



FIJIAN CIVIL SERVICE

Open Merit Recruitment and Selection

OPEN MERIT RECRUITMENT AND SELECTION

April 2018

1. OBJECTIVES OF THE GUIDELINE

- 1.1. Define Open Merit and
- 1.2. Provide the policy basis for Permanent Secretaries to ensure that all Recruitment and Selection of staff adheres to the principles of Open Merit.

2. BACKGROUND

- 2.1. The Fijian Constitution defines the Values and Principles for the Civil Service, including that recruitment and promotion will be based on objectivity, impartiality and fair competition and ability, education, experience and other characteristics of Merit (S123, (i) (i, ii)). Further, the Fijian Constitution states that Permanent Secretaries, with the agreement of their Minister, have the authority to determine all matters pertaining to the employment of all staff in the Ministry, including the qualification requirements for appointment and the process to be followed for appointment, which must be an open, transparent and competitive selection process based on merit (S127, (8) (b)).
- 2.2. The OMRS Guideline was originally approved in January 2016. Amendments were made in January 2017 to introduce the Procedure Review Process and in August 2017 to update panel membership requirements.
- 2.3. A formal review of the operation of Open Merit was conducted between November 2017 and March 2018, with this update of the Guideline reflecting recommendations from that review.
- 2.4. This guideline applies to all positions in Ministries where appointment is approved by the Permanent Secretary (in agreement with their Minister), including Government Wage Earners, temporary and project staff and to all appointments including promotions, secondments and acting on higher positions:
 - 2.4.1. Where a position is advertised as temporary the contract can only be renewed once, for a period not exceeding the original appointment.
- 2.5. The application of open merit based recruitment and selection policies requires adherence to the following Principles:
 - 2.5.1. Decision making based only on the requirements of the position, with no assumption on who will possess these requirements;
 - 2.5.2. Open and transparent competition for all positions;
 - 2.5.3. Transparency and Accountability in decision making;
 - 2.5.4. Fairness and equity in all staffing decisions, particularly with regard to activities which would impact on relative merit of recruitment and selection decisions.

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- 2.6. Ministries are required to document and publish their internal procedures ensuring that they adhere to these principles.
 - 2.7. All advertisements will refer to an approved Role Description, the format for which is included as Annex A to the is Guideline. Role descriptions may be supported by other Job Documentation including Job Descriptions, Job Evaluation Questionnaires, Duty Statements, which are more specific and for internal use. Role Descriptions are designed to be generic, supporting pool recruitment for multiple positions and must not contain any discriminatory criteria or language that would only be understood by internal candidates.
 - 2.8. Succession planning –is to be conducted with a focus on broad organisational needs, with strategies that do not advantage / disadvantage any particular individual or group;
 - 2.9. The guideline is to be applied to all recruitment and selection activities. Permanent Secretaries must ensure that Ministry level policy and procedures are consistent with this guideline.

3. DEFINITIONS

- 3.1. Acting is defined as an appointment where an internal applicant is selected and appointed to a role that is at a higher level than their substantive position and where the higher position will exist for a period less than their substantive contract.
- 3.2. Approved Panel Member register is held by the Ministry, and is a list of all officers who have completed sufficient panel training to demonstrate that they fully understand the principles and application of open merit in a public sector environment.
- 3.3. Benchmark is the level required by applicants to be considered suitable for appointment. It should be set in advance of scoring applicants at any stage of the assessment process.
- 3.4. Entry level positions are defined as those where an individual begins their career in a profession or role.
- 3.5. Government entity is defined as an organisation whose employees who are paid through the government payroll.
- 3.6. Immediate family member is defined as a relative living (residing in the same dwelling) with the employee or panel member.
- 3.7. Internal applicants are from within any Ministry in the Civil Service.
- 3.8. Level is defined as the Band of the position, or for external panel members, similar range of responsibility.
- 3.9. Open Ended Advertising is where a position does not have a specific closing date, with applications able to be submitted at any time, assessed and applicants added to the order of merit. This type of advertising can be used for positions that occur frequently, such as teachers, nurses etc. The advertisement must include a statement that applications may be submitted at any time and vacancies will be filled using the order of merit as they occur.
- 3.10. Open Merit Recruitment and Selection is defined as the system of appointing employees based on their ability to do the job, assessed against objective selection criteria which do not discriminate against or give preference to any group or individual.

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- 3.11. Order of Merit is the final list of candidates, listed in order of their results in the selection process. Appointments are made from the top of the order of merit.
 - 3.12. Panel training is defined as instruction or briefing sufficient that the Permanent Secretary is satisfied that the panel member fully understands the principles and application of open merit in a public sector environment.
 - 3.13. Pool recruitment is where more than one appointment may be made from a single recruitment exercise. This applies to positions where the KESA are the same for more than one position, and could be within a Ministry or Service wide.
 - 3.14. Position includes all jobs within a Ministry, regardless of funding source or type of employment.
 - 3.15. Recruitment is defined as the process of seeking applicants for vacant positions within the approved Ministry structure.
 - 3.16. Redeployment is defined as the required placement of staff into a position at their contracted level, where their previous position has changed level, been redefined or abolished.
 - 3.17. Role Description is the brief details of the position, in the prescribed format included as Annex A to this Guideline. It may be supported by other job documentation, including Job Description, Duty statement and Job Evaluation Questionnaire which may be required for other purposes in the Ministry.
 - 3.18. Selection is defined as the process of assessing applicants in order to determine the most meritorious candidate for appointment to the vacant position.
 - 3.19. Stale applicant pool is one where a nomination has not been approved by the Permanent Secretary within four months of the closing of the advertisement. Vacancies must be re-advertised where the applicant pool has become stale.
 - 3.20. Substantive level is defined as the contracted band of the officer concerned.
 - 3.21. Substantive vacancy is defined as any position that does not have an ongoing incumbent appointed (including where contracts have expired or not been renewed) and where the new appointment will be for greater than nine months.
 - 3.22. Temporary vacancy is defined as any position that has an ongoing incumbent (e.g. on leave) or where the appointment will be for a period of nine months or less.
 - 3.23. Transfer is defined as the movement of staff from one position to another, where the positions are on the same band and have substantially the same key responsibilities, Knowledge, Experience, Skill and Ability requirements.
 - 3.24. Vacancy is defined as any position where the appointment will be for greater than one month, and where the contract or appointment will be signed by the Permanent Secretary.

4. TRANSFERS AND REDEPLOYMENT OF STAFF

- 4.1. Consideration of any staff requiring redeployment must occur prior to any recruitment activity:
 - 4.1.1. Redeployment may only occur at the current level of the staff member and where the staff member has the required Knowledge, Experience, Skills and Abilities to perform the key responsibilities of the position;

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- 4.2. Transfer of staff at their substantive level may occur before any recruitment activity, to meet current or future organisational needs:
 - 4.2.1. A transfer may only occur for a current, appointed staff member to a position at the same level, where the duties and the Knowledge, Experience, Skills and Abilities for the positions are substantially the same;
 - 4.2.2. Where the transfer would be regarded as a developmental opportunity, internal advertisement and merit selection (expression of interest) for the opportunity should be undertaken.

5. ROLE DESCRIPTIONS

- 5.1. Successful and valid Open Merit only operates where the role description is well written, containing no discriminatory criteria, enabling the selection process to focus on the applicant's ability to do the job.
- 5.2. Generic Role Descriptions are encouraged, allowing movement of staff at level and pool recruitment to occur.
- 5.3. The following principles apply to all Role Descriptions:
 - 5.3.1. Where registration is a legal requirement for a role, this will be specified in the role description;
 - 5.3.2. Qualifications are only mandatory where they are a legal requirement (in which case the registration will be stated), in all other cases equivalent experience must be considered;
 - 5.3.3. The Knowledge, Experience, Skills and Abilities (KESA) as stated in the role description are the only selection criteria and must adequately assess the applicant's ability to undertake the key responsibilities of the role;
 - 5.3.4. There must be a direct link between any specified KESA and the documented key responsibilities of the role;
 - 5.3.5. Entry level positions must be open to applicants with no experience;
 - 5.3.6. Language must be general public usage, easily understood with no acronyms included;
 - 5.3.7. Specific knowledge that would be available only to internal applicants, cannot be included and role descriptions must allow for the ability to rapidly acquire such internal knowledge.
- 5.4. The role description must be reviewed and approved by the Permanent Secretary (or delegate) prior to any recruitment activity.

6. RECRUITMENT

- 6.1. The principles of merit and open competition will apply to all recruitment activities of Ministries.
- 6.2. All vacant positions (both substantive and temporary) will be advertised for a minimum period of five working days, through the means deemed appropriate with regard to the location, term of the position and the knowledge, experience, skills and abilities required to perform the duties of the position.
- 6.3. Advertisements will:

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- 6.3.1. Be brief, with only the information to attract potential applicants to seek the applicant package for more information;
 - 6.3.2. Clearly state whether the position is of an ongoing nature or short term/temporary;
 - 6.3.3. Clearly state the closing date and time for applications, late applications are not to be accepted unless special arrangements are to apply;
 - 6.3.4. State any special arrangements, such as pool recruitment or open ended advertising.
 - 6.4. Permanent Secretaries are encouraged to adopt pool recruitment whenever it will provide efficiencies for their Ministry. Pool arrangements may include:
 - 6.4.1. Open Pool for ongoing vacancies that arise (e.g. for positions such as nurses, teachers), these pools can accept applications at any time without a closing date, advertisements must include these provisions and applicants must be advised that positions will be filled on the order of merit from available applicants, at the time of the vacancy;
 - 6.4.2. Ministry / role pool recruitment - where there are multiple positions within the Ministry with the same job description, recruitment can occur for current and potential vacancies that may occur during the specified period of time (examples may be teachers, nurses);
 - 6.4.3. Service wide, core position pools - where there are multiple, core positions across the civil service with substantially the same role description, recruitment can be coordinated by a nominated Permanent Secretary for current and potential vacancies that may occur across the service during the specified period of time (examples may be entry level clerical officers, drivers).
 - 6.4.4. Special provisions apply with regard to offers and procedural review with regard to pool positions;
 - 6.4.5. All principles of Open Merit apply to “pool” positions, pool recruitment results in an order of merit which is used for vacancies as they arise, not for a single position.
 - 6.5. Applicants for positions in the Civil Service must declare that there are no matters which will affect the credibility of their employment and must allow the Ministry to make all such reasonable enquiries to confirm these declarations.
 - 6.6. All applications will be registered in the format approved by the Permanent Secretary:
 - 6.6.1. The register must be sorted in a manner that only reflects the criteria directly related to the job;
 - 6.6.2. The register will not reflect any criteria that are not directly related to the job, or that are discriminatory or biased; this includes any sorting by reference to internal / external applicants or seniority of internal applicants.
 - 6.7. All applications will be acknowledged to confirm receipt, in the format approved by the Permanent Secretary.

7. SETTING THE SELECTION PANEL

- 7.1. The Permanent Secretary (or delegate) will approve the selection panel for the vacancy / pool:
 - 7.1.1. Selection panels should be appointed at the time of advertisement and be ready to commence the process as soon as the vacancy closes.

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- 7.2. The Selection Panel is responsible for managing all selection activities for the designated vacancy.
 - 7.3. The Selection panel shall comprise of a minimum of three members, meeting the following requirements:
 - 7.3.1. All must be at or above the level of the position, with no conflict of interest evident and/or declared;
 - 7.3.2. All must be trained, with the knowledge and understanding of the Merit Principle required to fully contribute to the Selection Process;
 - 7.3.3. All must be on the Ministry's register of approved Panel Members;
 - 7.3.4. One member will have technical knowledge of the position, preferably the Director or Supervisor responsible for the position;
 - 7.3.5. Panels will have gender equity, with at least one male and one female on every panel;
 - 7.3.6. For positions at Band J or above, there will be one independent panel member who is a suitably qualified person from outside the Civil Service;
 - 7.3.7. For all positions (including Band J or above), there will be one suitably qualified person from another Ministry;
 - 7.3.8. Any prior knowledge of applicants must be declared but is not necessarily a conflict of interest. Proposed panel members must withdraw from any selection activity where immediate family member/s are an applicant.
 - 7.4. In addition to the three panel members, all panels will include a Human Resource (HR) Representative. The HR Representative will not participate in the selection process, but will advise the panel on process and guideline compliance requirements, including technical assistance in setting appropriate selection tools.
 - 7.5. One member will be appointed by the Permanent Secretary as the Chair of the panel. The Chair is responsible for ensuring the process is completed in a timely manner in accordance with the requirements of this Guideline.
 - 7.6. The HR Department will maintain the Ministry's Register of Approved Panel Members. To be an approved panel member, the employee will have successfully completed an approved Panel Member Training Program and be authorised by the Permanent Secretary to be included on the register:
 - 7.6.1. The HR Department will keep the register up to date and ensure they have sufficient trained officers to sit on panels.
 - 7.7. Where an independent panel member is included, and they are not an employee of another Ministry or Government entity, they may be paid a sitting allowance at the rate not to exceed the equivalent to the daily rate for the position being considered.
 - 7.8. Ministry and Government entity employees will be granted duty time to sit on panels for another Ministry, subject to the approval of the Permanent Secretary (or equivalent):
 - 7.8.1. No additional payment is to be made where duty time has been granted for ministry or government entity employees.

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- 7.9. The Selection Panel is responsible for determining and setting the appropriate selection tools, including writing Interview or Test questions, these will be approved by the Permanent Secretary (or delegate) along with any costs associated with the process:

8. DETERMINING APPROPRIATE SELECTION TOOLS

- 8.1. The selection tools will be determined based on KESA documented in the role description, considering the most cost effective method of assessment.
- 8.2. Selection tools may include (any of the following, but not be limited to) paper review of stated qualifications and responses to the role requirements, aptitude testing, skills based testing, work samples, presentations to demonstrate skills / knowledge, assessment centres, interview.
- 8.3. Panels should use a range of selections tools, which validate each other and therefore confirm the relative merit of applicants.
- 8.4. The Selection Panel will determine the most appropriate selection method/s:
- 8.4.1. Skills and abilities should be assessed through practical testing wherever possible;
 - 8.4.2. Knowledge should be assessed through knowledge based testing wherever possible;
 - 8.4.3. Experience must be applied and be supported with solid examples of where the applicant has successfully performed similar roles in the past;
- 8.5. The Selection Panel will develop the questions/ activities for the recommended selection tool:
- 8.5.1. The HR Representative is responsible for ensuring that the questions / activities are valid and reliable and relate only to the KESA as stated in the Role Description.
- 8.6. Questions / activities must not advantage / disadvantage any particular group or applicant.
- 8.7. The Selection panel will document their questions / activities and will confirm their model answers and scoring methodology, prior to commencing the selection activity. These documents must be included in the selection report.

9. CONDUCTING THE SELECTION

- 9.1. Only the KESA listed in the approved role description may be considered when determining the most meritorious applicant for a position.
- 9.2. Selection activities will be conducted through the means and in the most cost effective location possible:
- 9.2.1. Skype and telephone interviews are acceptable approaches;
 - 9.2.2. Testing can be conducted online or in supervised remote locations to suit the particular vacancy;
 - 9.2.3. Tests do not need to be marked by all panel members, but must be at least marked and check-marked;
 - 9.2.4. For large applicant pools, multiple sub-panels can be used to conduct activities, provided all are trained, have consistent marking guides and a final moderation process confirms consistency of assessments. All sub-panels must meet the panel composition requirements.
- 9.3. Where interviews are one of the tools, they will use predominantly behaviour based questions which must directly relate to the documented KESA for the position.

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- 9.4. Questions which relate to information not directly connected to the requirements of the position, such as family background, ethnicity, gender, personal arrangements, etc must not be included.
 - 9.5. Where testing is the recommended selection tool, the test instrument and marking guide will be prepared in advance of the test and will be kept confidential. The test will be supervised by a minimum of one supervisor to 10 applicants. The test will be marked using the marking guide, by a nominated marker who was not a supervisor at the test.
 - 9.6. Where multiple positions are available for appointment (including pool positions), or where there is more than one suitable applicant for a single position, an order of merit list will be compiled and offers made based on that order of merit.
 - 9.7. Where an order of merit is compiled, the order of merit will remain current for a period of four months, unless otherwise stipulated by the Permanent Secretary:
 - 9.7.1. Pool positions may have their order of merit approved to remain current for a period of up to 12 months.
 - 9.8. Additional provisions with regard to procedural review for Pool positions apply, refer to Section 12 of this guideline;
 - 9.9. All applicants will be advised of the outcome of their application (whether suitable / unsuitable) within five days of confirmation that they are unsuccessful:
 - 9.9.1. Applicants can be advised that they are unsuccessful at any stage of the process, provided that the Permanent Secretary has approved the selection process to that point;
 - 9.9.2. Advice to applicants must include feedback and details of the Procedure Review Process.
 - 9.10. Referee checks must be conducted for all recommended applicants. Referee checks are used to substantiate claims made by the applicant. They cannot change the order of merit, they confirm / deny the suitability of applicants only.
 - 9.11. Where the selection activities are not completed within four calendar months from advertisement, the applicant pool will be declared stale and the process will recommence.

10. RECOMMENDATION FOR APPOINTMENT

- 10.1. A recommendation for appointment must be made within four calendar months of the close of advertisement:
 - 10.1.1. Where the process is not completed within four calendar months, the applicant pool will be declared stale and the role will be re-advertised, unless exemption is granted by the Public Service Commission for exceptional circumstances;
 - 10.1.2. For the purpose of this section, the process is complete when the selection report is approved by the Permanent Secretary.
- 10.2. Following completion of the selection activity, the Panel will recommend the Order of Merit for appointment (identifying who is suitable / not suitable for appointment), subject to referee checking.
- 10.3. The HR Department / Representative will conduct referee checks and finalise the full final report on the selection process.

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- 10.4. Referee checks will be conducted for at least the top recommended applicant:
 - 10.4.1. Referee checks will confirm / deny claims made by the applicant during the selection process. They can eliminate an applicant from the process but cannot change the order of merit;
 - 10.4.2. Referee checks must be conducted with work related referees, who can comment on the applicant's work performance;
 - 10.4.3. Referee checks are not scored and do not contribute to the overall merit of the applicant;
 - 10.4.4. Written references are not acceptable, the referee check must be specific to the position being considered.
 - 10.5. Following confirmation of referee reports, the selection report with final referee comments will be finalised. The HR Department / Panel Secretariat will recommend the appointment and step. The Step on the Salary band will be in accordance with the Job Evaluation and Civil Service Remuneration Setting guideline.
 - 10.6. For pool appointments, the final selection report can recommend the order of merit and initial appointments. Subsequent appointments can refer to the approved order of merit, with confirmation that the next appointment is next on the order of merit.
 - 10.7. Any appointment offers must be made in accordance with the order of merit – lower ranked applicants cannot be appointed before the highest ranked applicants. Location preferences can be used to determine any final offers of employment.
 - 10.8. Appointments at Band J and above will be published in the government gazette, as soon as the successful applicant accepts the appointment.
 - 10.9. The appointment/s are to be approved by the Permanent Secretary with the agreement of the responsible Minister.

11. TAKE UP OF DUTY

- 11.1. Once approved, the successful applicant is to be notified and a duty start date is to be confirmed.
 - 11.1.1. Offers are provisional until the expiry of the procedural review period;
 - 11.1.2. The duty start date should not be before the expiry of the procedural review period, if applicable.
- 11.2. The appointment and commencement of salary are not effective until the appointee commences duty:
 - 11.2.1. Normally, commencement of duty is to be within 30 calendar days (one month) of acceptance and confirmation of appointment, following the expiry of the procedural review period;
 - 11.2.2. The Permanent Secretary may approve a longer take up period to suit Ministry needs. However, this would be in exceptional circumstances, for example to start at the beginning of a school term;

- 11.2.3. Where the appointment involves payment of a different salary, no change to salary is to be paid until the appointee takes up duty.
- 11.3. Where the appointee does not take up duty within the agreed period of time, the appointment will be cancelled and the position offered to the next applicant in the order of merit list (following referee checking);
 - 11.3.1. Such changes will be documented and filed with the Selection Report. No further procedure reviews are allowed for such consequential appointments.
- 11.4. Where there is no other suitable applicant for the position, recruitment will recommence for the position, along with other strategies for attracting scarce skills where appropriate.

12. PROCEDURAL REVIEW PROCESS

- 12.1. A procedural review is available for all substantive vacancies, that are advertised on or after 01 January 2017.
- 12.2. The Procedural Review process is applicable only for appointments to substantive vacancies, and can be based on process only:
 - 12.2.1. The only considerations are whether the Ministry's process was followed and whether that process is consistent with this guideline;
 - 12.2.2. Where a vacancy was advertised prior to the approval of this version of the Guideline, the previous Guideline provisions will apply.
- 12.3. At each stage of elimination through the process, applicants must be advised that they have been unsuccessful, within five working days of that decision being confirmed:
 - 12.3.1. The Permanent Secretary will confirm each stage of the process and approve the forwarding of unsuccessful letters, with feedback and confirmation of the procedure review process;
 - 12.3.2. Notification must include advice on whether they were considered to be suitable / unsuitable and the process for procedural review, if applicable;
 - 12.3.3. If suitable, that they will be held on the order of merit list pending any vacancy in the same position for the period approved by the Permanent Secretary.
- 12.4. A procedural review must be lodged with the Secretariat to the Public Service Commission, within five working days of notification that they have not been offered the position.
 - 12.4.1. Procedural Reviews must be lodged using the format provided by the Secretariat;
 - 12.4.2. Procedural Reviews must be accompanied by the documentation specified by the Secretariat.
- 12.5. Notification is deemed to be the date of the notification, unless the applicant can demonstrate that the notification was not sent to them on that date.
- 12.6. The Secretariat Manager will confirm whether a Procedural Review request is eligible. The Secretariat Manager may reject any procedural review, without further reference to the PSC Delegate if:
 - 12.6.1. The vacancy was not substantive;

- 12.6.2. The appellant has not demonstrated that they applied by the closing date/time of the vacancy;
- 12.6.3. The procedural review is not submitted within five working days of their notification that they were unsuccessful for the position;
- 12.6.4. The appellant was not eligible to be considered for the vacancy (where the eligibility criteria are advertised and lawful, such as under age 55 and Fijian Citizen);
- 12.6.5. The procedural review is not clearly based on process as per the advertised basis and format for procedural review;
- 12.6.6. The procedural review is in relation to a pool position and is not in accordance with the provisions for review of pool position (see S10).
- 12.6.7. The Secretariat Manager will advise the appellant if their procedural review is ineligible, within five working days of receipt of the procedural review.
- 12.7. The PSC Delegate will consider any eligible procedural review and make a recommendation within ten working days of receipt of the procedural review.
- 12.8. Recommended outcomes of a procedural review can be:
 - 12.8.1. Appointment stands, process was in accordance with this guideline;
 - 12.8.2. Appeal upheld – Ministry to review and recommence the process from where it contravened this guideline.
- 12.9. The Delegate's recommendations will be compiled into a report, for ratification by the Public Service Commission at its next meeting.
- 12.10. The appellant will be advised of the outcome of their procedural review and what further action, if any, will occur as a result.

13. PROCEDURAL REVIEW PROVISIONS FOR POOL POSITIONS

- 13.1. Where a position is advertised for ongoing selections as part of a pool process (in accordance with Section 5 and 6 of this guideline), the following additional provisions apply with regard to procedural review.
- 13.2. Applicants will be advised of the outcome of the application (whether suitable / unsuitable), within five days of the approval of their elimination from or final order of merit for the pool.
- 13.3. Procedural review based on process must be lodged within five days of notification of the outcome of the suitability of their application.
- 13.4. No subsequent procedural review may be lodged on the basis of process.
- 13.5. As appointments are made from the pool, applicants may lodge a procedural review within five days of awareness of an appointment, if they believe that the order of merit has not been followed.
 - 13.5.1. These procedural reviews may only be based on a claim that the order of merit was not followed;
 - 13.5.2. The procedural review will consider and review only whether the most meritorious applicant was appointed based on the order of merit;

13.5.3. The Process which determined the order of merit will not be reviewed in these circumstances.

14. ONGOING CONTRACTING

14.1. Where a vacancy was advertised as a temporary position, the contract can only be for the duration of the advertised period;

14.1.1. Where unforeseen circumstances arise, one extension only, for a period not exceeding the original period, can be made.

14.1.2. Where the duration of the position changes, the position must be readvertised as the duration of the vacancy directly affects the applicant pool and therefore the merit competition for the position.

14.2. All other contract renewals are to be in accordance with the provisions of the Performance Management Framework.

15. Transition and Review of this Guideline:

15.1. All transition timelines have now expired and Ministries are expected to fully comply with all requirements of this Guideline.

15.2. The guideline will be reviewed by the CSRMU commencing in January 2020, with a report submitted to PSC for consideration within one month of conclusion of the review.

16. ENSORSEMENT BY THE PUBLIC SERVICE COMMISSION



Lawrence McGrath

Commissioner

for Chairman, Public Service Commission

Date: 30 May 2018

ANNEX A ROLE DESCRIPTION FORMAT

MINISTRY AND LOGO

ROLE DESCRIPTION: ROLE TITLE (e.g. Driver, Administrative Officer)

CORPORATE INFORMATION

1. Position Level:
2. Salary Range:
3. Duty Station:
4. Reporting Responsibilities;
 - a) **Reports To:**
 - b) **Liaises with:**
 - c) **Subordinates:**

ROLE PURPOSE

Brief, one or two sentences describing why the role exists and it's prime objective.

KEY RESPONSIBILITIES

The role will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Only the key responsibilities – not every task that needs to be completed (maximum 8)

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Specific, Measurable, Attainable, Relevant, Time bound (maximum 4);
2. Relate to performance on the job.

PERSON SPECIFICATION

These are the selection criteria, and identify if an applicant is suitable for the role – there must be a specific

link to the Key Duties. No acronyms to be included.

In addition to *an appropriate qualification* (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least XXX years experience doing something specific relevant to the job;
2. If applicable, sound knowledge of (specific technical knowledge required for the job);
3. Understanding of the applicable legislation or policies / procedures (or experience which demonstrates the ability to rapidly acquire);
4. Understanding of teams and how to work effectively within a team environment.

Skills and Abilities

1. Ability to use computer programmes

Personal Character

All applicants for employment in the XXX Ministry must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

MAXIMUM 2 PAGES IN TOTAL