



## MINISTRY OF TRADE, CO-OPERATIVES, SMALL AND MEDIUM ENTERPRISES AND COMMUNICATIONS

### We are Hiring !

The Ministry of Trade, Co-operatives, Small and Medium Enterprises and Communications is committed to work towards **“Sustainable Economic Development”**.

We are offering exciting career opportunities as listed below:

Vacancy No:	Position Title	Salary Band   Salary Range (Step 1 - 4)	Duty Station
MTCMSMEC 90/2024	Manager Policy – Department of National Trade Measurement and Standards	Band J: \$55,066.28 – 70,143.96 (Step 1 – 4)	Suva
MTCMSMEC 91/2024	Divisional Manager Business Advisory (Central/Eastern) – Department of Co-operative Business	Band H: \$37,434.18 - \$47,684.02 (Step 1 – 4)	Suva
MTCMSMEC 92/2024	Systems Administrator – Human Resources Unit	Band G: \$32,038.10 - \$40,429.04 (Step 1 – 4)	Suva
MTCMSMEC 93/2024	Economic Policy Officer – Economic Unit	Band F: \$24,261.72 - \$30,615.98 (Step 1 – 4)	Suva
MTCMSMEC 94/2024	Business Advisory and Implementation Officer – MSME Fiji	Band F: \$24,261.72 - \$30,615.98 (Step 1 – 4)	Suva
MTCMSMEC 95/2024	Accounts Officer – Finance Unit	Band F: \$24,261.72 - \$30,615.98 (Step 1 – 4)	Suva
MTCMSMEC 96/2024	Administrative Officer – Human Resources Unit	Band F: \$24,261.72 - \$30,615.98 (Step 1 – 4)	Suva
MTCMSMEC 97/2024	Clerical Officer – Finance Unit	Band C: \$14,006.72 - \$17,412.20 (Step 1 – 4)	Suva
<b>READVERTISEMENT</b> (Applicants who had applied earlier for this vacancy do not need to re-apply)			
MTCMSMEC 52/2024	Senior Engineer – Department of Communications	Band H: \$37,434.18 - \$47,684.02 (Step 1 – 4)	Suva
MTCMSMEC 68 – 69/2024 (2 positions)	Senior Business Analyst - Digital Government Transformation Office	Band H: \$37,434.18 - \$47,684.02 (Step 1 – 4)	Suva

Note: Late applications will not be accepted. For further information contact [prem.lata@trade.gov.fj](mailto:prem.lata@trade.gov.fj)

The appointment process for these positions will be in accordance with the Fijian Civil Service Open Merit Recruitment and Selection Guideline. A full application package, including the Job Description for each 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). Applicants are encouraged to obtain this information to assist with the written application.

## **Application Process**

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

1. An Application Letter, no more than two (2) pages, addressing how you meet the knowledge, experience, skills and abilities required as stipulated in the Job Description available on the Fijian Civil Service Recruitment Portal [www.recruitmentportal.gov.fj](http://www.recruitmentportal.gov.fj) for the position;
2. A current CV/Resume with at least 3 referee contact details – with one being the recent supervisor; and
3. Copies of Academic Transcripts and Certificates.

## **Submission**

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

- **Applications must be submitted by 4.00 pm, 4 November 2024.**