

# 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 to the following positions:

- Principal State Counsel
- State Counsels
- Junior State Counsels
- Paralegal
- Investigators

Reporting channel and primary responsibilities for each position is provided below:

VACANCY NO: 01/2024

## PRINCIPAL STATE COUNSEL (Suva)

Reporting to Manager Legal, the incumbent's primary responsibilities encompass providing legal advice and research work relating to nature of the work of the Commission. This also extends to:

- Providing professional legal support and advice in the areas of general litigation
- Vet legal documents on behalf of Manager Legal or as directed by Management
- Responsible for the legal ground work in relation to the establishment and functions of Economic Crime Unit
- Represent the organization in all aspects of the Courts particularly in Civil Forfeiture and Proceeds of Crimes cases
- Provide advice and direction to State Counsels on cases currently in Court and/or under investigation to ensure all evidences are secured
- Provide advice and direction in legal research work and/or Court cases to State Counsels in the absence of the Manager Legal or when required
- Draft correspondence and reports on behalf of Manager Legal

### 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:

- Bachelor's Degree in Law and or higher-level qualification in law and Professional Diploma in Legal Practice
- Valid Practicing Certificate from the office of the Chief Registrar
- Thorough knowledge and understanding of the relevant legislations that governs FICAC and the various laws that FICAC is empowered under to utilize.
- Excellent communication skills (oral & written), legal research skills, ability to analyze intricate investigation findings, skills in drafting charges and the ability to present legal arguments meticulously and persuasively
- Must possess an unblemished moral character and being ethical in all dealings
- Must have eight (8) years or more work experience (inclusive of court experience)

VACANCY NO: 02/2024

## STATE COUNSELS (Suva)

Reporting to the Manager Legal, the incumbent's primary responsibilities comprise of:

- Analyzing complaints received and providing recommendation on the appropriate course of action
- Providing legal advice on completed investigation case files
- Drafting charges and undertaking criminal prosecutions in the Court of Law

### 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:

- Bachelor's Degree in Law and Professional Diploma in Legal Practice
- Valid Practicing Certificate from the office of the Chief Registrar
- Thorough knowledge and understanding of the applicable Criminal Law and Procedure
- Excellent communication skills (oral & written), legal research skills, ability to analyze intricate investigation findings, skills in drafting charges and the ability to present legal arguments meticulously and persuasively
- Must possess an unblemished moral character and being ethical in all dealings
- Must have three (3) years or more work experience (inclusive of court experience)

VACANCY NO: 03/2024

## JUNIOR STATE COUNSELS (Suva)

Reporting to the Manager Legal, the incumbent's primary responsibilities comprise of:

- Analyzing complaints received and providing recommendation on the appropriate course of action
- Providing legal advice on completed investigation case files
- Drafting charges and undertaking criminal prosecutions in the Court of Law

### 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:

- Bachelor's Degree in Law and Professional Diploma in Legal Practice
- Valid Practicing Certificate from the office of the Chief Registrar
- Thorough knowledge and understanding of the applicable Criminal Law and Procedure
- Excellent communication skills (oral & written), legal research skills, ability to analyze intricate investigation findings, skills in drafting charges and the ability to present legal arguments meticulously and persuasively
- Must possess an unblemished moral character and being ethical in all dealings
- Must have at least 2-3 years more work experience (inclusive of court experience)

VACANCY NO: 04/2024

## PARA-LEGAL (Suva)

Reporting to the Manager Legal, the incumbent's primary responsibilities comprise of:

- Organizing and preparing case files and documents for State Counsels;
- Ensure exhibits and other relevant court files are in order prior and during the court case;
- Complete disclosures and court documents for filing in the court registry;
- Collect and analyze data needed for legal matters.

### 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 Diploma in Criminal Justice, Law Prosecutions, or other related field
- Adequate knowledge and understanding of the Fiji Court process and procedures
- Excellent communication skills (oral & written)
- Ability to conduct legal research work and provide case summaries
- Must possess an unblemished moral character and being ethical in all dealings
- Extensive professional hands-on work experience of minimum of four (4) years in a similar role may be accepted in lieu of the Diploma

VACANCY NO: 05/2024

## INVESTIGATORS (Suva, Lautoka & Labasa)

Reporting to the Manager Investigations through Chief Investigator or Team Leader Investigations, the incumbent's primary responsibilities in investigating bribery and corruption related offences comprise of:

- Planning and sequencing of investigative steps in an inquiry/investigation
- Collecting and preserving documentary and digital evidences related to the case
- Conduct comprehensive evident analysis and identifying potential related criminal activities, witness, and subjects
- Conducting covert surveillance using advanced surveillance technologies

- Conducting witness and subject interviews
- Compiling and presenting case investigation findings
- Liaising with Legal Counsels on prosecution
- Testifying in court

### 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 Bachelor's Degree or higher-level qualification in any of the following fields:
  - Criminal Justice or a related field
  - Accounting, Banking & Finance, Forensic Accounting & Fraud Investigation
  - Information Systems, Computer Science
  - Land Management
  - Civil Engineering
  - Quantity Surveying
- Fraud Examiners certificate through accredited associations or any other certification relating to fraud investigations in an added advantage
- Excellent communication skills (oral & written), ability to conduct interviews, record statements, write reports and resent the outcome of investigations
- Excellent analytical skills, ability to analyse intricate and complex issues arising in investigations
- Must possess an unblemished moral character and ethical in all dealings
- Must have three (3) years' work experience in a similar field

## 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 Acting Deputy 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:

[info@ficac.org.fj](mailto:info@ficac.org.fj)

- The deadline for receiving applications is **4pm** on **Thursday, 2 May 2024**. Late applications will not be accepted.
- The Commission champions Equal Employment Opportunity (EEO) and ensures all applications are treated with utmost fairness and equity in its recruitment and selection process.
- The large number of applications received in response to vacancies published in the past has been overwhelming and, in this regard, we will only contact short-listed applicants and thereafter the successful candidates in its final selection.