



The Judicial Department is an Independent and Impartial Judicial System and is responsible to serve justice in the community, reaching out to the public by attending our tasks diligently, efficiently and in a timely manner. It is to ensure a Judicial System that is Accessible, Efficient, Effective and Transparent.

The Judicial Department invites applications from suitably qualified and experienced individuals to fill the following vacant positions.

A. High Court Administration

Project Post [Three Months – One Year]

Vacancy No. 18/18 Front Information Desk Officer, Suva – 4 Posts

Role: Front Information Desk Officer
Level: JD05
Salary range: \$19,005 - \$22,114
Location: Suva
Unit/Division: Court of Appeal /High Court/ Magistrate's Court

Reporting Responsibilities;

Reports to: Senior Court Officer I & Senior Court Officer II
Liases with: Court Support Staff, General Public

Key Responsibilities

- Serving and assisting court users and members of the public;
- Assist in filling of Court forms;
- Assist in registry work and data entry;
- Prepare and circulate monthly returns and case statistics;
- Attend to general administrative and paralegal duties;
- Any other duties as assigned by the Supervisor.

SELECTION CRITERIA

The Person

Qualification of a pass in Fiji Seven Form Examination or equivalent. Good knowledge of Hindi/ i-Taukei Language is advantageous together with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Sound knowledge of Court Rules and procedures, legislative requirements of the Constitution and applicable laws of Fiji;
2. Experience in similar role or relevant experience;

3. Knowledge of legal forms and interpretations.

Skills and Abilities

The applicant should have demonstrated the following skills and abilities:

1. Strong written and oral communication skills together with public relations and customer service skills;
 2. Ability to perform duties independently using sound judgement;
 3. Ability to follow instructions and achieve relevant outputs with strict deadlines;
 4. Planning and organisation skills and the ability to work as part of a team;
 5. Ability to maintain confidentiality;
 6. Possesses cultural awareness and sensitivity and is able to work with employees and clients from diverse backgrounds;
 7. Capacity to utilize computer programs to support the operations of the Unit.
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Personal Character and Eligibility

Applicants for employment in the Judicial Department must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical report and police clearance as a condition of employment.

The Judicial Department is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants.

To apply for this role please provide an up-to-date resume with copies of academic certificates & transcripts, at least two referees, with one being a current or recent supervisor, a filled JD Form 01 which is available on website www.judiciary.gov.fj or from any Court Registry Fiji wide or HR Office in Suva. Applications that do not meet the selection criteria will not be considered. Only short-listed candidates will be contacted. If you are not contacted by the Judicial Department, your application has not been successful and we thank you for your interest in applying.

Applications for the positions must be received **by 4.00pm on Friday 23rd February 2018** and addressed to:

Applications by Post:

Chief Registrar
Judicial Department
P.O.Box 2215

Government Buildings
Suva

Applications delivered:

Judicial Department
HR Section
Level 3, Kelton House
Loftus Street
Suva, Fiji

LATE APPLICATIONS WILL NOT BE CONSIDERED.



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The Judicial Department invites applications from suitably qualified and experienced individuals to fill the following vacant positions.

B. High Court Administration

Vacancy No. 15/18 Senior Systems Analyst Programmer – Suva – 1 Post [Re-Advertised]

Role : Senior Systems Analyst Programmer
Level: IT 04
Salary Range: \$38,970 - \$43,989
Location: Suva
Unit/Division: IT Section

Reporting Responsibilities:

Reports to: Manager Human Resources

Liases with: Judicial Officers, Court Support Staff, ITC Personnel, Stakeholders

Subordinates: Systems Analyst/Programmer, Assistant Analyst/Programmer, Technicians, Technical Assistants, Computer Operators, Graphic Designer

The Position:

Accountable for supporting the Judicial Department's mission specifically in the organisation's IT systems by analyzing needs, providing technical guidance, helping with process improvement, and recommending and implementing solutions for the administrative areas of the Department including developing a good working relationship with the staff and the general public. Responsible for optimizing the user experience of assigned software and systems, developing sustainable interfaces and developing in-house solutions when appropriate. Specific accountabilities include:

- Research, recommend, implement and administer enterprise software solutions including existing systems such as the case management system, leave management system and others as assigned with the aim of improving business efficiency and productivity; lead these efforts when appropriate.
- Maximise the usefulness and performance of assigned systems and integration points.
- Deploy new modules, upgrades and fixes to assigned software applications and systems.
- Assist in establishing requirements, methods and procedures for routine maintenance.

Key Responsibilities:

The position will achieve its purpose through the following key responsibility areas:

- Lead large projects and actively participate on assigned projects, concluding them on time and on budget;
- Lead and facilitate the development and maintenance of the Department's website through the application of all necessary website development tools and processes;
- Manage and support the continuous improvement, implementation, development and upgrading of computers and related peripherals;
- Manage and provide direction for the application team in support of business operations;
- Provide consultancy service to management and employees to facilitate IT improvement initiatives;
- Identify, consult and collaborate with analysts, designers, and system owners in the testing of new software programs and applications including error handling;
- Ensure that applications meet business requirements and systems goals, fulfil end-user requirements, and identify and resolve systems issues;
- Review and analyze existing applications effectiveness and efficiency, and then develop strategies for improving or leveraging these systems;
- Cultivate and disseminate knowledge of application-usage best practices;
- Research and make appropriate recommendations on software products and services in support of procurement and development efforts;
- Evaluate, install, configure, and deploy new applications, systems software, products, and/or enhancements to existing applications throughout the enterprise;
- Analyse documentation and technical specifications of any new application under deployment or consideration to determine its intended functionality;
- Ensure that any new software integration into company systems meets functional requirements, system compliance, and interface specifications;
- Design, develop and install application enhancements and upgrades;
- Design, create and manage database structures for development, testing and production;
- Co-ordinate feasibility studies for software and system products under consideration for purchase, and give advice based on findings;
- Contribute to pre-testing phase of development by evaluating proposals in order to identify potential problem areas, and make the appropriate recommendations;
- Negotiate contracts with software and service providers;
- Liaise with companies' software suppliers for prompt rectification of any problems or emergencies;
- Liaise with network administrators and software engineers to assist with quality assurance, program logic, and data processing;
- Compile and maintain inventory of company software and systems assets and their corresponding contracts/agreements;
- Develop user guides and training documentation for end users, hold clinics as necessary, and other user-related activities;
- Develop, distribute, and co-ordinate in-depth end-user reviews for modified and new systems or applications;

- Assist with the interpretation of user requirements into feasible options, and communicating these back to the business stakeholders;
- Manage and track the status of requirements throughout the project lifecycle; enforce and redefine as necessary;
- Communicate changes, enhancements and modifications of business requirements – verbally or through written documentation – to project managers, sponsors and other stakeholders so that issues and solutions are understood;
- Provide supervision, guidance and/or instruction to junior staff members;
- Participate in professional development activities;
- Effectively communicate with customers in an appropriate level of detail;
- Undertake other relevant duties and projects assigned by the Manager Human Resources.

SELECTION CRITERIA

The Person:

In addition to a relevant undergraduate degree in Information Technology/Computer Science or equivalent from a recognized institution, the applicant must also have CISCO Certification. A Certification in Project Management will be an added advantage. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience:

1. At least three (3) years direct experience in managing applications and/or system management;
2. At least three (3) years Project Management experience and be able to apply its best practices;
3. Must have leadership experience;
4. Practical, working knowledge of Programming, Net and COBOL;
5. Database knowledge on Oracle and MySQL.

Skills and Abilities

1. Excellent communication skills and the ability to tactfully deal with business stakeholders and make recommendations on software products and services;
2. Demonstrated knowledge, experience and understanding of the Government Procurement Policies and procedures;
3. Demonstrated experience in sound judgement in task and/or system management, analysis and decision-making skills;
4. Technically fluent in programming languages;
5. Demonstrated ability to develop and communicate training, hold clinics as necessary and prepare documentation for end-users;
6. Demonstrated ability to develop and implement software solutions;
7. Ability to negotiate contracts with software and service providers;
8. Good project management skills and substantial exposure to project based work structures;
9. Demonstrated organisational skills to subordinate officers to meet tight and immovable deadlines;

10. Demonstrated extensive experience in conceptual and problem solving skills, including an ability to analyse business requirements and emerging technologies in a resource constrained environment;
11. Demonstrated ability to work co-operatively within a team environment;
12. Service oriented approach, with a commitment to supporting the operational/corporate goals of the organisation.

Vacancy No. 16/18 Systems Analyst Programmer – Suva – 1 Post [Re-Advertised]

Role: Systems Analyst/ Programmer
Level: IT 05
Salary Range: \$35,950 - \$38,970
Location: Suva
Unit/Division: IT Section

Reporting Responsibilities:

Reports to: Senior Systems Analyst/Programmer
Liaises with: Judicial Officers, Court Support Staff, ITC Personnel
Subordinates: Technicians, Technical Assistant, Computer Operators, Graphic Designer

The Position:

This position provides IT support services by effectively facilitating, planning, designing, testing and recommending initiatives and emerging technologies to enhance organisational effectiveness.

Key Responsibilities:

The position will achieve its purpose through the following key responsibility areas:

- Implement software development solutions for the business system, focusing on coding and unit testing from technical design specifications. (Programming/software development);
- Solve technical problems through developing suitable application solutions that support business needs;
- Perform routine and/or basic data analysis tasks to satisfy ad hoc reporting requirements;
- Liaise with relevant stakeholders to communicate technical solutions in a logical manner to system problems and develop the associated technical design specifications and documentation. (Problem Management);
- Ensure procedures, processes, systems structure and mechanisms requirements are followed to deliver a high quality of customer services;
- Conduct requirements analysis and prepare proposals for modified or replacement systems;
- Identify and report on potential opportunities for improvement to software and systems development standards and methodologies;
- Contribute to and participate in the preparation of user manuals and on-going review of information systems with business units processes;
- Respond to internal and external customers, both verbally and in writing in a courteous, professional and timely manner, including follow up through service desk;

- Ensure to train database application users;
- Ensure enhancement of the functionality of database applications and networking requirements;
- Ensure to provide database application and IT Support Services. Assistance in development of advanced spatial information products. Adherence to Government ITC authorized standards and methodologies are enforced and ensure quality assurance procedures are followed;
- Provide reports and feedback on activities carried out by the IT Section and status of the existing systems;
- Interact and cooperate with other team members with analysis, design, implementation and unit testing of system changes in a team environment that promotes the multi-skilling of team members across the analysis, development, database design and administration, testing and operational support areas;
- Maintain effective communications skills to cooperate and assist other team members in an open and professional working environment;
- Facilitate the creation and maintenance of the Department's website content;
- Liaise with the Department of ITC for implementation of IT policies;
- Update and maintain the Standard Operating Procedures for MIS;
- Undertake preliminary research and analysis of in-house development and external software products to make sound recommendations to the Senior Systems Analyst / Programmer on potential development opportunities;
- Undertake other relevant duties assigned by the Senior Systems Analyst/Programmer.

SELECTION CRITERIA

The Person:

In addition to a relevant undergraduate degree in Information Technology/Computer Science or equivalent from a recognized institution the applicant must also have Special Requirements Industry Certifications such as: CCNA, Comp TIA Storage+, Comp TIA Cloud Essentials, Comp TIA Convergence Technologies Professional (CTP+), passed two exams towards CCNP, ITIL Intermediate Capability, MCPD Web/Windows Programming, Microsoft Certificated Systems Administrator (MCSA) and Microsoft Certified Systems Engineer (MCSE), Information Security Foundation and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience:

1. At least 3 years experience working on a broad range of IT applications and requirements;
2. Must have strong knowledge of system and software quality assurance best practices and methodologies;
3. Must have working knowledge of current network hardware, protocols and standards;
4. Some experience in project management and implementation of its best practices;
5. Understanding of Government Procurement Policies and procedures.

Skills and Abilities

1. Excellent communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service and building rapport across the organisation and externally;
2. Demonstrated ability to collaborate with network administrators to assist with quality assurance, program logic and data processing;
3. Ability to follow instructions and meet set deadlines;
4. Demonstrated ability to work co-operatively within a team environment;
5. Service oriented approach, with a commitment to supporting the operational/corporate goals of the organisation.

Accounts Section**Project Post [Three Months – One Year]****Vacancy No. 17/18 Clerical Officer [Trust], Accounts Section, Suva – 7 Posts**

Role: Clerical Officer (Trust)
Level: SS05
Salary range: \$17,511 - \$22,114
Working Hours: Monday to Friday 5.00pm - 10.00pm & Saturday 8.00am –1.00pm
Location: Suva
Unit/Division: Accounts Section

Reporting Responsibilities;

Reports to: Assistant Accounts Officer
Liases with: Accounts Section Staff, Court Support Staff
Subordinates: Nil

The Position

The position reports to Manger Finance through Assistant Accounts Officer, Accounts Officer and Senior Accounts Officer and is responsible to do data entry for all Trust Fund Account in order to update and facilitate reconciliation on a monthly basis.

Key Responsibilities

- Data entry for all Trust Fund Account;
- Reconciliations of all Trust Fund Account;
- Ensuring that Journal Vouchers are raised to make adjustments where/when necessary;

SELECTION CRITERIA**The Person**

Qualification of a pass in Fiji Seven Form Examination with Accounting as one of the subjects or equivalent. The following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this role:

Knowledge and Experience

4. Sound knowledge of Financial Instructions 2010, Financial Management Act 2004, Procurement Regulations 2010, Judicial Finance Manual, PSC Acts, Regulations, General Orders and Departmental Policies and Regulations;
5. Sound knowledge of the Fijian Constitution (2013);
6. Knowledge and experience in Accounts field and computer operations.

Skills and Abilities

The applicant should have demonstrated the following skills and abilities:

8. Strong written and oral communications skills together with public relations and customer service skills;
9. Ability to work under minimum supervision and achieve relevant outputs with strict deadlines;
10. Planning and organisation skills and the ability to work as part of a team;
11. Ability to maintain confidentiality;
12. Ability to multitask and organise workload;
13. Ability to work under pressure and long hours if required;
14. Competent in figure works;
15. Capacity to utilize computer programs to support the operations of the Unit

Personal Character and Eligibility

Applicants for employment in the Judicial Department must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical report and police clearance as a condition of employment.

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Judicial Department
P.O.Box 2215
Government Buildings
Suva

Applications delivered:

Judicial Department
HR Section
Level 3, Kelton House
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