



Ministry of Infrastructure and Transport

POSITION VACANCIES

RECRUITMENT AND SELECTION POLICY: The Ministry of Infrastructure and Transport is an equal employment opportunity employer and vacancies are opened to all Fiji citizens. The process followed for appointment which is an open, transparent and competitive selection process based on merit.

Applications are invited from suitably qualified and eligible applicants for these positions. Applicants must be Fijian Citizens, under the age of 55 years, in sound health and with a clear police record. A brief summary of each positions are listed below.

INFORMATION OFFICER (Temporary) – 1 POST (S) (Vacancy Ref. DMET 01/2017)

POSITION PURPOSE: The primary role of the position is to strengthen the communication of service delivery for FMS to the general public which will provide visibility, relevance and credibility to the organization in providing timely and reliable weather, climate and hydrological updates to the wider audience and develop awareness & commercial products for FMS.

SUMMARY OF QUALIFICATIONS AND EXPERIENCE: In addition to Degree in Journalism/Media/Information Studies (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

- At least 2 to 3 years' experience in the similar field
- Knowledge and understanding of the market niche
- Must be able to work with no or little supervision
- Proficient with MS Office and TV production/editing tools.
- Some knowledge and understanding of weather patterns
- Planning and organizational skills
- Must have pleasant personality and ability to work long hours
- Good communication skills and proficient the three main languages (English/Itaukei/Hindustani)
- Ability to work under enormous pressure and meeting deadlines all times.
- Good team player, easily interacting with work colleagues and the public.
- Sensitively handle enquiries from the general public.
- Excellent interpersonal skills and able to work in a team environment
- Attention to detail and high level of accuracy

POTENTIAL APPLICANTS SHOULD REFER TO THE MINISTRY'S WEBSITE (www.moit.gov.fj) OR REQUEST BY TELEPHONE TO MRS. OLITA KAUTOGA ON 3389-670 OR 3384-111 FOR FURTHER INFORMATION OF THE POSITION AND SELECTION CRITERIA.

APPLICATION BY POST OR HAND DELIVER SHOULD BE ADDRESSED TO THE PERMANENT SECRETARY FOR INFRASTRUCTURE AND TRANSPORT, LEVEL 4 NASILIVATA HOUSE, SAMABULA OR CAN BE EMAILED TO ADDRESS olita.kautoga@govnet.gov.fj or manuqalo.bainivalu@moit.gov.fj

ALL APPLICATIONS MUST BE RECEIVED BY 4.00pm Friday, 27 January 2017. LATE AND INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.