



EMPLOYMENT OPPORTUNITIES

The vision of the Fiji Revenue and Customs Service (FRCS) is to become a World Class Revenue Service Delivering Excellence in Revenue Collection, Border Protection, Trade and Travel Facilitation. We offer world class exposure with our affiliations with the International Monetary Fund (IMF), World Customs Organisation (WCO), The World Bank, The Organisation for Economic Co-operation and Development (OECD), Commonwealth Association of Tax Administrators (CATA) to name a few. We are currently in the midst of an exciting journey which will make tax simpler, more certain and easier to manage for most if not all Fijians.

We are looking for suitable candidates for the following positions in our Corporate Services Division;

- 1. Chief Legal Counsel – Vacancy 43/2018** **Band 10: \$94,829 base salary**
Reporting to the Director Corporate Services, the role is responsible in overseeing all legal operations including litigation, as well as the Objections Review Team (ORT) and the Technical Interpretations Procedures Unit (TIPU). The role is also responsible for the drafting and finalisation of Standard Interpretation Guidelines (SIGs), drafting and finalisation of Public Binding Rulings (PUBRs), leading the research and drafting of efficient advice for Executive Management on ad hoc basis and ensuring that proper and thorough stakeholder engagement are met on a timely basis.

The suitable candidate must be a lawyer by profession with an unrestricted practicing certificate, must have a Bachelor's degree in Law, must have a highly developed technical writing style which includes excellent research and writing skills and have a proven record of successful people leadership. Conjoint degree in Accounting & Economics with FIA and CPA accreditations will be an added advantage.

- 2. Deputy Director Governance & Risk – Vacancy 44/2018** **Band 10: \$94,829 base salary**
Reporting to Director Corporate Services, the role is responsible for supporting management in providing strategic plan, operational management, external scrutiny, internal auditing, and risk management framework underpinned by an integrated and multilevel process on governance arrangements that comprises both internal and external audit and scrutiny functions. Responsibilities include assuring compliance with relevant legislations and regulations, providing advice to management, reporting of internal financial control and risk management, monitoring on internal compliance to policies, standards and systems.

The suitable candidate must have a Bachelor's degree in the relevant field with a strong focus on technical and business qualification for the role, must have at least 5-10 experience in Audit Management/Investigations, must have absolute integrity and hold or able to achieve a high level of security clearance and have a proven record of successful people leadership.

- 3. Monitoring & Evaluation Officer – Vacancy 45/2018** **Band 4: \$24,052 base salary**
Reporting to Manager International, the role provides support and coordination that includes conducting research and analysis on key issues, developing meaningful reports and presentations from research findings, information collation, event coordination and administrative support for the International Relations Unit. The role is also responsible in providing business support by monitoring all international obligations, agreements and commitments for FRCS.

The suitable candidate must have a strong degree in international relations, business management, economics or related field with at least 2 years' experience in a similar role.

- 4. Design & Monitoring Officer – Vacancy 46/2018** **Band 4: \$24,052 base salary**
Reporting to the Director Corporate Services the role provides research, monitoring and coordination support for the production of the 3-year FRCS Strategic Plan, Annual Report, Half Yearly and Statement of Corporate Intent as required under the FRCS Act.

The suitable candidate must have a strong degree in business administration, finance, economics or related field with at least 2 years' experience in a similar role. Experience in statement and report writing role will be an added advantage.

5. Driver – Vacancy 47/2018

Band 1: \$10,961 base salary

Reporting to Assistant Accountant Fleet, the role is responsible in providing driving service for the Service staff within the assigned station for official business requirements. Other responsibilities include: timely maintenance of vehicle, provide transport schedule for employees with efficiency, comply with OHS administration and any other duties assigned.

The suitable candidate must have a valid Group 4 driver's license with Defensive driving certificate, a pass in FSLC or FSFE, excellent customer service and at least 5 years driving experience. Certificate or Diploma in Mechanical Services would be an added advantage.

Interested candidates need to send in current CV, together with the Fiji Revenue & Customs Service Application form and a detailed cover letter indicating how you have met the above position requirements to careers@frcs.org.fj. Position descriptions are available on our website <https://www.frcs.org.fj/vacancies>

Applications close on 28th December 2018.

FRCS is an equal opportunity, merit-based employer

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED. KINDLY NOTE ONLY EMAIL APPLICATIONS WILL BE ACCEPTED, NO HAND DELIVERY.

WORLD CLASS VISION