

# CIRCULAR 11/2025

**From:** Acting Permanent Secretary for Civil Service

**Phone:** 892 4321

**To:** All Permanent Secretaries

**Date:** 21 August 2025

**Subject:** **Revision to the Internship and Graduate Trainee (IGT) Programme Framework**

**File Ref:** MCS 7/18

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- 1.0. The IGT Programme Framework has been revised to align with the budget allocation for the 2025-2026 financial year.
- 2.0. Given the availability of candidates in the IGT Merit Pool list, the Ministry of Civil Service will coordinate the recruitment and placement of Diploma Graduates, Interns and Graduate Trainee. The distribution of IGT candidates will be based on the demands by specific Ministries.
- 3.0. The only amendment to the framework pertains the following clause:
  - 3.5 The funding for Interns and Graduate Trainees will be the responsibility of each Ministry who will be required to undertake the necessary process for engagement and absorption in the position, while some assistance will be provided by the Ministry of Civil Service for the initial 6 months.
- 4.0. The IGT Framework will continue to provide a pathway for young talents to enter the Civil Service, where their knowledge and skills are enhanced to ensure smooth integration into the workforce and readiness for permanent employment opportunities.
- 5.0. Ministries are strongly encouraged to utilize the IGT Merit Pool list and continue to engage IGT candidates in concurrence with the revised IGT Framework 2025.
- 6.0. Please direct all queries to the Ministry of Civil Service Policy Division through email on [mcspolicy.fiji@gmail.com](mailto:mcspolicy.fiji@gmail.com)

Thank you.



Mr. Pita Tagicakirewa

**Acting Permanent Secretary for Civil Service**