



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL
DEVELOPMENT AND STATISTICS

VACANCY

MAKE A DIFFERENCE
JOIN OUR TEAM

The Ministry of Finance, Strategic Planning, National Development and Statistics is seeking applications from a range of qualified and experienced professional candidates for the following position:

Vacancy No	Position title	Salary Band Salary Range	No. of Position	Appointment Type
121/2024	Senior Administration Officer [Training] – Administration Division	Band G (\$32,038.10 - \$40,429.04)	1	Permanent

The position is based in Suva.

The role descriptions are available available on <https://www.recruitmentportal.gov.fj/>

HOW TO APPLY

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

1. Application Letter, no more than two (2) pages, addressing how you meet the knowledge, experience, skills and abilities required as stipulated in the Job Description available on the Fijian Civil Service Recruitment Portal www.recruitmentportal.gov.fj for the position;
2. A current CV/Resume with at least 3 referee contact details – with one being the recent supervisor; and
3. Copies of Academic Transcripts and Certificates

CLOSING DATE:

Applicants are to submit online applications on the Fijian Civil Service Recruitment Portal www.recruitmentportal.gov.fj. For more information, please contact HR Unit on email vacancies@finance.gov.fj

Applications must be submitted by 4.30pm on Monday 28th October, 2024

Late applications will not be considered.

Applicants for employment must be Fijian Citizens, under Age 60, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.