

# 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:

- Public Relations Officer
- Front Desk Officers
- Transcribers
- Drivers
- Security Officers

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

VACANCY NO: 09/2024

## PUBLIC RELATIONS OFFICER (Suva)

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

- a. Manage all media correspondence and draft response to media queries
- b. Monitor, control and manage all social media publications & sites created by the Commission
- c. Organize press conference, media releases and all other matters concerning public relation work
- d. Draft speeches, reports and other written materials for Management
- e. Work in collaboration with the Corruption Prevention Department, Graphic Design and Video Production to draft, write, edit and disseminate messages and media releases relating to its cases, corruption prevention training, awareness, quarterly and annual reports for publicity

### 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:

1. A Bachelor's Degree or higher-level qualification in any of the following fields:
  - Journalism
  - Public Relations
  - Communications

2. Extensive professional hands-on work experience of minimum of five (5) years in a similar field is required
3. Excellent communication and organizational skills
4. Attention to detail
5. Ability to work under pressure and attention to detail
6. Creativity and ability to use initiative to solve problems

VACANCY NO: 10/2024

## FRONT DESK OFFICERS (Suva)

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

- a. Managing the front desk/reception area
- b. Greet and direct visitors to the appropriate personnel and/or office
- c. Answering and directing incoming telephone calls in order to provide routine information
- d. Maintenance of switchboard directory and any miscellaneous tasks relating to switchboard functionality
- e. Provide administrative support to team members and officers visiting from other office divisions

### 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:

1. A Certificate or Diploma level qualification in Front Office Operations or Office Administration with at least two (2) years' work experience in a

similar role. An extensive four (4) years' work experience in a similar role may be accepted in lieu of the Certificate or Diploma

2. Successful incumbent must have the following attributes:

- Professional telephone etiquette
- Maintains the reception area in a neat and professional manner
- Excellent communication skills both in oral and written
- Exceptional organizational skills
- Ability to work with different groups of people
- Efficient time management skills
- Ability to multi-task

VACANCY NO: 11/2024

## TRANSCRIBERS (Suva)

Reporting to the Manager Investigations, the incumbent's primary responsibilities include:

- a. Transcribe caution interviews in the iTaukei language, Hindi and English
- b. Work closely with Investigators and State Counsels ensuring transcripts are accurate and signed off by Investigating Officer
- c. Provide update to Registry on the allocation of responsibilities to avoid duplication of work
- d. 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:

1. Certificate, Diploma or Bachelor degree in the following subjects:
  - a. Major in English, iTaukei and or Hindi
2. Shorthand courses with three (3) years' experience in a similar role
3. Minimum of five (5) years' experience in Clerk Typist or Secretarial may be accepted in lieu of the Diploma and Bachelor
4. Attention to detail
5. Ability to maintain confidential information
6. Excellent organizational skills

VACANCY NO: 12/2024

## DRIVERS (Suva)

Reporting to the Acting Manager Administration, the incumbent's primary responsibilities include driving and maintaining assigned motor vehicle as well as providing operations and logistics support when required.

### 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:

1. Successful completion of secondary school education
2. Valid Driver's License in Groups 2 – 6
3. Minimum of three (3) years' work experience with clean driving record and no pending fines
4. Must possess a valid Defensive Driving Certificate (DDC) with LTA
5. Certificate in Occupational Health & Safety, Fire Warden and First Aid training would be an advantage
6. Must be physically fit, emotionally stable, team player, neat and courteous

VACANCY NO: 13/2024

## SECURITY OFFICERS (Suva)

Reporting to the Acting Manager Administration, the incumbent's primary responsibilities include providing security coverage within the building and monitoring the movement of individuals to the premises.

### 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:

1. Successful completion of secondary school education
2. Minimum of three (3) years' work experience as a security officer with no criminal record
3. Certificate in Occupational Health & Safety, Fire Warden and First Aid training would be an advantage
4. Must be physically fit, emotionally stable, team player, neat and courteous

### 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:

1. 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>
2. Application must also include Curriculum Vitae (CV) and certified copies of academic qualification and professional training attended.
3. 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)

4. The deadline for receiving applications is **4pm** on **Thursday, 2 May 2024**. Late applications will not be accepted.
5. The Commission champions Equal Employment Opportunity (EEO) and ensures all applications are treated with utmost fairness and equity in its recruitment and selection process.
6. 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.