



***“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 position.

**A. High Court Administration**

**Vacancy No. 24/17 Library Assistant - Lautoka - 1 Post**

**Role:** Library Assistant  
**Level:** IR 05  
**Salary range:** \$17,511 - \$22,114  
**Location:** Lautoka  
**Unit/Division:** Library

**Reporting Responsibilities;**

- a) Reports to:** Librarian, Lautoka
- b) Liaises with:** Court Support Staff and Judicial Officers
- c) Subordinates:** None

**The Position**

The position is responsible to the Deputy Registrar Legal, Western through the Librarian, for the provision of timely and accessible library information service to the Judicial Officers and Legal Practitioners. The position holder performs all basic reader services in order to assist in the efficiency of the services delivered by the Lautoka High Court Library.

**Key Responsibilities**

- Ensure that all legal information requests from Judicial Officers are given first priority and efficient and effective information service is delivered at all times;
- Ensure to carry out all reader services of the Library in order to ensure that informational needs of the legal community are met;
- Ensure that proper records are kept for all materials loaned, accurate statistics maintained, photocopy and other clerical duties;
- Ensure that library is presentable at all times, proper labelling materials, shelves are done. Regular cleaning and dusting of shelves and books;
- And other duties assigned by the Librarian.

**SELECTION CRITERIA**

**The Person**

In addition to a good pass in Form 7 or a certificate in Library and Information Studies or equivalent with interest in Librarianship, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

## **Knowledge and Experience**

1. Good knowledge of local laws and legislations of Fiji and the South Pacific;
2. Good knowledge of library information management;
3. Good knowledge of current practices of Librarianship;
4. At least 1-2 years work experience in this field.

## **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 analyse Statistics;
3. Planning and organisational skills and the ability to work as a team;
4. Ability to maintain confidentiality;
5. Ability to use office equipment efficiently;
6. Demonstrated capacity to utilize computer programs to support the operations of the library.
7. Ability to work with minimum supervision.

## **Vacancy No. 25/17 Court Officer [Training Section] Suva – 1 Post**

**Role:** Court Officer  
**Level:** JD 04  
**Salary range:** \$22,114 - \$27,546  
**Location:** Suva  
**Unit/Division:** Training Section

### **Reporting Responsibilities;**

- a) **Reports to:** Senior Court Officer II, Training Section, Suva
- b) **Liases with:** Court Support Staff, Judicial Officers
- c) **Subordinates:** Clerical Officers (Training Section), GWEs (Messenger-Training Section)

### **The Position**

This position is responsible to the Senior Court Officer II, Training in providing an effective training and development service throughout the department. This position is also responsible in providing direction and assistance to subordinate staff relating to training and development needs of the department.

### **Key Responsibilities**

- Conducting regular organisational needs analysis;
- Managing on the job training programme and assessment;
- Developing and evaluating the effectiveness of a sequential training and development programme;
- Maintaining strategic partnerships with educational institutions;
- Developing, coordinating and conducting regular departmental (X) examinations;

- Conducting structured and ad hoc in-house training programmes for the department;
- Assisting in any other duties as and when assigned by the superiors.

## **SELECTION CRITERIA**

### **The Person**

The person must have at least 5-6 years work experience as an Assistant Court Officer with a pass of X1 and X2 Departmental Exam and H Service Exam. 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. Understanding of adult learning principles and approaches to effective staff training and development;
3. At least 2-3 years experience delivering staff development or training in core skills for an organisation;
4. Experience in developing, delivering and evaluating training and staff development programs and reporting to management on application of learning outcomes return on investment and improvements required;
5. Experience in interpretation duties is also an advantage.

### **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. Effective training development, delivery and evaluation skills;
3. Exceptional coordination and organisational skills and the ability to work as a team;
4. Ability to analyse and contribute for solutions to complex problems in a resource constrained environment;
5. Ability to maintain confidentiality;
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organisation;
7. Capacity to utilize computer programs to support the operations of the unit;
8. Ability to supervise and lead support staff.

## **Vacancy No. 26/17 Clerical Officer [HR] Suva – 1 Post**

**Role:** Clerical Officer (HR)

**Level:** SS 05

**Salary range:** \$17,114 - \$22,114

**Location:** Suva

**Unit/Division:** HR Section

### **Reporting Responsibilities;**

- a) **Reports to:** Senior Administrative Officer (HR)
- b) **Liases with:** HR Section Staff, Court Support Staff
- c) **Subordinates:** Nil

### **The Position**

The position reports to the Manager Human Resource through Senior Administrative Officer [HR] and is responsible for effectively provide administration support services to the department by ensuring that all requests for renewal of contracts and extensions of temporary relieving and acting appointments are processed in a timely manner.

### **Key Responsibilities**

- Processing of extension of temporary relieving appointments;
- Facilitate the submission of renewal of contracts for all contracted officers and employee performance reviews for all temporary relievers for endorsement and approval;
- Ensure that all enquires related to the extensions of contracts and temporary appointments are dealt with effectively, efficiently and within the set time frame;
- Provide Secretarial, Administrative support services in accordance with Departmental policies, practices and procedure;
- Provide monthly reports on temporary relieving and acting extensions;
- Ensure to carry out the duties of a Clerical Officer under the supervision and control of the supervisor or such other officer as may be designated for that purpose by the department;
- Assist in any other duties as and when assigned by the Superiors.

### **SELECTION CRITERIA**

#### **The Person**

Qualification of a pass in Fiji Seven Form Examination or equivalent. A pass in Service Examination H 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 PSC Acts, Regulations, General Orders, Financial Instructions and Department Policies and Regulations and Court Procedures;
2. Sound knowledge of the Fijian Constitution (2013);
3. Knowledge and experience in HR work related activities and in making written submissions.

#### **Skills and Abilities**

The applicant should have demonstrated the following skills and abilities:

1. Strong written and oral communications skills together with good public relations and customer service skills;
2. Ability to work under minimum supervision and achieve relevant outputs with strict deadlines;
3. Planning coordination and organisational skills and the ability to work as part of a team;
4. Ability to maintain confidentiality;
5. Ability to do multitasks and organise workload;

6. Capacity to utilize computer programs to support the operations of the HR Unit.

### **Vacancy No. 27/17 Clerical Officer [Leave] Suva – 1 Post**

**Role:** Clerical Officer (Leave Section)

**Level:** SS 05

**Salary range:** \$17,511 - \$22,114

**Location:** Suva

**Unit/Division:** HR Section

#### **Reporting Responsibilities;**

- a) Reports to:** Executive Officer (Leave)
- b) Liaises with:** HR Section Staff, Accounts Section staff, Court Support Staff, Ministry of Economy
- c) Subordinates:** Nil

#### **The Position**

This position reports to the Executive Officer [Leave] and is responsible for timely and efficient administration of leave for established staff and GWE's. The officer is also required to attend to queries regarding leave matters.

#### **Key Responsibilities**

- Submitting of Leave for the applicants to the Chief Administrative Officer for the final approval;
- Once leave is approved then make the necessary updates in the LMS including the manual updates in the leave file.
- Preparation of Monthly absence and attendance report for Administration Staff;
- Assist EO(L) for preparation of Monthly absence and attendance report from outer registries are submitted on time, i.e. on monthly basis;
- Preparation of submission for forfeiture of Salary and informing Accounts Section and staff of the same including reimbursement of salary;
- Assist EO(L) for submissions for overseas leave, long service leave and leave without pay to the Chief Registrar for approval;
- Preparing timesheet for the TR Officers every Thursday;
- Coordinate and ensure the payment of leave allowance in accordance with entitlement and submitted to Ministry of Economy for payment;
- Assist in any other duties as and when assigned by the superiors.

### **SELECTION CRITERIA**

#### **The Person**

Qualification of a pass in Fiji Seven Form Examination or equivalent. A pass in Service Examination H 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 PSC Acts, Regulation, General Orders, Financial Instruction and Department Policies and Regulations and Court Procedures;
2. Sound knowledge of the Fijian Constitution (2013);
3. At least 1-2 years experience in similar role or relevant experience;

4. Experience in Leave Management System is also an advantage.

### **Skills and Abilities**

The applicant should have demonstrated the following skills and abilities:

1. Strong written and oral communications skills together with public relations and customer service skills;
2. Ability to work under minimum supervision and achieve relevant outputs with strict deadlines;
3. Planning, coordination and organisational skills and the ability to work as part of a team;
4. Ability to maintain confidentiality;
5. Ability to multitask and organise workload;
6. Capacity to utilize computer programs to support the operations of the Unit.

### **Vacancy No. 28/17 Clerical Officer [Trust] Accounts Section, Suva – 1 Post**

**Role:** Clerical Officer (Trust)

**Level:** SS05

**Salary range:** \$17,511 - \$22,114

**Location:** Suva

**Unit/Division:** Accounts Section

#### **Reporting Responsibilities;**

- a) **Reports to:** Assistant Accounts Officer
- b) **Liaises with:** Accounts Section Staff, Court Support Staff
- c) **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 or equivalent. The following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this role:

#### **Knowledge and Experience**

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

### **Skills and Abilities**

The applicant should have demonstrated the following skills and abilities:

1. Strong written and oral communications skills together with public relations and customer service skills;
2. Ability to work under minimum supervision and achieve relevant outputs with strict deadlines;
3. Planning and organisation skills and the ability to work as part of a team;
4. Ability to maintain confidentiality;
5. Ability to multitask and organise workload;
6. Ability to work under pressure and long hours if required.
7. Capacity to utilize computer programs to support the operations of the Unit

### **B. Legal Practitioners Unit**

#### **Vacancy No. 29/17 Legal Officer - Suva – 1 Post [re-advertised]**

**Role:** Legal Officer  
**Level:** LG 05  
**Salary range:** \$27,701 -\$33,902  
**Location:** Suva  
**Unit/Division:** Legal Practitioners Unit

#### **Reporting Responsibilities;**

- d) Reports to:** Principal Legal Officer
- e) Liaises with:** All officers in the Legal Practitioners Unit
- f) Subordinates:** Court Officers, Clerical Officers, Assistant Court Officers and GWE's

#### **The Position**

The position will be responsible to the Principal Legal Officer through the Senior Legal Officer, Legal Practitioners Unit ("LPU"), for the effective and expeditious processing, supervision of investigations and prosecution of complaints against legal practitioners, law firms and employees of law firms before the Independent Legal Services Commission pursuant to the provisions of the Legal Practitioners Act 2009. In processing complaints, the incumbent would be required to carry out preliminary brief analysis of complaints to determine whether the complaint is to be referred to the respective practitioners, law firm or employee and provide advice the Chief Registrar on the appropriate course of action, i.e. whether to refer the complaint for mediation, prosecution or dismissal. Prosecute complaints before the Independent Legal Services Commission and appeals before the Fiji Court of Appeal. Responsible for vetting applications for practicing certificates and monitoring of trust accounts.

### **Key Responsibilities**

- Carry out preliminary brief analysis of complaints to determine whether the complaint is to be referred to the respective Practitioners, Law Firm or Employee;
- Provide legal opinions
- Preparing affidavits and submissions.
- Drafting disciplinary charges
- Advise the Chief Registrar on the appropriate course of action, i.e. whether to refer the complaint for mediation, prosecution or that it be dismissed;
- Prosecute complaints before the Independent Legal Services Commission and appeals before the Fiji Court of Appeal;
- Responsible for vetting applications for practicing certificates and monitoring of trust accounts.

### **SELECTION CRITERIA**

#### **The Person**

Professionally qualified under the provisions of the Legal Practitioners Act 2009 with a Bachelor of Laws Degree. Must be admitted to the High Court of Fiji. Experience in litigation is preferred. The following knowledge, experience, skills and abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. Good knowledge of Legal Practitioners Act 2009 and Trust Accounts Act 1996;
2. Good knowledge on the procedures followed by courts and Independent Legal Services Commission;
3. Good knowledge on General Orders, Financial Instructions, Circulars and other procedures.

#### **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 maintain confidentiality;
3. Ability to draft disciplinary charges and affidavits;
4. Good research skills;
5. Ability to prepare reports and submissions;
6. Planning and organisational skills and the ability to work as a team;
7. Ability to interpret relevant legislation and laws;
8. Ability to assist with investigations;
9. Demonstrated capacity to render accurate legal opinions;
10. Demonstrated ability to supervise and lead support staff.

#### **C. High Court**

**Vacancy No. 30/17 Assistant Court Officer – 4 Posts [Suva Civil Division – 2 Posts & Criminal Division – 2 Posts**



**Role:** Assistant Court Officer  
**Level:** JD05  
**Salary Range:** \$19,005 - \$22,114  
**Location:** Suva  
**Unit/ Division:** High Court, Suva (Criminal & Civil Division)

**Reporting Responsibilities;**

- a) **Reports to:** The Senior Court Officer
- b) **Liases with:** Court Support Staff
- c) **Subordinates:** None

**The Position**

This position is responsible to the Senior Court Officer, High Court through Court Officer and is responsible for reviewing, checking and issuing court documents.

**Key Responsibilities**

- Ensuring compliance with the legislative requirements of the Constitution, Acts, Rules and regulation relating to the functions of the Court System;
- Ensuring that proper and correct court interpretation in court from English to Fijian/Hindi and vice versa, whenever required;
- Ensuring proper entries are made for all the orders, fines/compensation payments received, etc. into the relevant registers;
- Ensuring proper counter service to the members of the public and stakeholders;
- Preparation of monthly/quarterly return.

**Selection Criteria**

**The Person**

Qualifications of a pass in Fiji School Leaving Certificate, Form 7 or equivalent with an essential pass in Fijian, Hindi or Urdu as a subject and had relevant work experience in this field. A pass in Departmental Examination X1 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 legislative requirements of the Constitution, Acts, Rules and regulation relation to the function of the Court System;
2. Knowledge of preparing returns;
3. Excellent knowledge of Court Rules and Regulations, applications of legal documents procedure etc.;
4. Conducting proper entries are made for all the orders, fines/compensation payments received, etc. into the relevant registers;
5. Knowledge of legal procedure, terms, principles, court etiquette and knowledge of the Public Service rules and regulations and Counseling tools will be desirable.

## **Skills and Abilities**

1. Good interpretation skills with the ability to interpret and translate in open court;
2. Demonstrated ability to perform independently and with minimum supervision;
3. Demonstrated good written and oral communications skills together with public relations and customer service skills;
4. Demonstrated planning and organization skills and the ability to work as part of a team;
5. Ability to interpret legislation;

## **D. Magistrates Court**

### **Vacancy No. 31/17 Assistant Court Officer – 11 Posts [Suva (Civil Section) 1 Post [re-advertised], Suva (Criminal Section) – 3 Posts [re-advertised], Nasinu – 1 Post , Nausori -1 Post, Taveuni – 1 Post, Savusavu – 3 Posts, Ba – 1 Post**

**Role:** Assistant Court Officer  
**Level:** JD05  
**Salary Range:** \$19,005 - \$22,114  
**Location:** Suva, Nasinu, Nausori, Taveuni, Savusavu and Ba  
**Unit/ Division:** Magistrates Court, Suva, Nasinu, Nausori, Taveuni, Savusavu & Ba

#### **Reporting Responsibilities;**

- a) **Reports to:** The Senior Court Officer / Court Officer
- b) **Liases with:** Court Support Staff
- c) **Subordinates:** None

#### **The Position**

This position is responsible to the Senior Court Officer through the Court Officer for reviewing , checking and issuing of court documents.

#### **Key Responsibilities**

- Counter Service for the public and Legal clients;
- Receiving, checking and issuing Court process, legal documents and complaints;
- Preparation of new files as directed by the Officer-In-Charge;
- Updating and maintaining Court records and Case register;
- Attending court hearings for interpretation and clerical duties;
- Cases for hearing, notification to parties concerned and updating of the Court dairies;
- Ensuring proper conduct of Court sessions and assisting judicial Officers in all aspects as required;
- To provide information and assistance whenever required;
- Any other duties assigned by the immediate supervisor.

#### **Selection Criteria**

### **The Person**

Qualifications of a pass in Fiji School Leaving Certificate, Form 7 or equivalent with an essential pass in Fijian, Hindi or Urdu as a subject and had relevant work experience in this field. A pass in Departmental Examination X1 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 legislative requirements of the Constitution, Acts, Rules and regulation relation to the function of the Court System.
2. Knowledge of preparing returns.
3. Conducting proper entries are made for all the orders, fines/compensation payments received, etc. into the relevant registers.
4. Knowledge of legal procedure, terms, principles, court etiquette and knowledge of the Public Service rules and regulations and Counseling tools will be desirable.

### **Skills and Abilities**

1. Demonstrated ability to interpret and translate in open court;
2. Demonstrated ability to perform independently and with minimum supervision.
3. Demonstrated good written and oral communications skills together with public relations and customer service skills.
4. Demonstrated planning and organization skills and the ability to work as part of a team.
5. Demonstrated ability to interpret legislations.

### **E. Family Court**

### **Vacancy No. 32/17 Assistant Registrar, Family Court, Labasa – 1 Post [Re-advertised]**

**Role:** Assistant Registrar  
**Level:** LG04  
**Salary Range:** \$43,989 - \$56,136  
**Location:** Labasa  
**Unit/ Division:** Family Court Division, Labasa

#### **Reporting Responsibilities;**

- (a) Reports to:** Registrar/Conciliator, Suva with consultation with the Deputy Registrar Legal (Labasa)  
**(b) Liaises with:** Judicial Officers and Court Support Staff  
**(c) Subordinates:** Nil

### **The Position**

This position is Quasi-Judicial based in the Family Division of the High Court and Family Division of the Magistrate's Court in Labasa. The appointee may also serve on the other centers of the court's jurisdiction.

### **Key Responsibilities**

- Presiding and conciliating over preliminary Family Law Matters pertaining to distribution of matrimonial property, urgent application, resident and contact application for children;
- Giving directives and facilitating in the smooth, effective and efficient method in disposing of family cases;
- Accepting or refusal of documents for filing;
- Ensuring that a proper filing system is in place within the registry;
- Facilitating and provide room for conciliation of parties;
- Drafting of Terms of Settlement/Agreement;
- Ensure that a Master lists are prepared and the cases are called before the correct presiding officer;
- Citing and correction of the conditional and final Dissolution of Marriage papers before signing and sealing;
- Ensuring that Dissolution of Marriage papers are sent to the Registrar General's office for registration;
- Checking and signing of High Court Orders (Civil Matters) on a relieving basis, in the absence and directive of the Deputy Registrar/Legal.

### **Selection Criteria**

#### **The Person**

In addition to the University Qualification (s) in Law and Professional Diploma in Legal Practice [PDL] /Graduate Diploma in Legal Practice [GDLP, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. Sound knowledge of Family Law matters, including, but not limited to, the dissolution of marriage, child and spousal maintenance, property disputes and issues relating to children;
2. Knowledge of court operations, processes, procedures, policies and protocols including a working knowledge of the Family Law Act will be essential.
3. Must be a Legal Practitioner with skills in conciliation;
4. Law graduate with ten [10] years of work experience in any organization;
5. Must have the potential to progress beyond Senior Legal Officer, and be able to manage and motivate staff.

#### **Skills and Abilities**

The applicant should have demonstrated the following skills and abilities:

1. Demonstrated oral, interpersonal communication skills, administrative experience, have the ability to undertake conciliation work;

2. Demonstrated ability to work in a multi-disciplinary environment, a willingness to undertake personal professional training and have the personality suited to deal with Family Court Matters;
3. Demonstrated ability to make appropriate orders or directions in relation to the conduct of the proceedings;
4. Demonstrated skills to conciliate on matrimonial property proceedings and its distribution.

### **Vacancy No. 33/17 Assistant Court Officer, Nausori – 1 Post**

**Role:** Assistant Court Officer

**Level:** JD05

**Salary Range:** \$19,005 - \$22,114

**Location:** Nausori

**Unit/ Division:** Family Court, Nausori

**Reporting Responsibilities;**

- d) **Reports to:** The Senior Court Officer / Court Officer
- e) **Liases with:** Court Support Staff
- f) **Subordinates:** None

### **The Position**

This position is responsible to the Senior Court Officer through the Court Officer for reviewing, checking and issuing of court documents.

### **Key Responsibilities**

- Dealing with a range of Family Law matters, including but not limited to the dissolution of marriage, child and spousal maintenance, property disputes and issues relation to children;
- Liaising with stakeholders on matters of the Courts on behalf of the Supervisor;
- Assisting the Supervisor in the compilation of monthly statistics;
- Conduct court interpretations and ensuring efficient customer service, processing of legal documents, formulating, generating, checking, registration sealing, issuing of case documents and date scheduling of fresh cases;
- Candidates may be given revenue collection duties if required;
- Ensuring that proper and correct court interpretation in court from English to Fijian/Hindi and vice versa, whenever required;
- To provide information and assistance whenever required;
- Any other duties assigned by the immediate supervisor.

### **Selection Criteria**

#### **The Person**

Qualifications of a pass in Fiji School Leaving Certificate, Form 7 or equivalent with an essential pass in Fijian, Hindi or Urdu as a subject and had relevant work experience in this field. A pass in Departmental Examination X1 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 legislative requirements of the Constitution, Acts, Rules and regulation relation to the function of the Court System;
2. Knowledge of Family Law matters;
3. Knowledge on the compilation of monthly statistics;
4. Knowledge of legal procedure, terms, principles, court etiquette and knowledge of the Public Service rules and regulations and Counseling tools will be desirable.

### **Skills and Abilities**

1. Demonstrated ability to interpret and translate in open court;
  2. Demonstrated ability to perform independently and with minimum supervision.
  3. Demonstrated good written and oral communications skills together with public relations and customer service skills.
  4. Demonstrated planning and organization skills and the ability to work as part of a team.
  5. Demonstrated ability to interpret legislations.
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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 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 01<sup>st</sup> September 2017** and addressed to:

**Applications by Post:**

The Chief Registrar  
Judicial Department  
P.O.Box 2215  
Government Buildings  
Suva

**Applications delivered:**

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

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**