

CIRCULAR 3/2024

From: Permanent Secretary for Civil Service and Public Enterprises **Phone:** 892 4321
To: All Permanent Secretaries **Date:** 18 January 2024
Subject: Implementation of the Fiji Civil Service Recruitment Portal across Civil Service **File Ref:** MCS 7/1

1.0 Introduction

- 1.1 The Ministry of Civil Service is committed in centralising of systems and improving coordination across Government to deliver improved services and access to employment information from a central platform.

2.0 Recruitment Portal

- 2.1 The Fiji Civil Service Recruitment Portal has been active since 2020 and was offered to Ministries to come on board as an option to introduce a centralized recruitment platform, enhance transparency, communicate efficiently and make data-driven decisions for recruitment.
- 2.2 Given that the Open Merit Recruitment and Selection Guideline serve as the policy basis for Permanent Secretaries to establish and implement transparent and merit-based recruitment and selection, the Public Service Commission is mandating the use of Civil Service Recruitment Portal by all Ministries and Departments for undertaking recruitment activities.
- 2.3 The aim of mandating use of the recruitment platform is to assist in enhancing recruitment process, compliance with the recruitment timelines, overcoming frequent recruitment delays and improved data collection for better workforce planning.

3.0 Transition Period

- 3.1 Ministries are given 3-months period from the date of this Circular to transit to centralised Recruitment Portal.

4.0 Training Schedule

- 4.1 An approved training schedule (attached in Annex 1) has been agreed to as part of transition to join the recruitment portal.
- 4.2 Ministries are required to participate in the training, share experiences and learn about the use and maintenance of the portal from the Employer Access perspective.

5.0 **Clarification**

- 5.1 The content of the Circular must be brought to the attention of responsible officers in your Ministries/Departments.
- 5.2 Please direct all queries to the Ministry of Civil Service Policy Division through email on mcspolicy.fiji@gmail.com

Thank you.



Parmesh Chand

Permanent Secretary for Civil Service and Public Enterprises