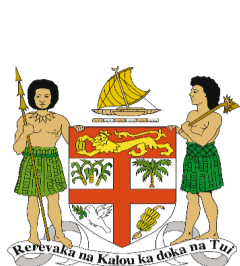


MINISTRY OF EMPLOYMENT, PRODUCTIVITY AND INDUSTRIAL RELATIONS



**EXPRESSIONS OF INTEREST  
FOR EMPLOYMENT OPPORTUNITIES IN THE HOSPITALITY AND ACCOMMODATION INDUSTRY  
BROOME, WESTERN AUSTRALIA**

The Ministry of Employment, Productivity and Industrial Relations through the Seasonal Work Programme (SWP) is looking for persons interested in possible employment opportunities in the Hospitality & Accommodation Industry in Broome, Western Australia for a period of 6 months in a variety of roles.

If you are a Fiji citizen, the possible employment opportunities you may apply for are:

Position	Experience
1. Wait Staff or Food and Beverage Attendants	<ul style="list-style-type: none"> <li>Previous experience in waiting on tables and/or bar (cocktail preparation etc.) is preferable</li> </ul>
2. Front Office Receptionists	<ul style="list-style-type: none"> <li>Excellent computer skills is essential</li> <li>Previous experience working in a hotel or resort front desk is essential</li> </ul>
3. Housekeepers	<ul style="list-style-type: none"> <li>Experience in housekeeping is not essential but will be a definite advantage</li> </ul>
4. Porters	<ul style="list-style-type: none"> <li>A clean full manual car driving license is required (copy of driving license to be submitted with application)</li> <li>Must be able to carry luggage weighing up to 30kg up one flight of stairs</li> </ul>
5. Kitchen Stewards	<ul style="list-style-type: none"> <li>No cooking or food preparation is involved in these positions</li> <li>Responsible for the cleaning-side of the kitchen operations – loading and unloading dish washers, washing large pieces of kitchen equipment by hand, emptying rubbish, cleaning the floors etc.</li> <li>Previous experience is not essential</li> </ul>

**Additional Skills**

1. Able to communicate effectively in English (both written and verbal)
2. Able to work in a cross cultural environment
3. Able to engage and talk with guests

**Additional Requirements**

1. Application letter indicating your interest in one (1) or more of the positions listed above
2. Typed current resume or CV
3. Fiji Passport valid for at least 24 months at the time of application (bring original and a photocopy of the bio page)
4. Birth Certificate (bring original and a photocopy)
5. 3 passport size photos taken within the last six (6) months
6. One (1) reference letter from previous employer detailing your work experience
7. One (1) character reference letter
8. Educational certificates and transcripts (bring a photocopy and the original) – if available
9. Good level of physical fitness

**HOW TO APPLY:**

Must qualify to register with the National Employment Centre indicate Foreign Employment Service (FORES) as your preference for work.

After registering with the National Employment Centre (NEC) submit your application letter and relevant documents.

**Closing Date: Monday 8th August 2016  
No later than 12.00 noon**

Office Hours: Monday – Thursday: 8:00am – 4.30pm & Friday: 8:00am – 4.00pm

For additional information, please contact the NEC – Foreign Employment Service on 3310 331 / 9906 444 / 3314 628.

Kindly note that only shortlisted candidates will be contacted for interview.

**Ministry of Employment, Productivity & Industrial Relations - NEC Office Locations:**

**CENTRAL & EASTERN DIVISION**

**Suva Office**  
Level 4  
Post Fiji Building  
Thompson Street  
PO Box 2216  
Government Buildings  
Suva  
Phone: 3310 331 /  
3314 628

**WESTERN DIVISION**

**Sigatoka Office**  
Kesuna Building  
PO Box 839, Sigatoka  
Phone: 6500 143 /  
6500 977  
Fax: 6700 977

**Nadi Office**

Government Buildings  
Koroivolou Road  
PO Box 2457, Nadi  
Phone: 6702 429  
Fax: 6702 229

**Lautoka Office**

Tavaia House  
PO Box 334, Lautoka  
Phone: 6660 305  
Fax: 6666 630

**Ba Office**

Koronubu House, Ba  
PO Box 345, Ba  
Phone: 6674 006  
Fax: 6673 523

**NORTHERN DIVISION**

**Labasa Office**

Ratu Raobe Building  
PO Box 148, Labasa  
Phone: 8811 643  
Fax: 8811 477

**Savusavu Office**

Vunilagi Building  
Main Street  
PO Box 68, Savusavu  
Phone: 8850 104  
Fax: 8850 414