



## MINISTRY OF HOUSING VACANCIES

The Ministry of Housing invites suitable applications from qualified and eligible candidates with the “PASSION TO SERVE” for the following role in the Ministry:

Vacancy #	Position	Salary Band   Salary range	No. of position	Location
MOH 11/2024	Senior Technical Officer (Monitoring) [Pool Recruitment]	H (\$37,434.18 – \$47,684.02)	1	Project Management Unit, HQ, Suva
MOH 12/2024	Senior Administration Officer (Media Liaison) [Pool Recruitment]	G (\$32,038.10 – \$40,429.04)	1	Corporate Services Division, HQ, Suva

All appointments will be in line with the Fiji Civil Service Open Merit Recruitment and Selection guideline.

### **How to Apply**

We encourage online application through the Ministry website on [www.housing.gov.fj](http://www.housing.gov.fj)

To apply and be eligible for consideration, all applicants must :

1. Address the knowledge, experience, skills and abilities required for the position in their cover letter and signed. (Applications that do not address the selection criteria and unsigned will not be considered.)
2. Upload an updated CV/Resume with two referee contact details-with one being the recent supervisor
3. Upload certified copies of academic transcripts and certificates
4. Upload a true copy of Birth Certificate;
5. Provide an email address and phone contact

Applicants must be under the age of 60 years, in sound health and good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution .The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

**Application closing date:** 4.00pm on Friday, 08<sup>th</sup> November 2024

For further information, please contact the Human Resource Unit on 330 9918 or 990 6680.