



SUVA CITY COUNCIL

VACANCY

The Suva City Council is seeking to recruit dynamic, resourceful and performance oriented persons for the following vacant position in the Health Services Department.

1) CLERICAL ASSISTANT (UNESTABLISHED POSITION) – SAMABULA HEALTH DEPOT

The above position is based at the Samabula Health Depot and reports to Garbage & Refuse Supervisor.

The successful applicant will be required to provide administrative support to Garbage & Refuse Supervisor; receiving complaint at the front desk, , general clerical duties , assisting in preparing Monthly reports for vehicles' fuel and repairs; prepare requisitions and works order and any other duties assigned from time to time.

Applicants must possess at least a pass in Fiji School Leaving Certificate Examination or a Certificate in relevant discipline together with front office management skills and minimum of 2-3 years of experience and knowledge of basic accounting.

Hours of work will be 44 hours per week (Monday – Saturday) at a **rate of \$5.59 per hour**. Other terms and employment conditions shall be applicable as per Council policy for the weekly waged earner's position.

Written applications for the above positions **must include certified copies** of educational qualifications, work experience and a detailed curriculum vitae, references, with names of two (2) persons as referees should be forwarded to the Acting Chief Executive Officer, Suva City Council, PO Box 176, Suva or send it by e-mail at **hr_recruits@scc.org.fj** no later than **4.15pm on Friday 23rd March 2018**.

Asaeli Tokalau
Director Administration & Operations.
For Acting Chief Executive Officer
