



MINISTRY OF FINANCE

VACANCIES

MAKE A DIFFERENCE

JOIN OUR TEAM

The Ministry of Finance is seeking applications from a range of qualified and experienced professional candidates for the following positions based in Suva:

Vacancy No	Position title	Salary Band Salary Range	No. of Position	Appointment Type
27/2026	Senior HR Analyst [Post Processing Unit] – Administration Division	Band G [\$32,999.24 - \$41,641.91]	1	Permanent
28/2026	Human Resource Officer [Personnel] – Administration Division	Band F (\$24,989.57 - \$31,534.46)	1	Permanent

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 14th September, 2026

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.