

FIJIAN ELECTIONS OFFICE [FEO]

Information Package for Applicants

MANAGER PROCUREMENT & ASSET MANAGEMENT

Thank you for your interest in a position in the Fijian Elections Office [‘FEO’]. This information package includes:

- Eligibility criteria for all applicants
- Information on what to submit with your application
- Information on how to submit your application and how receipt of your application will be confirmed
- Key Dates for the application and selection process
- An Application Form for completion by all applicants
- **A Declaration and Authorisation form for completion by all applicants. PLEASE NOTE THAT APPLICATIONS WHICH DO NOT INCLUDE THIS DECLARATION WILL NOT BE CONSIDERED FURTHER.**
- Covering Letter format

The Position/Job Description for the position includes information on the salary range payable, the purpose and duties of the position, performance indicators for measuring success, and details on the Qualification, Knowledge, Skills and Abilities required to perform the role. **You should study this document carefully. Your application must address your suitability for the position as described.** Your application will be assessed against your stated Qualification, Knowledge, Skills and Abilities for the position.

ELIGIBILITY

All applicants for employment in the Fijian Elections Office must meet the following standards:

- Be eligible for employment in Fiji;
- Have a clear police record;
- Be in good health and able to undertake the requirements of the position (a medical certificate may be required for the selected applicant);
- Be politically neutral. The Fijian Elections Office (FEO) operates in a politically sensitive environment. Any person who is, and is seen to be, active in political affairs, and intends to publicly carry on this activity, may compromise the strict political neutrality of the FEO and cannot be considered for employment.
- All applicants for employment **must SIGN AND RETURN THE DECLARATION OF POLITICAL NEUTRALITY with their application.** Applications submitted without the declaration will **NOT** be considered further.

WHAT YOU SHOULD SUBMIT WITH YOUR APPLICATION:

To ensure that your application is given due consideration, we request that you submit the following documents as your application:

1. Your completed **Application Form**;

2. Your **Declaration and Authorisation Form**;
 3. **Covering Letter**;
 4. A full **Curriculum Vitae**, which should be no more than 3 pages in length and which includes the names of **two recent referees** who can be contacted to confirm your employment and claims made in your application. One of your referees should be a current or recent **supervisor**.
 5. **Application letter** which includes a brief statement of **how you meet the required knowledge & experience and skills & abilities for the position**. This statement should be no more than 3 pages in length).
 6. Copy of your birth certificate,
 7. Certified copy of your academic Qualification and Transcripts.
- Shortlisted applicants will be required to bring supporting documents such as their original birth certificate, original qualifications and certificates and academic transcripts to their interview.
 - Any offer of employment will be conditional upon production of a recent police clearance and medical certificate. Police clearances must be dated after the date of interview. These costs are not reimbursable. These documents are not required for submission with your application.

HOW TO SUBMIT YOUR APPLICATION:

A **separate** application must be submitted for **each position** that you are interested in. The preferred method for submission of applications is **through the secure email address: vacancies@feo.org.fj with the Position Name, Reference Number and your Name listed in the Subject of the email**. Applications must be received in our mail server by **4pm on 18 September 2019**.

Alternatively, applicants who do not have access to email may submit their application through mail or to a specially provided locked box at our HQ in Toorak, Suva.

Applications should be in an envelope, clearly marked:

“PRIVATE AND CONFIDENTIAL, APPLICATION FOR POSITION NUMBER / APPLICANT’S NAME, FIJIAN ELECTIONS OFFICE.

<p>Applications by Post: “Application for Vacancy _Reference No. ___” Supervisor of Elections Fijian Elections Office P O Box 2528, Government Buildings Suva, Fiji</p>	<p>Applications Hand-Delivered: “Application for Vacancy Reference No ___” LOCKED BOX Fijian Elections Office 59-63 High Street Toorak Suva, Fiji</p>
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KEY DATES:

Closing date for applications – 4.00pm, 18 September 2019

We expect to Short-list applicants by end of October 2019.

We expect to commence interviews in October- November 2019.

We expect to make appointments before 31 December 2019 and have applicants take up duty as soon as possible thereafter.

FIJIAN ELECTIONS OFFICE

Application for Appointment

- Please personally complete and sign this form and the Declaration following.
- Please follow the instructions provided on what to submit with your application.
- You will receive a receipt for your application, please refer to your receipt number in any queries you may have regarding progress with your application.

Surname/Family Name: _____

Given Name(s): _____ **Title:** _____

Email Address: _____

Position Reference No. _____ **Position Applied for:** _____

Current Residential Address: _____

Full Postal Address *(the address to which mails should be sent)*

Contact **Private:** _____ **Work:** _____

Are you a Fijian citizen? Yes No

Are you eligible - Yes No
for employment in Fiji?

Date of Birth: _____

The following information is gathered for statistical purposes only. Completion of this section is voluntary, the information will not be considered when assessing your application.

Male Female

Declaration and Authorisation

I _____
(Full name: (first or given names and family or surname))

of _____
(Full residential address)

Being an applicant for the position of _____
(Indicate the Position name and Reference number)

In the Fijian Elections Office, declare that: (Please check each of the boxes below):

- I have not been convicted of any criminal offences (for these purposes do not count any infringement offences, e.g. parking or speeding offences, as they do not result in a conviction being entered against you).
- I acknowledge that if selected I will have to provide a recent police clearance and medical report at my own costs.**
- I have not been the subject of any disciplinary action by any employer or a professional body in Fiji or overseas, nor are there any unresolved complaints against me.

OR

- Details of disciplinary action or unresolved complaints against me are as follows:

- I have not been declared bankrupt, entered into a composition with my creditors, or been disqualified as a director.
- I know of no other matter which might affect my credibility in office.
- I understand the politically sensitive environment of the Fijian Elections Office and declare that I am not and do not plan to be politically active in Fiji. I acknowledge that if I am a current member of a political party I am required to resign this membership if appointed to a position in the Fijian Elections Office.
- I understand and consent to my application form, my curriculum vitae and any other material that I have supplied or being held by the Fijian Elections Office to be used to assess whether I may be employed in the Fijian Elections Office.
- I authorise the Fijian Elections Office to make suitable enquiries to verify the information I have supplied above.
- I understand that a false declaration on this form will invalidate my application and may result in further legal action being taken against me.
- For **short term positons** only - I am available to work the hours specified or I may be required to work including shift rosters and weekends/public holidays except: _____

Signature of Applicant: _____ Date: _____

APPLICATION LETTER – MANAGER PROUREMENT & ASSET MANAGEMENT

Name : _____

In support of my application for the above position, I provide a brief statement of **how I meet the required knowledge & experience and skills & abilities:**

Knowledge and Experience

1. At least 5 years (post qualification, supervisory level) experience working in the procurement or asset management area of a complex corporate environment:

My Response: _____

2. High level knowledge of procurement and asset management, including policy, procedures and actions required to prevent corruption:

My Response: _____

3. Practical experience procuring goods and services in accordance with strict approved guidelines:

My Response: _____

4. Understanding of teams and how to build and maintain high performing teams:

My Response: _____

5. Understanding of the Fijian Constitution (2013) and applicable finance, procurement and asset management laws and policies of Fiji:

My Response: _____

6. Knowledge of Electoral Systems and the support mechanisms required to ensure their success:

My Response: _____

7. Knowledge of Fijian culture and customs:

My Response: _____

Skills and Abilities

1. Demonstrated ability to manage and motivate staff at different levels and from different backgrounds and experience:

My Response: _____

2. Demonstrated ability to meet give clear and concise directions that enable tight and immovable deadlines to be met:

My Response: _____

3. Demonstrated ability to analyse and solve complex problems, in a resource constrained environment:

My Response: _____

4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment:

My Response: _____

5. Capacity to utilise computer programs to support the operations of complex organisation:

My Response: _____

6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation:

My Response: _____

Signature of Applicant: _____ **Date:** _____