

MEMORANDUM CIRCULAR - EOI 26/24 - 25

From: The Permanent Secretary for Public Works, Meteorological Services and Transport

Phone: 3384111

To: All Departments

File: MoIT 1/1/1

Sub: EXPRESSION OF INTEREST (EOI) – PERMANENT APPOINTMENT

Date: 24 Jul 25

In line with the Circular Memorandum 02/2024 on Open Merit Recruitment and Selection Guideline (OMRS), we invite the **Expression of Interest for Permanent Appointment** the vacant position which is critical to the Ministry thus the need to fill via permanent appointment.

No	Position(s) Title	Department/ Division	No. of Position (s)	Salary Band	Salary Range
1	Executive Officer (Customer Service)	CSD	1	E	\$20,506.50 - \$25,877.25
2	Executive Officer	CSD	2	E	\$20,506.50 - \$25,877.25
3	Principal Workstudy Officer	DBGA	1	J	\$55,066.28 - \$70,143.96
4	Senior Technical Officer (Quantity Surveyor)	DBGA	1	H	\$37,434.18 - \$47,684.02
5	Senior Technical Officer (Architects)	DBGA	1	H	\$37,434.18 - \$47,684.02
6	Senior Engineer (Structures)	DBGA	1	H	\$37,434.18 - \$47,684.02
7	Technical Officer Higher Grade (Structures)	DBGA	1	G	\$32,038.10 - \$40,429.04
8	Technical Officer (Architects)	DBGA	1	F	\$24,261.72 - \$30,615.98
9	Technical Officer (Workstudy)	DBGA	1	F	\$24,261.72 - \$30,615.98
10	Secretary	DEWCE	1	E	\$20,506.50 - \$25,877.25
11	Accounts Officer	DEWCE	1	F	\$24,261.72 - \$30,615.98
12	Senior Technical Officer (Buildings)	DEWCE	1	H	\$37,434.18 - \$47,684.02
13	Supervisor (Buildings)	DEWCE	1	G	\$32,038.10 - \$40,429.04
14	Technical Officer	DEWCE	1	F	\$24,261.72 - \$30,615.98
15	Foreman (Buildings)	DEWCE	1	F	\$24,261.72 - \$30,615.98
16	Senior Construction Engineer	DEWW	1	H	\$37,434.18 - \$47,684.02
17	Building Foreman	DEWW	1	F	\$24,261.72 - \$30,615.98

No	Position(s) Title	Department/ Division	No. of Position (s)	Salary Band	Salary Range
18	Accounts Officer	DEWW	1	F	\$24,261.72 - \$30,615.98
19	Foreman (Joinery)	DEWW	1	F	\$24,261.72 - \$30,615.98
20	Assistant Carpenter	DEWW	1	B	\$6.37/hour - \$7.89/hour
21	Assistant Plumber	DEWW	1	B	\$6.37/hour - \$7.89/hour
22	Clerical Officer	DEWN	1	C	\$14,006.72 - \$17,412.20
23	Accounts Officer	DEWN	1	F	\$24,261.72 - \$30,615.98
24	Storeman	DEWN	2	C	\$14,006.72 - \$17,412.20
25	Foreman (Buildings)	DEWN	1	F	\$24,261.72 - \$30,615.98
26	Senior Technical Assistant	DEWN	1	E	\$20,506.50 - \$25,877.25
27	Deputy Secretary (Transport)	DTPU	1	M	\$80,457.89 - \$95,783.20
28	Administrative Officer (IMO – PRO)	TPU	1	F	\$24,261.72 - \$30,615.98
29	Operational Hydrologist	DMET	1	H	\$37,343.18 - \$47,684.02

The Expression of Interest must be submitted through the EOI form as attached in the email. Interested applicants may also send their application to the Recruitment & Selection Unit, Level 4 Nasilivata House, or email; vikatorian@mpwmst.gov.fj by the closing date.

To apply and be eligible for consideration, the following documents must also be provided;

1. Completed Expression of Interest Form;
2. A current Curriculum Vitae with at least three (3) referees contact details which must include a recent supervisor; and
3. Copies of Certificate and Academic Transcript.

Application must be submitted by 11.59pm Sunday 03 August 2025. Late and incomplete application will not be considered.


Ruci Daulako
Director Corporate Services
 For Permanent Secretary