**Applying for a position with the Fijian Civil Service.**

On 22 January 2016 the Fijian Civil Service introduced Open Merit Recruitment and Selection. The focus of the changes is to ensure that the best eligible applicant for each position is appointed to the position. All positions in the Fijian Civil Service are available for open competition, and eligible, qualified people are encouraged to apply.

Eligibility will be specified in the advertisement and job description, but is generally Fijian Citizen, under 55 years of age, of good character with a clear police record, in sound health and able to demonstrate a commitment to the values of the Public Service (as stipulated in the Fijian Constitution).

What is Open Merit Recruitment and Selection?

***“The system of appointing employees based on their ability to do the job, assessed against objective selection criteria which do not discriminate against or give preference to any group or individual.”***

**How will applications be assessed?**

Selection for the role will be based on whether you are able to demonstrate that you have the required Knowledge, Experience, Skills and Abilities, as specified in the Job Description.

It is therefore important that you clearly tell the selection panel what you have done, that enables you to demonstrate that you meet the stated criteria. To do this you could write a short paragraph on how you have demonstrated a requirement. Provide relevant examples from your job, studies or roles you have held in your community.

**Some examples of Demonstrating that you meet stated criteria:**

The job description will state, for example

* *Capacity to utilize computer programs to support the operations of complex organization*
  + You might say, for example: *as highlighted in my CV, I have over 5 years or experience working with various computer programs, including Word, Excel and PowerPoint. I have prepared spreadsheets to monitor project expenditure, used Word to draft correspondence and reports and PowerPoint to draft presentations for use by senior management. I also studied computers during my Office Admin course at FNU.*

Another example from a job description might be:

* *Previous experience of working on major Engineering Projects* 
  + You might state, for instance:  *In my current role, I have been a Project Manager on the rural roads upgrade project for the past 2 years. This project has a budget of $xx and I am responsible for overseeing works in the Western Division. I am responsible for managing multiple aspects of the project including the meeting of contract deadlines within the specified budget.*

**Applying for a role**

Read the instructions about applying for the position carefully. If you don’t follow the directions accurately, Ministries can exclude your application from being considered for the position. So if the advert (for example) asks for a copy of your qualifications, then ensure you include this with your application. Don’t miss out on the opportunity to be considered for a position by not following instructions.

Your application for any role should include a CV (Curriculum Vitae) as well as your cover letter detailing how you meet the stated Knowledge, Experience, Skills and Abilities for the job. You should also complete the relevant ministry application form and *if requested,*include any other documents***.*** You only need to include documents that are specifically requested.

Your CV should include your work history, but does NOT need to include anything else that not is related to the Knowledge, Experience, Skills and Abilities being sought for the role. Try to keep your CV relatively concise and ideally no longer than 2-3 pages.

**Some other things to remember**

* Attention to detail is important – make sure you read the advert and Job Description carefully. Ensure that you follow all instructions regarding the application, including what forms are required and the closing date.
  + Note that many ministries no longer use the GP142 form and have their own application form.
* Check where the position is located and that you are willing to work in that location.
* Ensure that you can fulfill *most of* the requirements of the position before applying.
* Check that you are willing to undertake the duties of the role, including travel or after hours work as specified in the job description.
* Please use the name specified on your identity documentation (birth certificate, Voter registration card), on all your application documents.
* Be specific, honest and accurate in your application.
* Check your spelling, grammar and presentation before submitting your application.
* Double check your application or ask someone to check it for you to ensure you haven’t missed anything.