



# INFORMATION PACKAGE

## GENERAL INFORMATION

### **APPLYING FOR A POSITION WITH THE MINISTRY OF TRADE, CO-OPERATIVES, MICRO, SMALL AND MEIDUM ENTERPRISES AND COMMUNICATIONS**

Thank you for your interest in working at the Ministry of Trade, Co-operatives, Micro, Small and Medium Enterprises and Communications (Ministry). This information package includes:

- Information on the Ministry, including Activities, Values, Vision and Mission;
- Application process;
- Application Requirements;
- Eligibility Criteria; and
- Selection Process Steps.

### **ABOUT THE MINISTRY OF TRADE, CO-OPERATIVES, MICRO, SMALL AND MEIDUM ENTERPRISES AND COMMUNICATIONS**

The Ministry is responsible for formulating and implementing policies and strategies that create and facilitate growth in industry, investment, trade, co-operative businesses, micro, small and medium enterprises and communications and enhance metrology, standards and consumer protection.

In line with the 2018-2023 Strategic Plan, the Ministry's focus will be on socio-economic development, post COVID-19 pandemic recovery. A key component of the strategies and policies will be to inculcate a new business culture that embraces technology and innovative business practices. New market access for Fijian made goods and services, diversification of the economic base, revitalisation of co-operatives and the micro, small and medium enterprises, whilst enhancing metrology, standards and consumer protection, will be priority in this financial year.

These roles and responsibilities are undertaken by the Economic Unit, Trade Unit, , Department of National Trade Measurement and Standards, Department of Co-operative Business, , Doing Business Reform Unit, Micro Small Medium Enterprises Fiji Unit (MSME Fiji), Department of

Communications Human Resources Unit and Finance Unit, within the Ministry, including Trade Commissions in North Americas, China, Australia and New Zealand The Ministry is supported by eight seven statutory organisations namely Consumer Council of Fiji, Investment Fiji, Film Fiji, and Real Estate Agents Licensing Board and Walesi.

### **1.1 Human Resources Unit**

The Unit is responsible for providing administrative support to management, departments/divisions, Statutory Agencies and Trade Commissions. It is also responsible for the effective and efficient management and utilisation of resources in a transparent and accountable manner. The Unit also handles matters pertaining to staff recruitment, training and discipline, and works closely with management in planning and formulating strategies for the growth and development of the Ministry.

### **1.2 Finance Unit**

The Unit provides financial support services to the Ministry and its Statutory Agencies. This includes sound advice and information to assist in strategic decision making. The Unit is also responsible for managing the Ministry's cashflow, timely financial reporting and preparation of budgetary submissions.

### **1.3 Department of Co-operative Business**

The Department is responsible for formulating and implementing policies and strategies to facilitate the promotion, establishment and monitoring of Co-operative businesses in Fiji. The training and up-skilling of Co-operative society members and officials is also a key role of the Department.

### **1.4 Department of National Trade Measurement and Standards**

The Department is responsible for the implementation of laws and regulations that protects consumers from unsafe and poor quality products and creates favourable conditions for exchange of goods. It develops national and adopts international standards in order to raise levels of quality, safety, reliability, efficiency and interchangeability of products and services. The Department maintains the national system of units and standards of measurement to ensure fair and just use of units of measurement and measuring instruments. The Department also regulates the trade of scrap metal to prevent the illegal trade of public infrastructure metal.

### **1.5 Economic Unit**

The Unit is responsible for formulating, implementing, monitoring and reviewing policy initiatives and projects, to enhance private sector development in commerce, industry, investment, services, competition and consumer protection. The Unit oversees two statutory organisations and is also responsible for providing policy advice and administrative support to its stakeholders, both within Government and externally.

## **1.6 Trade Unit**

The Unit's role is to formulate and implement policies and initiatives to enhance Fiji's international trade and coordinate trade and investment missions both inward and outbound. The Unit also advances negotiations to create favourable global market access opportunities for Fijian goods and services. The Unit is concurrently tasked to increase Fiji's regional and global economic integration to enhance Fiji's economic performance. The Unit monitors the performance of five Trade Commissions, as well as, Film Fiji and Investment Fiji.

## **1.7 Business Reform Unit**

The Unit's role is to coordinate and facilitate doing business reforms across various different Ministries and agencies. This will enable Fiji to ease the doing business procedures and the cost of doing business and to actively compete in the global market in terms of investments. The Unit will also communicate with the World Bank Group on reform updates. In addition, the Unit will provide policy updates to the Cabinet.

## **1.9 Micro Small Medium Enterprises (MSME) Fiji**

MSME Fiji is responsible to formulate, implement and enhance new and existing policies and strategies for the development of MSMEs. In particular, MSME Fiji facilitates business training, mentoring, advisory, incubation services and access to finance. MSME Fiji is also responsible for monitoring and evaluating the implementation of MSME-related projects.

## **1.10 Department of Communications**

The Ministry of Communications consists of three Departments which are Communications, Digital Government Transformation office and Information and Technology Services. The Ministry is responsible for keeping the Fijian people connected to each other and the outside world through the use of modern technology and e-platform services. The Department of ITC also looks after the whole of the Government's network and systems services whilst providing IT support to individual Ministries and Departments.

## **1.11 Information Communication and Technology (ITC) Services**

The department of ITC is responsible for managing all IT systems in the Fijian Government on a safe and secured platform to increase the productivity and efficiency of the Fijian Government through the provision of electronic services.

The Department is responsible for:

- planning and the delivery of ICT services aligned with the strategic directions and needs of the government ICT Master Plans;
- provision of ICT services in a manner that facilitates government and selected statutory bodies needs to deliver its business outcomes; and
- provision of solutions, adding value to government agencies by identifying new opportunities, services, technologies, and practices that will improve efficiency of Fijian government delivery.

The department of ITC consists of nine units which are Network, Systems, Facilities, Business Solutions, Security and Compliance, Websites, Procurement, Human Resources, Accounts and Executive Support.

## 1.12 Trade Commissions

The five Trade Commissions based in North America, Australia, New Zealand and China are responsible for undertaking investment and export marketing missions, organising and participating in trade and investment exhibitions, and creating and strengthening networks with relevant public and private stakeholders. Trade Commissions also undertake market research in order to identify potentials for investment and export opportunities available in the host country and relevant regions.

### VISION

“Sustainable Economic Development”

### MISSION

“Creating a safe and enabling environment for inclusive and sustainable economic development”

### VALUES

#### ‘GREATEST’

**G**ood Governance

**R**espect and value for people

**E**xcellence in Service - innovation in delivery

**A**ffirmative – being positive

**T**rustworthy and Honest

**E**quality for all and equal participation

**S**ocially Responsible and Selfless Duty

**T**eam Fiji – collaboration with our stakeholders

## HOW TO APPLY

The appointment process for this position will be in accordance with the Fijian Civil Service Open Merit Recruitment and Selection Guideline. A full application package, including the Job Description for the position is available on the Ministry of Trade, Co-operatives, Small and Medium Enterprises and Communications website [www.mcttt.gov.fj](http://www.mcttt.gov.fj)

All applicants are encouraged to obtain this information to assist with their application.

Applicants are to **submit online applications** through the Fijian Civil Service Recruitment Portal [www.recruitmentportal.gov.fj](http://www.recruitmentportal.gov.fj)

For further information contact [prem.lata@trade.gov.fj](mailto:prem.lata@trade.gov.fj)

## WHAT SHOULD YOU SUBMIT AS PART OF YOUR APPLICATION

To ensure that your application is given due consideration, we request that you submit the following as your application:

- Updated Curriculum Vitae, including the names of 3 referees who can be contacted to confirm your employment and details provided in your application. One of your referees should be a current or most recent supervisor. We do not require written referee reports to be submitted with your application as this will be verified as required later in the process;
- A covering letter which includes a brief statement of how you meet the required Knowledge, Experience, Skills and Abilities (KESA) for the position with brief examples against the KESA that illustrates similar work done and how your experience will be applied to this position. This statement should be no more than 2 pages (in a font no smaller than 10pt and with reasonable margins); and
- Copies of Academic Transcripts and Certificates.

## ELIGIBILITY CRITERIA

All applicants for employment must meet the following criteria:

- Fijian citizen below 60 years;
- Have a clear police record (any offer of employment will be subject to confirmation of a clear police record. Payment for police clearance is the responsibility of the applicant and is not reimbursable);
- Be in good health and able to undertake the requirements of the position (an offer of employment may be subject to a medical clearance).

## STEPS IN THE SELECTION PROCESS

STAGE	DESCRIPTION
<b>Long listing</b>	The long listing process will consider the basic requirements as listed in the Job Description. This will include whether the applicant meets the Fijian citizenship criteria, is under 55, and whether they meet any nominated qualification (OR EQUIVALENT) and experience requirements.
<b>Short-listing</b>	The short listing process will consider relevant factors based on the Knowledge, Experience, Skills and Abilities from the applicants CV, Application Letter or a Job Test.
<b>Selection Tools</b>	Selection Tools are determined based on the Knowledge, Experience, Skills and Abilities documented in the Job Description. Selection tools may include, any of the following, but not limited to aptitude test, skills based testing, work samples, presentations to demonstrate skills/knowledge and behavioural interview.
<b>Referees</b>	Please include details of 3 referees on the Application Form. Referees may be contacted at any time after the applications close. If there are sensitivities around this, please note this on the form.
<b>Advice and feedback</b>	All applicants will receive acknowledgement and advice including feedback if their application is unsuccessful.
<b>Appointment Approval</b>	The Selection Panel produces a selection report containing recommendations based on the relative capacity of the applicants to achieve outcomes related to the duties and expectations of the position. This will need approval by the Permanent Secretary for Trade, Co-operatives, Small and Medium Enterprises and Communications, upon concurrence of the Hon. Minister for Trade, Co-operatives, Small and Medium Enterprises and Communications.

For further information on the Fijian Government's recruitment policy, please download the Fijian Civil Service Open Merit Recruitment and Selection Guideline from the Fijian Public Service Commission website at <http://www.mcs.gov.fj>