

Career Opportunities



Applications are invited from all interested candidates wishing to be considered for the following vacant positions at the Fiji Islands Revenue & Customs Authority.

CORPORATE SERVICES DIVISION

SUVA POSITIONS

BAND 6

1. Manager Policy Advice –

2. Minimum Qualification Requirement (MQR)

A good first degree in either Economics and/or Accounting and/or Taxation is essential. Persons with Masters degree in Economics or Accounting or Taxation will have a distinct advantage. He or she must have had extensive work experience in all aspects of taxation and customs including assessment, auditing, tariff classification, etc. Must have demonstrated intellectual capacity and be a team player with a high degree of drive and confidence with excellent communications and leadership skills and proven to be a meritorious performer.

3. Manager Research Planning & Policy Development – **WITHDRAWN**

4. Manager Records Management Unit

Minimum Qualification Requirement (MQR)

A good first degree in the relevant field along with skills and experience in the specific field is essential. Persons with a Masters degree in the relevant field will have a distinct advantage. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer

5. Manager Legislation

Minimum Qualification Requirement (MQR)

A good first degree in Law or in the relevant field along with skills and experience in the specific field is essential. Persons with a Masters degree in the relevant field will have a distinct advantage. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

BAND 5

6. Team Leader Recruitment & Welfare

Minimum Qualification Requirements (MQR)

An officer of high calibre. A first degree in the relevant field along with skills and experience in the specific field is essential. He or she must have at least 2-3 years experience at Category 4 in the relevant field in the service or in any other organisation. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be meritorious performer.

7. Senior Accountant – Finance

Minimum Qualification Requirement (MQR)

Must have a degree in Accounting. Membership with the Fiji Institute of Accountants or a recognised professional body will be highly advantageous. He or she must have at least 2-3 years experience as an Accountant/ Assessor/ Auditor and has managed the conduct of audits in this period. Consistently good reports and assessed potential and ability to progress beyond this Role and proven to be a meritorious performer. **OR** Qualifications required for appointment as an Auditor/ Assessor/ Accountant and at least 5 years service in that Category or equivalent. Officers with no academic qualifications are expected to reach this level after at least 12 years in the service and a pass in service exam 01. Consistently good reports and assessed potential and ability to progress beyond this Role and proven to be a meritorious performer.

BAND 4

8. Research Planning & Policy Development Officer

9. Economic Policy Officer

Minimum Qualification Requirements (MQR)

A relevant first degree will be highly advantageous. A meritorious performer with at least 2-3 years experience in a similar role AND/OR relevant skills and experience in this particular field in any other organisation.

10. Project Officer

Minimum Qualification Requirements (MQR)

A degree holder with a relevant degree from a recognised tertiary institution with a better than average GPA score. **OR** Relevant skills and experiences in this particular field in any other organisation. Assessed potential and ability to progress beyond this Role.

11. OHS Officer

Minimum Qualification Requirements (MQR)

A first degree in the relevant field along with experience and skills in the specific field will be highly advantageous. **OR** Relevant diploma with skills and experience in this particular field in the service or any other organization. Assessed potential and ability to progress beyond this Role.

CUSTOMS SERVICES DIVISION

BAND 5

1. Team Leader Levuka

2. Team Leader Wharf Area Suva

Minimum Qualifications Requirement (MQR)

Qualifications required for appointment to Senior Customs Officer (Pass in J1 examination AND/OR Diploma in Business Customs or in relevant field) and at least 3-5 years service in that category or equivalent. Consistently good reports and assessed potential and ability to progress beyond this Role and proven to be a meritorious performer. **OR** A first degree in the relevant field along with skills and experience in the specific field will be highly advantageous. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

Remuneration: Band C06: \$41,346 - \$55,354

Band C05: \$29,427 - \$44,141

Band C04: \$21,878 - \$32,817

Band C03: \$16,160 - \$21,323

Band C02: \$10,998 - \$16,496

All applicants must:

Fill in the Application Form available from the FIRCA website: www.frca.org.fj or from the FIRCA HR Office, Building 3, Level 2, Revenue & Customs Services Complex, corner of Ratu Sukuna Road and Queen Elizabeth Drive, Nasese. All application forms are to be signed and marked 'Vacancy 09/2009' and addressed to:

The Manager Human Resources

FIRCA

Private Mail Bag

Suva

OR inserted in the Vacancy Box at the entrance of Building 3, Revenue & Customs Services Complex. Detailed **Job Descriptions** outlining the Key Accountabilities of the Roles are available on requests. Note that copies of transcripts/certificates are **NOT** required. Candidates who wish to apply for more than one position are to send in separate application forms for each positions applied for. Incomplete Application Forms will not be considered.

Applications will close by **4.30pm on Monday 16th November 2009**. For enquiries, please contact Ms. Divono Vakatale or Ms. Angie Kainamoli on 324-3000 ext 3205 & 3231 or on email – dvakatale@frca.org.fj or akainamoli@frca.org.fj

FIRCA IS AN EQUAL OPPORTUNITY EMPLOYER

BAND 4

1. Senior Customs Officer Transnational Crime Unit Suva (x1)

Minimum Qualifications Requirement (MQR)

Qualifications required for appointment as Customs Officer (Pass in J1 examination AND/OR Diploma in Business Customs or in relevant field) and at least 2-3 years service in that Category or equivalent.

OR

Relevant skills and experience in this particular field in any organization. Assessed potential and ability to contribute in a management role.

INLAND REVENUE SERVICES DIVISION

BAND 6

1. Principal Auditor – Manager DMU Suva

2. Principal Auditor – Team Leader Small & Medium Suva

Must have a degree or post graduate degree in Accounting or Finance, and must be a member of the Fiji Institute of Accountants or an equivalent/recognised professional body. He/She should also have at least 3 years experience as a Senior Assessor/ Senior Auditor/ Senior Accountant in the Management and Audit of a large Government Department/Statutory Authority/Private Sector Business Organisation. Consistently good reports and ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

OR

An Officer of High Calibre. Qualifications required for appointment as Senior Assessor/ Senior Auditor/ Senior Accountant and at least 5 years service in that grade or equivalent. Officers with no academic qualifications are expected to reach this level after at least 15 years experience in the service. Consistently good reports and ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

BAND 5

3. Senior Auditor – Assistant Manager DMU Lautoka

Minimum Qualification Requirements (MQR)

Must have a degree in Accounting. Membership with the Fiji Institute of Accountants or a recognised professional body will be highly advantageous. He or she must have at least 2-3 years experience as an Accountant/ Assessor/ Auditor and has managed the conduct of audits in this period. Consistently good reports and assessed potential and ability to progress beyond this Role and proven to be a meritorious performer.

OR

Qualifications required for appointment as an Auditor/ Assessor/ Accountant and at least 5 years service in that Category or equivalent. Officers with no academic qualifications are expected to reach this level after at least 12 years in the service and a pass in service exam 01/FTAX. Consistently good reports and assessed potential and ability to progress beyond this Role and proven to be a meritorious performer.

BAND 4

4. Team Leader Debt Management Unit Suva (x2)

5. Team Leader Source Deductions Suva (x2)

6. Auditors – Small & Medium Audit Suva (x8)

Minimum Qualification Requirements (MQR)

Incumbent must possess an Accounting degree. The person appointed must have served in the private sector or in the department of not less than 12 months and must demonstrate abilities to advance further than this level. He or she should be a team player, have acquired consistently good reports and assessed potential and ability to progress beyond this role.

OR

Qualifications required for appointment to relevant role in the preceding category with at least 3-5 years work experience in that role and a pass in the service exam 01/ FTAX. Consistently good reports and assessed potential and ability to progress beyond this role.

BAND 3

7. Case Manager Suva (x3)

8. Case Manager Lautoka (x2)

9. Assistant Auditor Suva (x1)

10. Tax Officers Suva (x9)

11. Tax Officer Lautoka x1

Minimum Qualification Requirements (MQR)

A diploma in Accounting with at least 2-3 years service. A relevant degree would be highly advantageous. Assessed potential to progress beyond this Role.

OR

A pass in the relevant internal service examination 02 for Tax Officers. Relevant skills and experience in this particular field in any other organisation. Assessed potential to progress beyond this Role.

BAND 2

12. Assistant Tax Officer Suva (x1)

Minimum Qualification Requirements (MQR)

A relevant Diploma from a recognised Tertiary Institution.

OR

A pass in the relevant internal service examination 02 with at least 2-3 years service.