

# Career Opportunities



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

## CORPORATE SERVICES DIVISION

### SUVA POSITIONS

#### LEGAL Branch

1. Senior Legal Officer x1 (BAND 5)
2. Legal Assistant x1 (BAND 3)
3. Clerical Officer x1 (BAND 1)

#### INTERNAL ASSURANCE Branch

4. Senior Risk Management Officer x1 (BAND 5)

#### FINANCE & PROPERTIES Branch

5. Assistant Accountant Payments x1 (BAND 3)
6. Clerical Officer x2 (BAND 1)
7. Handyman x1 (BAND 1)

#### POLICY Branch

##### BAND 5

8. Senior Policy Advisor x1
9. Senior Analyst Database Statistics x1
10. Senior Analyst Forecast Modelling x1

##### BAND 3

11. Secretary to National Manager Policy

## INLAND REVENUE SERVICES DIVISION

### AUDIT & COMPLIANCE

#### BAND 4

12. Auditor SUVA x12
13. Auditor LAUTOKA x3
14. Auditor LABASA x2

### REVENUE COLLECTION

#### SUVA POSITIONS

15. Senior Assessor Team Leader Despatch -

#### WITHDRAWN

16. Assessor x2 (BAND 4)
17. Tax Officer x4 (BAND 3)

### DEBT MANAGEMENT Unit

18. Team Leader Debt Management SUVA x1 (BAND 4)
19. Team Leader Debt Management LAUTOKA x1
20. Case Manager Suva x7 (BAND 3)
21. Case Manager Lautoka x2 (BAND 3)

### Remuneration:

**Band 05: \$29,427 - \$44,141**

**Band 04: \$21,878 - \$32,817**

**Band 03: \$16,160 - \$21,323**

**Band 01: \$ 9,280 - \$16,159**

### All applicants must:

Fill in the Application Form available from the FIRCA website: [www.frca.org.fj](http://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. **Role Descriptions** clearly outlining the key accountabilities of the roles and their Minimum Qualification Requirements are available on request. All application forms are to be signed and marked **'Vacancy 05/2010'** 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. 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 position applied for. Incomplete Application Forms will not be considered.

Applications will close by **4.30pm** on **Wednesday 19<sup>th</sup> May 2010**. For enquiries, please contact Ms. Divono Vakatale or Ms. Kereni Lala on 324-3000 ext 3205 & 3211 or on email – [dvakatale@frca.org.fj](mailto:dvakatale@frca.org.fj) or [klala@frca.org.fj](mailto:klala@frca.org.fj)

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