



FIJI LAW REFORM COMMISSION

VACANCY FOR SENIOR SECRETARY

The Fiji Law Reform Commission (**'Commission'**) is a statutory body established under Section 3 (1) of the Fiji Law Reform Commission Act 1979. Section 5 mandates the FLRC to 'take and keep under review the laws applicable in Fiji with a view to their systematic development and reform including in particular: the codification of such law; elimination of anomalies, repeal of obsolete and unnecessary enactments, making of new laws; adoption of new or more effective and economical methods for the administration of the law and generally the simplification, improvement and modernization of the law.'

The Commission reports to the Attorney General. In April 2023, Cabinet had approved the re-establishment of the Fiji Law Reform Commission.

To pursue its functions, the Commission invites applications from suitably qualified candidates for the vacancies below. Appointed by the Solicitor General, the appointee will be required to assist with the effective and efficient operations of the Commission reporting to the Director, FLRC.

Should you wish to be part of the above, you are encouraged to apply for the following:

Vacancy Number	Post	Station	Salary band/Salary Range	No of Positions
FLRC 04/24	Senior Secretary	Suva	F [\$24,261.72 - \$30,615.98]	1

The appointment process for these positions will be in accordance with the Civil Service Open Merit Recruitment and Selection Guidelines. A full application package, including the Role Descriptions for the position is available on [http:// www.flrc.gov.fj](http://www.flrc.gov.fj) under Careers. Applicants are encouraged to obtain this to assist with your written application.

Eligibility

All applicants for employment in the Commission must be of good character, with a background that demonstrates their commitment to the values and principles of state service. Applicants must also be Fijian Citizen, in sound health, aged below 60 with a clear police record. The selected applicant will be required to provide a medical and police clearance prior to taking up duty.

Application Process

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

1. A completed Vacancy Application Form which is available on this link www.flrc.gov.fj – under Careers
2. A current CV/Resume with referee contact details – with one being the recent supervisor.

3. Copies of academic transcripts and certificates.
4. Applicants who do not submit the required information and documents **will not** be considered.

Submission

Applications must be marked “**FLRC vacancy**” with the **number** and **position applied for**. Applications will be treated in the **strictest confidence**.

Applications must be submitted by 16.30 hours on Monday, 26 August 2024.

Late applications will not be considered.

Applicants are encouraged to submit their application by e-mail to malini.rekha@flrc.gov.fj, Clerical Officer, Fiji Law Reform Commission.

Should there be any queries with regard to the above vacancy please contact Fiji Law Reform Commission via phone contact 3303900/3303646 or the email above.

OR

Applications by Post	Applications in person
The Director Att: Ms Malini Rekha, Clerical Officer “Vacancy title” & Vacany No.” Fiji Law Reform Commission P.O. Box 2519 Government Buildings, Suva, Fiji.	The Director Att: Ms Malini Rekha, Clerical Officer “Vacancy title & Vacancy No.” Fiji Law Reform Commission Level 5, Civic Towers, Civic Towers, Victoria Parade, Suva.