reference contact details – **with one being the recent supervisor.**
3. Certified Copies of Academic Transcripts and Certificates;
4. Certified Copy of Birth Certificate; and
5. Provide a valid email address and phone contact.

• **Please note that only short-listed candidates will be contacted. Those that have previously applied for the re-advertised positions above do not need to re – apply.**

Submission

Application is open from Saturday, 18 November 2023 and close on Friday, 01 December 2023, 11.59pm (Fiji Time). All applications are to be addressed to;

Postal Address	Hand Delivered To	Email To
The Permanent Secretary Ministry of Public Works, Meteorological Services and Transport, Private Mail Bag, Samabula.	The Permanent Secretary Ministry of Public Works, Meteorological Services and Transport, Level 4, Nasilivata House Samabula.	mimsvacancy@gmail.com

LATE AND INCOMPLETE APPLICATION WILL NOT BE CONSIDERED. For further clarifications, please contact the Recruitment Team on telephone No: 3384-111 ext 2540 or email Laisa.Divavesi@moit.gov.fj