



# MINISTRY OF DEFENCE, NATIONAL SECURITY AND POLICING

## VACANCY

The Ministry of Defence, National Security and Policing supports Equal Employment Opportunity (EEO) and Gender Equality. The Ministry is currently seeking suitably qualified and eligible candidates for the following position:

| VACANCY NO   | POSITION TITLE                                | SALARY BAND & SALARY RANGE (STEP 1- 4) | NUMBER OF POSITION | CONTRACT DURATION |
|--------------|---|--|--------------------|-------------------|
| MDEF 10/2022 | Administrative Officer Research & Development | Band F (\$22,528.74 - \$28,883.00)     | 1                  | 5 years           |

The appointment process for this position will be in accordance with the Public Service Commissions' Open Merit Recruitment and Selection Guideline. A full application package, including the Role Description of the position is available on the Ministry of Defence, National Security and Policing website ([www.defence.gov.fj](http://www.defence.gov.fj)). All applicants are encouraged to obtain this information to assist with your written application.

### Eligibility

All applicants for employment in the Ministry of Defence, National Security and Policing must be of a good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be a Fijian Citizen, under the age of 55 years and have a clean police record. The selected applicant will be required to provide a medical report and police clearance prior to take up of duty.

### Application Process

Please provide a written application with an updated Curriculum Vitae, certified copies of academic transcript / certificates, two (2) recent work related referees one of which must be a current or recent supervisor and a **covering letter** of no more than three pages addressing the specified **knowledge, experience, skills and abilities** criteria. Applications that do not address the criteria may not be considered.

### Submission

**Applications must be submitted by 4pm on Tuesday 27<sup>th</sup> September 2022; late and incomplete applications will not be accepted. Applicants are encouraged to submit their signed application(s) by:**

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| <b><u>Post</u></b><br>Permanent Secretary for Defence, National Security & Policing | <b><u>Hand Delivered</u></b><br>Permanent Secretary for Defence, National Security & Policing | <b><u>Email</u></b><br><a href="mailto:maria.nabola@govnet.gov.fj">maria.nabola@govnet.gov.fj</a> |
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| P.O. Box 2349, Government Buildings, Suva, Fiji | Level 2, Government Building, New Wing, Suva. |  |
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Further enquiries on the positions above can be obtained from Ms Maria Nabola on telephone number 3211225/9980103.