

**MINISTRY OF ECONOMY**  
**RECRUITMENT POLICY**  
*INTERNAL USE ONLY*

**1.0 INTENT**

- 1.1 This Policy affirms Ministry of Economy's commitment towards providing equal employment opportunity to all Fijians and promoting a fair recruitment process through the Open Merit Recruitment System.

**2.0 REFERENCE DOCUMENT**

- 2.1 This Policy is issued to complement requirements under the Fijian Civil Service-Open Merit Recruitment & Selection Guideline.

**3.0 APPLICATION**

- 3.1 This Policy applies to all MOE employees except for the Permanent Secretary of Economy.

**4.0 ABBREVIATIONS**

HOS - Head of Section  
HR - Human Resources  
JELT – Job Evaluation Leadership Team  
KESA-Knowledge, Experience, Skills and Abilities  
MOE – Ministry of Economy  
OMRS- Open Merit Recruitment System  
PS - Permanent Secretary for Economy

**5.0 REQUIREMENTS OF THE POLICY**

**5.1 GENERAL NOTE**

- 5.1.1 The Ministry will ensure that it creates a fair working environment by eliminating all forms of discrimination at the workplace.
- 5.1.2 Authority to employ people at MOE is with the PS, and has to be in agreement with the Minister for Economy.
- 5.1.3 The HR Office shall be responsible to ensure that all recruitments at the Ministry are in compliance with the OMRS Guidelines.
- 5.1.4 MOE recognizes jobs which may require physical abilities in the employees. Such requirements shall not constitute discrimination of any form.

**5.2 PREPARATION OF JOB DESCRIPTION & PERSON SPECIFICATION**

- 5.2.1 Prior to advertising a vacant position, the Manager with HR support, will prepare a job description, to support the recruitment and selection process.

**5.3 ADVERTISEMENT OF POSITIONS**

- 5.3.1 A position may only be advertised if:
- (i.) It is a new position created in the Division and is budgeted for the respective financial year; or
  - (ii.) The vacancy has been created through resignation, termination, or death; or
  - (iii.) An employee's overall performance rating is below 70% in the last performance assessment (approved by Minister of Economy)..

5.3.2 All positions before being advertised, must be listed on the JELT Master list and approved by PS

5.3.3 All advertisements must:

- (i.) be open for a minimum of 10 working days from the date of advertisement;
- (ii.) not contain any social or personal character limitations for applicants.

## **5.4 SELECTION PANEL**

5.4.1 All selection panel, including the Chairperson, must be appointed by PS before the closing date of the advertisement.

5.4.2 The Panel is responsible for managing all selection activities for the designated vacancy.

5.4.3 The Panel shall comprise of a minimum of three members.

- (i.) For the positions on Band A to Band I:
  - a. HOS or his/her nominee (probably the immediate supervisor for the vacancy being filled);
  - b. A member from another Division within the Ministry;
  - c. A member from another Ministry as independent representative.
- (ii.) For the positions on Band J or above:
  - a. HOS or his/her nominee (probably the immediate supervisor for the vacancy being filled);
  - b. A member from another Ministry as independent representative;
  - c. One independent panel member, who is a suitably qualified person from outside the Civil Service.

5.4.4 The Panel members must meet the following requirements:

- (i.) To be at or above the level of the position advertised, with no conflict of interest evident, and/or declared;
- (ii.) Must be trained, and have the knowledge and understanding of the Merit Principle to fully contribute to the Selection Process;
- (iii.) Must be on the Ministry's register of approved Panel Members;
- (iv.) One panel member must have technical knowledge of the position advertised, preferably the Director or Supervisor responsible for the position;
- (v.) Panel members must have gender equity, with at least one male and one female on every panel;

5.4.5 In addition to the three panel members, a HR Representative must be present during the interview, but will not participate in the selection process. The HR representative will advise the Panel on the process and OMRS guideline compliance requirements, including technical assistance in setting appropriate selection tools.

5.4.6 The Panel is responsible for determining and setting the appropriate selection tools, including writing Interview or Job Test questions.

## **5.5 SELECTION PROCESS**

5.5.1 For all positions, at least two selection tools must be used of which one should be either an aptitude

test, skill based test, work samples or presentations to demonstrate skills/knowledge for the role.

5.5.2 The other shall be formal interview. Skype, zoom, and telephone interviews are acceptable approaches.

5.5.3 The HR Representative is responsible for ensuring that the questions / activities are valid and reliable and relate only to the KESA as stated in the Role Description and Questions / activities must not advantage / disadvantage any particular group or applicant.

5.5.4 Candidates must score above the following in the overall rating matrix, to qualify for the recommended appointment:

- (i.) above 65% for positions on Band A to Band D;
- (ii.) above 70% for positions on Band E and above.

## **5.6 OFFER AND APPOINTMENT DATE**

5.6.1 Selected candidates must take up the position within 30 consecutive days after signing the acceptance of the offer. In exceptional circumstances, approval must be granted by PS for candidates who wish to start employment after 30 days.

5.6.2 If a person recruited, or has been made an offer of employment, is found to have provided false information or have misrepresented any information or have not disclosed any material facts in his or her application, it shall be deemed to have sufficient grounds to summarily terminate the appointment without any compensation whatsoever, .

## **5.7 INDUCTION FOR NEW EMPLOYEE**

5.7.1 All employees must:

- (i.) be inducted by HR on the Civil Service Code of Conduct and Human Resources Policies on the first day for employment;
- (ii.) have his/her KPIs explained, signed and submitted to HR Office within the first month of employment;
- (iii.) attend a formal Induction Training, conducted by the Training Unit within 3 months of employment.

## **6.0 EFFECTIVE DATE**

6.1 This Policy will come into effect on the date of its endorsement by the PS.

## **7.0 REVIEW OF POLICY**

7.1 The Policy will be reviewed after every two (2) years, or earlier if necessary

  
**Makereta Konrote**  
**Permanent Secretary**