

CAREER OPPORTUNITIES

The Fiji Independent Commission Against Corruption (FICAC) endeavor to fulfil its mandate in accordance with the FICAC Act 2007 with powers vested to investigate and prosecute corruption and bribery related offences, reinforce proactive measures as well as foster public support in combating corruption is seeking to recruit aspired and dedicated professionals who are passionate about anti-corruption work and esteems to establish a career with FICAC.

VACANCY NO: 03/2025 (Re-advertised)

TRANSCRIBER (2 x Positions - Suva)

Reporting to the Head of Department, the incumbent's primary responsibilities include but is not limited to the performance of the following duties:

- Transcribe caution interviews conducted in the iTaukei, Hindi and English language.
- Transcribe court proceedings.
- Work closely with Investigators and State Counsels ensuring transcripts are accurate and submitted in timely fashion.
- Provide update to Registry on the allocation of responsibilities to avoid duplication of work.
- Maintaining database and electronic filing system for all transcribing.

SELECTION CRITERIA

The following selection criteria forms a specific part of the selection process. It is essential that applicants must individually address each of the following selection criteria in their application:

- A Certificate, Diploma or Bachelor's degree in the following subjects;
 - Major in English, iTaukei and or Hindi.
- Shorthand courses with three (3) years' experiences in a similar role.
- Minimum of five (5) years' experience as Typist or Secretary may be accepted in lieu of the above-mentioned qualifications.
- Attention to detail.
- Attentive listening skills with ability to identify different voice interjections during court proceedings and excellent understanding and knowledge of legal jargon are a must.

- Ability to prioritize workload and comply with deadlines.
- Ability to maintain confidential information.
- Excellent organizational skills.

The successful candidates will undergo compulsory six months' probation in which further training will be provided to fully gauge the capabilities and potential adhering to strict deadlines wherein accuracy and attention to details are crucial.

APPLY NOW

Individuals who meet the above-mentioned criterion and have the passion to pursue a career in anti-corruption work may send in their expression of interest to the following:

- Interested applicants are required to complete the FICAC job application form available at the FICAC website under '**Career Opportunities**' link: <https://www.ficac.org.fj/careers.html>
- Application must also include Curriculum Vitae (CV) and certified copies of academic qualification and professional training attended.
- All applications must be addressed to the Commissioner for the Fiji Independent Commission Against Corruption (FICAC) and send to:

Hand deliver:

Reverend John Hunt House
3 St Fort Street
SUVA

Post:

PO Box 2335
Government Buildings
SUVA

Email to:

recruitment@ficac.org.fj

- Applications close at **4pm on Friday, 18 April 2025**. Late and/or incomplete applications will not be accepted.