



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 100/2024	Development Engineer – Digital Government Transformation Office	Band H: \$37,434.18 - \$47,684.02 (Step 1 – 4)	Suva
MTCMSMEC 101/2024	Senior Accounts Officer – Finance Unit	Band H: \$37,434.18 - \$47,684.02 (Step 1 – 4)	Suva
MTCMSMEC 102/2024	Systems Administrator – Human Resources Unit	Band G: \$32,038.10 - \$40,429.04 (Step 1 – 4)	Suva
MTCMSMEC 103/2024	Trade Policy Officer – Trade Unit	Band F: \$24,261.72 - \$30,615.98 (Step 1 – 4)	Suva
MTCMSMEC 104/2024	Driver Messenger – Human Resources Unit	Band B: \$6.37/hour - \$7.89/ hour (Step 1 – 4)	Suva
READVERTISEMENT (Applicants who had applied earlier for this vacancy do not need to re-apply)			
MTCMSMEC 50/2024	Principal Business Advisory Officer – Economic Unit	Band I: \$46,627.14 - \$59,394.10 (Step 1 – 4)	Suva
MTCMSMEC 98/2024	Communications Coordinator – Human Resources Unit	Band H: \$37,434.18 - \$47,684.02 (Step 1 – 4)	Suva

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. 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 Service Recruitment Portal 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

- Applications must be submitted by 4.00 pm, Monday, 23 December 2024.

Note: Late applications will not be accepted. For further information contact prem.lata@trade.gov.fj