



## FIJI GOVERNMENT VACANCY

### **COUNTRY LIAISON OFFICER [PACIFIC AUSTRALIA LABOUR MOBILITY SCHEME]**

The Ministry of Employment, Productivity and Industrial Relations (MEPIR) in collaboration with the Ministry of Foreign Affairs (MFA) is seeking suitably qualified individuals from the Fiji diaspora in Australia for the position of The Country Liaison Officer (CLO).

Interested Applicants are requested to obtain the information package to assist with their written application and submit the relevant documents.

For full details on the Knowledge, Experience, Skills and Abilities required to perform the roles, please email on [sonam.prasad@mepir.gov.fj](mailto:sonam.prasad@mepir.gov.fj) / [vacanciesepir2023@gmail.com](mailto:vacanciesepir2023@gmail.com) or contact +679 (3303500)/(9908032). All applicants are encouraged to obtain this information package to assist with their written application.

All applicants for employment must be of good personal character and background that demonstrate a commitment to the Public Service Values and Code of Conduct.

An appointment offer will be subject to confirmation of a clear police record and medical report.

An attractive remuneration package will be provided to the successful candidate.

**APPLICATIONS CLOSE AT 4PM ON MONDAY DECEMBER 11<sup>TH</sup>, 2023. (FIJI TIME)**

**Late and incomplete applications will not be considered – the address for submission is included in the Applicant Information Package.**



## FIJI GOVERNMENT VACANCY

The Ministry of Employment, Productivity and Industrial Relations (MEPIR) in collaboration with the Ministry of Foreign Affairs (MOFA) is seeking suitably qualified individuals from the Fijian diaspora in Australia for the following position;

Position:		Country Liaison Officer	
<b>Dual Reporting to:</b>	Permanent Secretary for Employment, Productivity and Industrial Relations and Fiji High Commissioner in Australia	<b>Duty Station</b>	New South Wales/Australian Capital Territory
<b>Duration</b>	1 year (Extension subject to assessment and availability of funding)	<b>No. of positions</b>	1
<b>Salary Range</b>	\$65,000 - \$75,000 AUD		

\* The position is available to members of the Fijian diaspora in Australia with Australian work rights.

**Purpose of the Position:** The Country Liaison Officer (CLO) is a representative of the Fijian Government as a participating member country in the PALM (Pacific Australia Labour Mobility) Scheme. The CLO is the key focal point between PALM workers, approved employers (AEs), and the Fijian government. The role is to provide on the ground support to Fijian workers and employers and to facilitate greater participation in the labour mobility programme. The position will be based in New South Wales/Australian Capital Territory.

The appointment process for this position will be in accordance with Open Merit Recruitment and Selection processes as required by the Fiji Government.

For the Job Application Package, including the Role Description for the position, please email Ms. Sonam Prasad on [sonam.prasad@mepir.gov.fj](mailto:sonam.prasad@mepir.gov.fj) / [vacanciesepir2023@gmail.com](mailto:vacanciesepir2023@gmail.com) or contact +679 (3303500)/(9908032). All applicants are encouraged to obtain this information package to assist with their written application.

### Eligibility

All applicants for employment for the Fiji Government must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be in sound health and 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 only:

1. A signed cover letter no more than two (2) pages addressing the knowledge, skills, experience and abilities required (as stipulated in the Role Description available upon request) for the position. Applications that do not address the selection criteria will not be considered.
2. A current CV/Resume with two referee contact details - with one being the recent supervisor.
3. Certified copies of Academic Transcripts and Certificates.
4. Certified True Copy of Birth Certificate; and
5. Applicants to provide their email address.

Submission

Applicants are encouraged to submit their application by email to [vacanciesepir2023@gmail.com](mailto:vacanciesepir2023@gmail.com)

**CLOSING DATE: 4.00PM (FIJI TIME) MONDAY, ~~NOVEMBER 27<sup>TH</sup>~~ <sup>DECEMBER 11<sup>TH</sup></sup>, 2023. LATE APPLICATIONS WILL NOT BE CONSIDERED.**

*For further information, please contact the Corporate Services Department of MEPIR on (679) 3303 500 ext.355177 or through email at [vacanciesepir2023@gmail.com](mailto:vacanciesepir2023@gmail.com)*





## GOVERNMENT OF THE REPUBLIC OF FIJI

### JOB DESCRIPTION **COUNTRY LIAISON OFFICER [ PACIFIC AUSTRALIA LABOUR MOBILITY SCHEME]**

#### CORPORATE INFORMATION

<b>Role</b>	Country Liaison Officer ( Pacific Australia Labour Mobility)
<b>Business Unit</b>	Ministry of Foreign Affairs
<b>Salary Range</b>	\$65,000 - \$75,000 AUD
<b>Duty Station</b>	New South Wales/Australian Capital Territory
<b>Reports to</b>	Fiji High Commissioner to Australia and Permanent Secretary for Employment, Productivity & Industrial Relations

#### POSITION PURPOSE

The position will provide liaison services between all stakeholders for the Pacific Australia Labour Mobility (PALM) scheme. The position, while providing pastoral care, will collate statistics and provide regular quality reports on issues faced by both the employers and the Fijian workers to the Fijian Government through the Fijian Mission in Australia

#### REPORTING

The Liaison Officer will report to the Fiji High Commissioner in Australia and also share information with and report to the Permanent Secretary for Employment, Productivity and Industrial Relations to keep the Ministry and Labour Sending Unit (LSU) updated on progress of PALM.

#### KEY RESPONSIBILITIES

1. Build productive relationships with government bodies and other organisations that will be beneficial to the Fijian PALM workers and Fiji;
2. Liaise between employers/supervisors and Fijian workers in the workplace through activities to resolve issues on behalf of the Mission and the Ministry;
3. Support strategic partnerships by providing top-quality advice, facilitating effective knowledge management and providing technical assistance to PALM workers, coordination, monitoring and reporting in any collaboration
4. Facilitate communication between PALM workers and relevant stakeholders
5. Offer pastoral care to promote and facilitate the needs of PALM workers
6. Conduct research and identify ways of improving services to PALM workers and liaise with key agencies to deliver and enhance services to the PALM workers.
7. Provide advice to relevant authorities and stakeholders for the benefit of the PALM workers

8. Attend meetings which are relevant to the well-being and support of the PALM workers and assist with orientation and induction so that PALM workers understand the terms and conditions of their employment and in managing workers' expectations.
9. Provide updated reports to the Mission and the Ministry on the progress of all relevant PALM matters.

## **PERSON SPECIFICATION**

In addition to an undergraduate degree in Communications, Business Management or associated fields (or equivalent) with Country Programme Management experience the following experience, skills and abilities would be required to undertake this role:

### **Knowledge and Experience:**

1. Five years of relevant experience
2. Experience working with a diverse group of people
3. Well versed with legislation and reporting mechanism in Australia and Fiji
4. Sound knowledge of implementing and monitoring work related policies and procedures
5. Country operations knowledge and application

### **Skills and Abilities**

1. Ability to work independently with minimum or no supervision
2. Demonstrated ability to manage conflict with good problem solving skills
3. Ability to gather information and use data to develop quality reports for informed decision making by management
4. Excellent communication and interpersonal skills
5. Cultural sensitivity and awareness
6. Ability to effectively monitor, coordinate and communicate strategic objectives.
7. Excellent mediation and negotiation skills
8. Ability to establish and maintain relationships with stakeholders

The ability to speak iTaukei and/or Fiji-Hindi is an added advantage.

## **PERSONAL CHARACTER AND ELIGIBILITY**

Applicants for employment must be politically neutral, with sound health and a clean police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.