

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:

- Personal Assistant to Acting Deputy Commissioner
- Monitoring & Evaluation Officers
- Corruption Prevention Officers

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

VACANCY NO: 06/2024

PERSONAL ASSISTANT TO ACTING DEPUTY COMMISSIONER

Reporting directly to the Acting Deputy Commissioner, the incumbent's primary responsibilities comprise of:

- Managing and organizing diary of the Acting Deputy Commissioner. This includes scheduling meetings and appointments, liaising with external parties on work related matters, conferences, and invitations etc
- Taking minutes for the Acting Deputy Commissioner's meetings
- Attend to any incoming and outgoing correspondence from the office of the Acting Deputy Commissioner
- Draft and circulate Instruction to staff on any changes and/or amendments to the Commission policies and procedures
- Draft letters in response to correspondence received by the office of the Acting Deputy Commissioner
- Maintaining up-to-date database and filing system
- Maintaining up-to-date contact list for Government Ministries and Statutory Bodies
- Send out follow-ups and reminders on meetings and/or pending submissions and tasks
- Arrange travel and accommodation for the Acting Deputy Commissioner
- Prepare reports, presentations, and briefs
- Organizing events and conferences; and
- Work in collaboration with Heads of Department on instruction and work delegated from the office of the Acting Deputy Commissioner

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:

- Diploma level qualification or Bachelor level qualifications in secretarial or office administration with three (3) years' experience in a similar role is desirable
- Certificate level qualification with minimum of five (5) years' experience in a similar role may be accepted in lieu of the Diploma
- Ability to follow established process
- Excellent communication skills (verbal & writing) and ability to communicate clearly and concisely with Officers and external parties
- Highly organized with excellent time management skills
- Highly familiar with the use of Microsoft Office (Outlook, Word, Excel, and PowerPoint)
- Ability to multi-task and prioritize workload
- High level of attention to detail
- Ability to maintain confidential information

VACANCY NO: 07/2024

MONITORING & EVALUATION OFFICERS (Suva)

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

- Conduct effective and efficient monitoring and evaluation of all Anti-Corruption Training programs and products of the Corruption Prevention department of FICAC that are being carried out by the Corruption Prevention Officers to the whole of Government Institutions and the whole of society, and to make recommendations for improvement of the Anti-Corruption Training programs and products.
- Prepare quality and comprehensive Monitoring & Evaluation Reports for every monitoring and evaluation exercises conducted. Monitoring and Evaluation Reports are to be submitted to the Manager Corruption Prevention on timely basis for final endorsement and submission to the Acting Deputy Commissioner.
- Collect, collate and assess Anti-Corruption Training program reports to help identify target ed institutions, civil societies, communities and expected participants to be re-visited for monitoring and evaluation activities.

- Drafting and compilation of correspondence letters seeking approval to conduct Monitoring and Evaluation on Anti-Corruption Training programs that was conducted by the Corruption Prevention officers to the whole of Government Institutions and whole of society in order to gauge the effectiveness if the FICAC Corruption Prevention Training programs and products.
- Submit correspondence letters to the Manager Corruption Prevention for vetting purposes and for the approval of the Acting Deputy Commissioner for the Monitoring & Evaluation activity to proceed to external institutions and civil society organisations who were recipients of the FICAC Corruption Prevention Training programs and products.
- Dispatched approved correspondence letters to the respective external stakeholder institutions from the public and private sector, Government Ministries and Departments, and civil society organisations.
- Facilitate follow-up on correspondence letters from external stakeholder institutions and civil society organisations to establish confirmation and approval from Heads of Institutions in order to prepare and determine facilitation of meetings and consultations with relevant assessed institutions and civil society organisations.
- Upon approval and linkage of correspondence letters from external targeted institutions and civil society organisations, assigned program coordinators will establish network, strengthen partnership, determine desk officers, facilitate liaison and prepare consultation of meetings to secure approval for engagement of obtaining feedbacks from relevant external institutions and civil society organisations. All minutes of consultation meetings and discussion are to be properly recorded and submitted to the Manager Corruption Prevention for final endorsement.
- Assist the Corruption Prevention department in achieving the departmental outputs and KPIs in terms of collating data in relation to the effective of the Anti-Corruption Prevention Training programs.
- Conduct and take the lead role in facilitating national survey in gauging public views and feedback on corruption.

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:
 - Economics
 - Statistics
 - Social Science
 - Collation and Analysis of Data
 - Project Management
- Extensive professional hands-on work experience of minimum of five (5) years in a similar field may be accepted in lieu of the Bachelor's Degree.
- Possess excellent knowledge of the development of the Monitoring & Evaluation Frame work.
- Possess sound knowledge and excellent understanding of the Government Machineries
- Must have thorough knowledge of the FICAC Act 2007, Prevention of Bribery Act 2007, Prevention of Bribery Act No. 12 of 2007, Fiji Constitution 2013 and all other relevant laws of Fiji.

VACANCY NO: 08/2024

CORRUPTION PREVENTION OFFICERS (Suva)

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

- Establish contacts, plan, prepare and facilitate corruption prevention training and corruption risk assessment workshops to Government Ministries, relevant stakeholders, communities, and schools

- Conducting research work and profiling anti-corruption policies, processes and best practices that will assist agency in rectifying corruption risk areas identified
- Continuously review, research, and conduct surveys to assess the effectiveness of corruption preventing training and corruption risk assessment workshops and provide recommendations for improvements
- Assist team members in compiling quarterly achievements

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:
 - Governance
 - Education
 - Social Science
 - Development Studies
- Extensive professional hands-on work experience of minimum of five (5) years in a similar field may be accepted in lieu of the Bachelor's Degree
- Strong advocacy and public speaking skills
- Extensive research skills
- Good command of the English language and iTaukei and Hindi speaking
- Computer literate in MS applications
- Must have thorough knowledge of the FICAC Act 2007, Prevention of Bribery Act 2007 and Fiji Constitution 2013

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

- 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.