

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.

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

VACANCY NO: 18/2024

STATISTICIAN (1 Position - Suva)

Reporting directly to the office of the Commissioner, the incumbent's primary responsibilities include:

- Design data gathering and management tools for collating, verification, and analysis;
- Work in collaboration with IT to develop database emphasizing data accuracy, quality, and efficiency;
- Collation of data from individual department for Commission records;
- Analyze data and provide reports for continuous enhancement of the Commission's efforts and resources towards the achievement of its strategic goals;
- Provide suggestions on statistical techniques to address gaps identified;
- Interpret data and convert into simple and easy-to-understand material;
- Provide guidance to the staff and management on determining appropriate metrics;
- Provide reports and recommendations based on data projection for policy review and implementation;
- Develop and maintain database for data storage and retrieval; and,
- Keeping up-to-date with current and latest statistical methods and software.

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 Degree qualification in any of the following fields with at least 4 years' experience in a similar role:
 - Statistics
 - Mathematics
 - Economics
 - Information Systems or Computer Science
- Extensive professional hands-on work experience (minimum of 7 years) may be accepted in lieu of the Bachelor's Degree
- Highly developed computer literacy skills including statistical programming would be an added advantage
- Knowledge and experience in gathering data, statistics techniques, and analysis
- Demonstrated ability to collate and analyze statistics and deduce result for reporting
- Excellent communication skills both in written form and spoken English language
- Attention to detail with strong presentation skills
- Experience and thorough knowledge in using software for data collation and analysis
- Ability to prioritize work to meet deadlines

VACANCY NO: 19/2024

DRIVER (1 Position - Labasa)

Reporting to the Acting Team Leader - Labasa, 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:

- Form 6 or 7 pass
- Valid Driver's License in Groups 2 - 6
- Minimum of three (3) years' work experience with unblemished driving record
- Must possess a valid Defensive Driving Certificate (DDC) with LTA
- Certificate in Occupational Health & Safety, Fire Warden and First Aid training would be an advantage
- 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:

- 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, 6 December 2024**. Late and/or incomplete applications will not be accepted.