

CAREER OPPORTUNITIES

The Fiji Independent Commission Against Corruption (FICAC) is seeking to recruit aspirated and dedicated professionals to the position of:

**VACANCY NO: 14/2024
TRAINING OFFICER**

Reporting to the Acting Manager Administration, the incumbent's primary responsibilities encompass the continuous enhancement of Officers' knowledge and skills in line with professional career and is not limited to the performance of the following duties:

- a. identify training needs of the Commission and liaise with relevant stakeholders, external training providers, universities, and similar institutions and map out professional training and development programs.
- b. responsible for the entire training arrangements locally and abroad i.e. accommodation and travel as well as mandatory medical and visa requirements.
- c. maintaining close contact and collaboration with stakeholders for any training and development opportunities that suit the needs of the Commission.
- d. liaising with external training providers to deliver specific training and development programs.
- e. conducting induction and refresher training to staff on the Commission policies and laws relevant to the FICAC mandate as well as new amendments enacted.
- f. work in collaboration with Heads of Departments in reviewing the effectiveness of trainings attended by Officers and provide recommendation.
- g. monitoring and conducting ongoing evaluation and assessment of training quality and effectiveness, and reviewing and modifying training objectives, methodologies, and course deliverables.
- h. provide insights to the Commission training policy for continuous improvement.
- i. maintain accurate and up-to-date training records for the Commission.

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 Human Resource Management & Industrial Relations and Management, Public Administration. Bachelor's Degree in a similar field with minimum of five (5) years' experience in Training Officer role may be accepted.
2. Excellent communication skills (oral & written), ability to interact with high level professionals.
3. Thoroughly organized with attention to detail coupled with hands-on experience in a similar role is an advantage.

**VACANCY NO: 15/2024
ASSISTANT ACCOUNTANT**

Reporting to the Manager Finance, the incumbent is responsible for the performance of the following duties:

- a. responsible for daily filing of original payment vouchers in sequence order.
- b. maintain cashbook, record payment transactions from the original payment vouchers and receipts from receipt book and bank statement.

- c. making cheque copies once signed by signatories and preparing of vendor cheques for dispatch and deposit.
- d. responsible for issuing purchase orders and maintain its register to keep records of all purchase orders released to requesting officers.
- e. responsible for the daily lodgment and cheque runs.
- f. responsible for lodgments of all revenue receipts and maintain proper records.
- g. responsible for processing mandatory payments as and when required in accordance with the Finance policies and procedures.
- h. maintain mandatory payments and other manual registers.
- i. maintain manual petty cash register and replenishment for all divisions.
- j. perform other related duties as may be assigned.

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 Accounting or Finance with three (3) years' experience or Diploma in Accounting or Finance with five (5) years' experience in a similar role may be accepted in lieu of the Degree
2. Well-organized in a similar role and have excellent communication skills (oral & written)
3. Takes a positive approach towards the work and maintains high level of accuracy
4. Ability to perform multi-tasks

APPLY NOW

Individuals who meet the above criterion and have the passion to pursue a career in anti-corruption work are encouraged to apply by submitting completed FICAC job application form. The job application form is available on the FICAC website and accessible through the link: <https://www.ficac.org.fj/careers.html>

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

3. The deadline for receiving applications is **4pm on Friday, 14 June 2024**. Late applications will not be accepted.