



OFFICE OF THE PRIME MINISTER

ADVERTISEMENT (EXTERNAL)

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

Vacancy No.	Position title	Salary Band Salary Range	Appointment Type	No. of Position
OPM 05/2026	Fleet Management Officer	Band E \$21,121.70 - \$26,653.57	Permanent	1
OPM 06/2026	Executive Officer (Executive Support)	Band E \$21,121.70 - \$26,653.57	Permanent	1

The appointment process for these positions will be in accordance with the Public Service Commission Recruitment Guideline. The Role Description for the position is available on the Office of the Prime Minister's website (<http://www.pmooffice.gov.fj/jobs/>) and the Fijian Civil Service Recruitment Portal (<https://www.recruitmentportal.gov.fj/>). Applicants are encouraged to obtain this information to assist with their applications.

Application Process

To apply and be eligible for consideration, applicants must:

1. Register and Login to the online recruitment portal at (<https://www.recruitmentportal.gov.fj/>) and complete the online form for the desired position;
2. Upload a signed Application Letter of no more than two (2) pages;
3. Address each selection criteria (Knowledge, Experience, Skills and Abilities) as specified in the role description;
4. Upload an updated CV/Resume including contact details for at least three (3) professional referees, one of whom must be a recent supervisor; and
5. Upload certified copies of academic certificates and transcripts.

Submission

Completed online applications for the positions must be submitted before **7.00 pm on Wednesday, 07 October 2026**.

Late and incomplete applications will not be considered, only Shortlisted Applicants will be contacted.

For enquiries, please contact the Human Resources & Administration Unit at the Office of the Prime Minister on 3211825 or 3211652 or 3211297.