

# CAREER OPPORTUNITY

The Fiji Independent Commission Against Corruption (“FICAC”), established under the FICAC Act 2007, invites applications from suitably qualified and experienced persons for the following position

**VACANCY NO: 04/2026**  
**TRANSCRIBER**  
(1 x Position - Suva)

*The position reports to the Manager Legal, with day-to-day supervision by the Senior Executive Officer – Legal. The principal duties are:*

1. Record, transcribe, and produce accurate transcripts of court proceedings.
2. Liaise with State Counsel and paralegals to ensure timely preparation of transcripts.
3. Maintain consistency in formatting, terminology, and document presentation.
4. Receive, catalogue, and securely store audio recordings for transcription.
5. Ensure all recordings are properly labelled, archived, and readily retrievable.
6. Maintain an organised and auditable system for storage and retrieval of audio files and transcripts.
7. Manage and maintain electronic databases and filing systems relating to transcription work.

## SELECTION CRITERIA

Selection will be conducted on merit. Applicants must address each of the following criteria in their application:

- a. A Certificate, Diploma, or Bachelor’s degree in Secretarial Studies, Administration, or a related field;
- b. Formal shorthand training with at least three (3) years’ relevant experience; or
- c. A minimum of five (5) years’ experience as a typist or secretary, which may be considered in lieu of formal qualifications;
- d. Demonstrated attention to detail and accuracy;
- e. Ability to manage competing priorities and meet deadlines;

- f. Proven ability to handle confidential information with integrity;
- g. Strong organisational and record-management skills.

Salary shall be determined based on the Commission’s salary structure and grading and successful applicant’s qualifications and relevant experience.

## **APPLY NOW**

Applicants must submit the following:

- i. A complete FICAC Job Application Form, available at the FICAC website under ‘Career Opportunities’ link: <https://www.ficac.org.fj/careers.html>.
- ii. Cover letter addressing how they meet each of the selection criteria specified herein this vacancy advertisement.
- iii. An updated Curriculum Vitae (CV).
- iv. Certified copies of academic transcripts and certificates.

Submit your application via e-mail to:  
[recruitment@ficac.org.fj](mailto:recruitment@ficac.org.fj)

Or hand-deliver to:

**FICAC Office**  
**Reverend John Hunt House**  
**3 Saint Fort Street**  
**SUVA**

Applications close at **4pm on Friday, 1 May 2026**. Late and/or incomplete applications will not be accepted.