



MINISTRY OF JUSTICE

Suvavou House, Victoria Parade, P.O.Box 2226, Government Buildings, Suva

Tel: (679) 3308 600 Website: www.justice.gov.fj



Excellent Administration opportunities

The Ministry of Justice is responsible to administer justice and deliver services through its main legal registries for registration of documents, maintaining official records and legal documents. It encompasses the Registrar of Titles, Registrar of Companies, Registrar-General and Official Receiver's office and further administers the Justice of the Peace services.

We are seeking motivated individuals for the following position;

Vacancy No	Position Title	Salary Band Salary Range (Step1-4)*	No. of Positions	Stations
MOJ 18/2024	Driver	B [\$6.37 - \$7.89]	x 1	Suva
WITHDRAWAL OF VACANCY				
MOJ 11/2024	Executive Support Manager	J [\$55,066.28 - \$70,143.96]	x 1	Suva

The appointment process for the advertised position will be in accordance with the Civil Service Open Merit Recruitment and Selection Guideline. A full application package, including the Role Descriptions for the position is available on the Office website www.justice.gov.fj. All applicants are encouraged to obtain this information to assist with your written application.

Application Process

To apply, and be eligible, for consideration applicants must submit the following documents:

1. A signed cover letter of no more than two (2) pages, addressing the knowledge, skills, experience and abilities required for the position;
2. A current CV/Resume with two referee contact details - with one being the recent supervisor.
3. Certified copies of Academic Transcripts and Certificates.

Submission

You are encouraged to apply for this position via email or hand delivered.

Applications by Email (preferred method)	Applications Delivered	Application by Post
The Acting Permanent Secretary for Justice, Level 1, Suvavou House, Victoria Parade, Suva, Fiji Email: moj.recruitment1@gmail.com	The Acting Permanent Secretary for Justice, Level 1, Suvavou House, Victoria Parade, Suva, Fiji	The Acting Permanent Secretary for Justice P O Box 2226, Government Building, Suva, Fiji

Applications must be submitted by 4.30pm on Friday 09 August 2024.

Late or incomplete applications will not be accepted.

Please contact Administration Department on 330 8600 for any further queries.

Eligibility

The Ministry of Justice is an Equal Employment Opportunity Employer. All applicants for employment in the Ministry of Justice must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.