

# CIRCULAR 07/2025

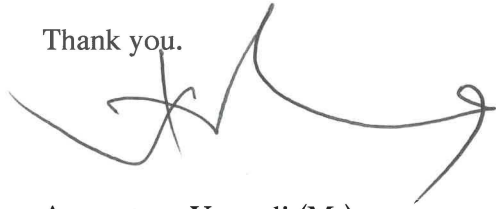
**From:** Permanent Secretary for Civil Service **Phone:** 8924320  
**To:** All Permanent Secretaries **Date:** 8 July 2025  
**Subject:** **Human Resource Management Information System File Ref: MCS 7/1**  
**(HRMIS) Policy and Mandatory Update of**  
**Establishment and Appointments Data**

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1. The Human Resource Management Information System (HRMIS) Policy (attached) has been endorsed by the Public Service Commission (PSC) on 18<sup>th</sup> June 2025 and mandates the adoption across the entire Civil Service.
2. The HRMIS Policy establishes a whole-of-government framework for the effective governance, use, and administration of the HRMIS platform, which serves as the central system for managing human resource information across all Government Ministries and Departments.
3. The HRMIS platform has been rolled out to the Whole of Government since December 2018 and PSC is mandating the use of HRMIS through this policy.
4. The Policy outlines the core principles, responsibilities, and operational procedures governing the use of HRMIS, and aims to strengthen human resource management through improved data accuracy, system integration, transparency, and compliance with relevant legislation and policy.
5. All Ministries and Departments are required to:
  - 5.1. Disseminate the Policy to all relevant officers.
  - 5.2. Appoint or confirm designated HRMIS focal point and administrative officers.
  - 5.3. Align internal HR practices with the provisions of the Policy.
  - 5.4. Ensure user compliance with confidentiality and system protocols.
6. Ministry is advised to continuously update all records within the HRMIS platform to maintain accuracy and completeness. To facilitate the upcoming integrations with the Recruitment Portal and the Finance Budget Module, the Ministries are advised to ensure the Establishment and Appointment Module of HRMIS is updated based on the approved Pay-to-Post (P2P) listings from the Ministry of Finance by 31st October 2025. Ministries are to note that positions approved and correctly maintained within the Establishment Module will only be eligible for recruitment advertisement through the new recruitment portal.

7. Your cooperation in ensuring full compliance with the provisions of the Policy and in supporting its implementation is acknowledged and appreciated.
8. For further clarification or technical support, Ministries may contact the HRMIS Support Unit via email at [hrmis.helpdesk@mcs.gov.fj](mailto:hrmis.helpdesk@mcs.gov.fj).

Thank you.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Amenatave Yauvoli (Mr)  
**Permanent Secretary for Civil Service**