OFFICE OF THE PRIME MINISTER

**ADVERTISEMENT**

**VACANCIES**

**The Office of the Prime Minister invites suitably qualified and eligible applicants for the positions of:**

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| **Vacancy No.** | **Position title** | **Salary Band | Salary Range** | **No. of Position** |
| OPM 01/2023 | Senior IT & Media Officer | Band G  $28,605.45 - $38,140.60 | 1 |
| OPM 02/2023 | Driver to the Permanent Secretary (Office of the Prime Minister) | Band C  $6.28/hour - $8.05/hour | 1 |
| OPM 03/2023 | Messenger/Cleaner | Band A  $4.60/hour - $5.90/hour | 1 |

The appointment process for these positions will be in accordance with the Public Service Commission Open Merit Recruitment and Selection Guideline. A full application package, including the Role Description for each position is available on the Office of the Prime Minister Website link <http://www.pmoffice.gov.fj/jobs/>. All applicants are encouraged to obtain this information to assist with your written application.

### Eligibility

All applicants for employment in the Office of the Prime Minister must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 60, in sound health and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior commencing the official duty.

### Application Process

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

1. A signed cover letter addressing the Knowledge, Experience, Skills, and Abilities (KESA) of the position. The letter must not be more than two (2) pages. (The KESA can be found in the position role description which is available on the Office of the Prime Minister Website <http://www.pmoffice.gov.fj/jobs/>;
2. A completed application form. (The application form can be downloaded from the Office of the Prime Minister Website <http://www.pmoffice.gov.fj/jobs/> and applicant must sign the declaration at the end of the form);
3. A current CV/Resume with referee contact details; and
4. Certified copies of Certificates and transcripts.

### Submission

Applications for the positions must be submitted by **4.00pm** on **09 May 2023** and addressed to:

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| **Applications by Post:**  **OR**  Acting Permanent Secretary  Office of the Prime Minister  GPO 2353, Government Buildings, Suva, Fiji | **Hand Delivered Applications:**  **OR**  “Vacancy Reference Number”  The Human Resources Unit  Office of the Prime Minister  Suva, Fiji | **Email Applications:**  [recruit.opm@gmail.com](mailto:recruit.opm@gmail.com) |

**INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED.**

For enquiries, please contact Ms. Mereani Lotawa on 3211653 or Ms Christika Devi on 3211297.