

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:

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|----------------------|-----------------------------------|--------------------------|
| 1. Investigators | 2. State Counsels | 3. Junior State Counsels |
| 4. Para-Legals | 5. Corruption Prevention Officers | 6. Drivers |
| 7. Security Officers | | |

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

VACANCY NO: 02/2023 INVESTIGATORS (Suva, Lautoka, Labasa)

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

- a. Planning and sequencing of investigative steps in an inquiry/investigation
- b. Collecting and preserving documentary and digital evidences related to the case
- c. Conduct comprehensive evident analysis and identifying potential related criminal activities, witness and subjects
- d. Conducting covert surveillance using advanced surveillance technologies
- e. Conducting witness and subject interviews
- f. Compiling and presenting case investigation findings
- g. Liaising with Legal Counsels on case prosecution
- h. 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:

1. 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

2. Fraud Examiners certificate through accredited associations or any other certification relating to fraud investigations is an added advantage
3. Excellent communication skills (oral and written), ability to conduct interviews, record statements, write reports and present the outcome of investigations
4. Excellent analytical skills, ability to analyse intricate and complex issues arising in investigations
5. Must possess an unblemished moral character and ethical in all dealings
6. Must have three (3) years' work experience in a similar field

VACANCY NO: 03/2023 STATE COUNSELS (Suva)

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

- a. Analysing complaints received and providing recommendation on the appropriate course of action
- b. Providing legal advice on completed investigation case files
- c. 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:

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

VACANCY NO: 04/2023 JUNIOR STATE COUNSELS (Suva)

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

- a. Analysing complaints received and providing recommendation on the appropriate course of action

- b. Providing legal advice on completed investigation case files
- c. 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:

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

VACANCY NO: 05/2023 PARA-LEGALS (Suva)

Reporting to the Manager Legal, the Para-legal shall work in collaboration with Prosecutors and is responsible for preparing and maintaining case files, evidential documents/exhibits and assist Prosecutors during court appearance.

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 Diploma in Criminal Justice, Law Prosecutions, or other related field
2. Adequate knowledge and understanding of the Fiji Court process and procedures
3. Excellent communication skills (oral & written)
4. Ability to conduct legal research work and provide case summaries
5. Must possess an unblemished moral character and being ethical in all dealings
6. 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: 06/2023 CORRUPTION PREVENTION OFFICERS (Suva)

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

- a. Establish contacts, plan, prepare and facilitate corruption prevention training and corruption risk assessment workshops to Government Ministries, relevant stakeholders, communities, and schools
- b. Conducting research work and profiling anti-corruption policies, processes and best practices that will assist agency in rectifying corruption risk areas identified
- c. Continuously review, research, and conduct surveys to assess the effectiveness of corruption prevention training and corruption risk assessment workshops and provide recommendations for improvements
- d. 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:

1. A Bachelor's Degree or higher-level qualification in any of the following fields:
 - Education
 - Journalism
 - Psychology
 - Sociology
2. Extensive professional hands-on work experience of minimum of four (4) years in a similar field may be accepted in lieu of the Bachelor's Degree
3. Must have thorough knowledge of the FICAC Act 2007 and Fiji Constitution 2013

VACANCY NO: 07/2023 DRIVERS (Suva)

Reporting to the Manager Corporate Services, the incumbent's primary responsibilities include driving and maintaining the 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)
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: 08/2023 SECURITY OFFICERS (Suva)

Reporting to the Manager Corporate Services, 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

4. The deadline for receiving applications is 4pm on Wednesday, 20 December 2023. Late applications will not be accepted.
5. The Commission supports Equal Employment Opportunity (EEO) and ensures all applications are treated with utmost fairness and equity in its recruitment and selection process.
6. Due to the large number of applications received for past vacancies, the Commission will only contact short-listed applicants and thereafter the successful candidates in its final selection.