



OFFICE OF THE PRIME MINISTER

INTERNAL ADVERTISEMENT **(Within the Civil Service ONLY)** **(RE-OPEN)**

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 08/2026	Senior Project Planning Officer	Band H \$38,557.21 - \$49,114.54	Permanent	1
OPM 09/2026	Senior Policy Officer	Band G \$32,999.24 - \$41,641.91	Permanent	1
OPM 10/2026	Planning and Coordinating Officer	Band F \$24,989.57 - \$31,534.46	Permanent	1
OPM 11/2026	Executive Officer (Support Services)	Band E \$21,121.70 - \$26,653.57	Permanent	1
OPM 12/2026	Records Management Officer (Cabinet)	Band E \$21,121.70 - \$26,653.57	Permanent	1
(Applicants who have already applied for any of these positions do not need to re-apply)				

The appointment process for these positions will be in accordance with the Public Service Commission Selection 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 **Monday, 09 November 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.