



***“An Independent and Impartial Judicial System for the Republic of Fiji Islands”***

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

The following positions were incorrectly advertised on 08/04/17 and are hereby re-advertised with amendments as follows:

**A. Employment Relations Tribunal**

**Vacancy No. 20/17 Administrative Assistant- Lautoka – 1 Post**

**Role:** Administrative Assistant  
**Level:** SS 04  
**Salary range:** \$19,069 - \$24,330  
**Location:** Lautoka  
**Unit/Division:** Employment Relations Tribunal  
**Reporting Responsibilities;**  
a) **Reports to:** Registrar Employment Relations Tribunal;  
b) **Liases with:** All officers in the Employment Relations Tribunal  
c) **Subordinates:** Employment Tribunal Clerks

**The Position**

Support staff to the Employment Tribunal through the Chief Tribunal by assisting the Tribunal in the administration work and conducting research and related work as required by the Tribunal. To ensure the achievement of the objectives of the Tribunal as a whole.

**Key Responsibilities**

- The position is responsible for managing Case File matters for West Jurisdiction;
- Custodian of West Jurisdictions Employment Tribunal Case Files;
- Prepare weekly, monthly and quarterly reports and statistics to Registrar Employment Tribunal;
- Day to day running of both Employment Relations Tribunal Registry and Employment Court Registry;
- Accepting submissions and documents filed by parties;
- Issuing proceedings commences by parties in Tribunal;
- Maintaining hard copy files for proceedings in Employment Court and Employment Tribunal;
- Establishing and maintaining a computer spread sheet for proceedings in the Court and the Tribunal;

- Accepting Notice of Motion, Notice of Discovery of Documents;
- Drafting and typing all necessary correspondence to the parties;
- Answering telephone queries from the parties and in person queries that is workers, union, employers and solicitors;
- Preparing of subpoena Decues Tecum, Summons to Witness, Notice for Mention, Notice for call Over and Exhibit Lists;
- Updating Tribunals with previous directions issued in each case to be heard;
- Arrange for Tribunal Members logistics when travelling.

### **SELECTION CRITERIA**

**The Person must be a Fiji Citizen and under the age of 55 years.**

In addition to Degree level Tertiary qualifications in Human Resources Management and Employment Relations /Industrial Relations OR Business Administration, Public Policy and Management related to the position or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. The incumbent should ideally possess knowledge, skills, experiences and qualifications on industrial relations practice, and management, with at least five (5) years of work experience in this field;
2. Sound knowledge of the Employment Relations Promulgation 2007.

#### **Skills and Abilities**

The applicant should have demonstrated the following skills and abilities:

1. Demonstrated ability for organizing and coordinating;
2. Demonstrated ability to analyse and contribute to resolving complex problems, in a resource constrained environment;
3. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation;
4. Excellent written and communication and organisational skills.

### **Vacancy No. 21/17 Employment Tribunal Clerk – 2 Posts [1 Post for Lautoka & 1 Post for Labasa]**

**Role:** Employment Tribunal Clerk  
**Level:** SS 05  
**Salary range:** \$13,191- 19,069  
**Location:** Lautoka/Labasa  
**Unit/Division:** Employment Relations Tribunal

#### **Reporting Responsibilities;**

- a) **Reports to:** Registrar Employment Tribunal
- b) **Liases with:** All officers in the Employment Relations Tribunal
- c) **Subordinates:** None

### **The Position**

Support staff to the Employment Tribunal by assisting the Tribunal in the administration work and related work as required by the Tribunal. To ensure the achievement of the objectives of the Tribunal as a whole.

### **Key Responsibilities**

- Sitting as Bench clerk or Court clerk when Tribunal is conducting proceedings of any description;
- Provide support prior to and during hearings, including organizing attendance of witnesses and set up of room and preparing hearing schedules;
- Photocopying of documents;
- Noting down of directions given to parties by Tribunal;
- Briefing the names and noting down the names of parties who are appearing in Tribunals;
- Updating Tribunal Diary;
- Advising the parties on allocation of dates for mention & hearing;
- Delivering of Oath to witnesses;
- Updating the notice board with all the cases a week before the mention dates, booking dates and times for court hearings;
- Take names of parties upon arrival, collect bundles and witness statements for the giving evidence, or swear on a holy book, direct parties to tribunal room when the tribunal is ready to begin;
- Dealing with enquiries from the public, research for tribunal members if required;
- Transcribing of recorded hearings if needed.

### **SELECTION CRITERIA**

**The Person must be a Fiji Citizen and under the age of 55 years.**

Qualifications of a Diploma in Human Resource Management and Employment Relations/Industrial Relations (or equivalent) together with the following knowledge, experience, skills and abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. Must have sound knowledge of the Employment Relations Promulgation (2007) and relevant employment laws of Fiji;
2. Practical, working knowledge of all aspects and functions of office administration one (1) to two (2) years' of experience in their related field.

### **Skills and Abilities**

The applicant should have demonstrated the following skills and abilities:

1. People skills for effective listening, writing and good communication skills;
  2. Demonstrated ability to contribute to resolving problems, in a resource constrained environment;
  3. Customer service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.
  4. Capacity and skills to utilise computer programs;
  5. Ability to work effectively within a team environment.
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## **Personal Character and Eligibility**

The successful applicant will be required to provide a medical report and police clearance as a condition of employment as they should be in sound health with a clear police record.

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 form which is available on website [www.judiciary.gov.fj](http://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 28 April 2017** 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.**