

CAREER OPPORTUNITY

The Fiji Independent Commission Against Corruption (FICAC), established under the FICAC Act 2007, is seeking to recruit a suitably qualified and motivated individual for the Court Logistics Officer position based in Suva.

FICAC is a statutory anti-corruption institution established under the FICAC Act 2007 and is responsible for the investigation and prosecution of corruption and corruption-related offences, proceeds of crime litigation, public sector integrity enforcement, and related legal and advisory functions of significant public importance.

VACANCY NO: 11/2026
COURT LOGISTICS OFFICER
(1 x Position - Suva)

Reporting to the Manager Investigations, the incumbent's primary responsibilities in providing operations and logistics support for court-related activities comprise of:

- Maintaining and coordinating the court diary, including trial planning, scheduling and tasking control.
- Coordinating the preparation, service and monitoring of witnesses' summonses and other court processes.
- Managing witness coordination, including confirming attendance, communicating court schedules and addressing logistical requirements.
- Arranging travel, accommodation, transportation and movement logistics for witnesses, Investigators, state counsels, and other authorised personnel.
- Providing logical support on trial days, including coordinating court attendance and ensuring all operational requirements are met.
- Liaising with internal divisions, the courts, law enforcement agencies, legal representatives, and other stakeholders to facilitate court-related activities.
- Coordinating the secure movement and tracking of exhibits, disclosure materials and case files to ensure timely availability for court proceedings.
- Maintaining accurate records, preparing reports and monitoring key performance indicators relating to court logistics and operations.
- Ensuring all activities are undertaken in accordance with the organisational policies, legal requirements and establish compliance boundaries.
- Providing optional support and administrative support to the Legal and Investigation Departments as required.
- Driving official vehicles, including manual transmission vehicles, as and when required to support court operations and complete assigned duties.

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, or higher-level qualification in any of the following fields would be an added advantage:
 - Business or Public Administration, Management, Law, Policing, Investigation.
- Valid Manual Driver's License in Groups 2 - 6.
- Prior experience as a Court Officer, Bailiff, Police Officer, Process Server, Legal Clerk, Registry Officer or investigations support officer would be an added advantage.

- Experience in court registry work, police administration, bailiff/process service work, legal administration, investigations support, witness coordination, or comparable operational logistics work.
- Sound understanding of the need for accurate service of summons, reliable witness attendance, confidentiality and proper record keeping.
- Ability to manage multiple court dates, urgent tasking and field movements across divisions.
- Good written and verbal communication skills, including the ability to prepare clear registers, checklists, emails and reports.
- Computer literacy, including Word, Excel, email and any Commission case management or registry system.
- Ability to travel, work outside normal hours and attend court or field locations as required.
- Knowledge of Fiji court locations, court registry practices, divisional routes and witness movement arrangements.
- Working knowledge of witness logistics, field movement and chain-of-custody requirements.

Salary shall be determined in accordance with the Commission's salary structure and the successful applicant's qualifications and experience.

APPLY NOW

Applicants must include:

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

Submit your application via e-mail to:
recruitment@ficac.org.fj

Or hand-deliver to:
FICAC Office
Reverend John Hunt House
3 Saint Fort Street
SUVA

FICAC is committed to equal employment opportunity and to fostering a diverse and inclusive workplace. Applications from suitably qualified individuals are encouraged.

*Applications close at **4pm on Tuesday, 14 July 2026**. Late and/or incomplete applications will not be accepted and only shortlisted applicants will be contacted.*