



Fiji Civil Service

Internship and Graduate Trainee Programme Framework

Issued : 20 September 2023
Revised : 07 November 2023
Revised : 01 May 2024
Revised : 19 August 2024

For further information contact:
mcs@govnet.gov.fj

Contents

1 Introduction	4
2 Purpose	4
3 Background	4
4 Scope.....	5
5 Principles.....	5
6 Definitions	5
7 Engagement	6
8 Eligibility.....	6
9 Entry Requirements	7
10 Internship or Graduate Trainee Programme	7
11 Recruitment	7
13 Onboarding	8
14 Placement	8
15 Performance Assessment.....	9
16 Absorption into the Civil Service.....	9
17 Work Conditions	9
18 Special Circumstances.....	9
19 Responsibilities and Accountabilities.....	9
20 Guideline	11
21 Further Employment.....	11
22 Review.....	11
23 Endorsement by the Public Service Commission.....	12

Internship and Graduate Trainee Programme Framework

August 2024

1 Introduction

- 1.1 The Internship and Graduate Trainee Programme provides the opportunity to begin career with the Government in a supportive workplace where the focus is on professional development and training.

2 Purpose

- 2.1 This framework provides clear procedures and guidelines to assist the Ministries/Departments in relation to the appointment and management of Interns and Graduate Trainees in the Civil Service.
- 2.2 Our commitment in providing an inclusive and diverse workplace extends through our recruitment practice.
- 2.3 The programmes are aimed to attract and develop future talent pool.

3 Background

- 3.1 The Fiji Government is the single largest principal employer in Fiji.
- 3.2 Workforce retention challenges still prevail and there is a need for transition pathways through targeted programmes.
- 3.3 Our programmes have been designed to develop the capacity of current students and recent graduates into future Civil Servants, offering a fast track of their career in the Government.
- 3.4 These programmes will provide an opportunity for capacity building and learning and development under the guidance of experienced staff, exposure to work environment as pathway into workforce. The focus of the work programme will be to embrace learning environment and will be supported through supervision and performance management.
- 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 3 months.
- 3.6 Based on the establishment size and need, Ministries will be allocated quota for appointments through these programmes with a combination of Diploma Graduate, Interns and Graduate Trainees on a first come, first serve basis.

4 Scope

- 4.1 This shall be the framework on the management of Interns and Graduate Trainees in the Civil Service and Ministries/Departments shall be bound by the contents of this framework.
- 4.2 Ministries/Departments may have policies contextualized to address the operational needs aligned to this Framework.
- 4.3 Ministries/Departments may apply to utilize the services of Interns or Graduate Trainees provided they have funds available for this purpose.

5 Principles

- 5.1 The appointment of Interns or Graduate Trainees will be in line with Employment Relations Act and the Civil Service Code of Conduct and the engagement will be on principles of merit, fairness, transparency and on the commitment of skills development.
- 5.2 Each Internship and Graduate Trainee Programme will be up to maximum of 12 months.

6 Definitions

6.1 Intern

- (i) Is a candidate of the Internship Programme.
- (ii) Be in their final semester of obtaining a degree from a registered University.
- (iii) GPA of 2.5 or equivalent.
- (iv) Work part time - 20 hours per week or 40 hours per fortnight.
- (v) Paid at Step 1 of Band E.

6.2 Graduate Trainee Degree

- (i) Is a candidate of the Graduate Trainee Programme.
- (ii) who has obtained a relevant Degree qualification from a registered University in not more than two (2) years.
- (iii) GPA of 2.5 or equivalent
- (iv) Working full time 74 hours per fortnight.
- (v) Paid at Step 2 of Band E.

6.3 Graduate Trainee Diploma in approved technical fields

- (i) Is a candidate of the Graduate Trainee Programme.
- (ii) who has obtained a relevant Diploma qualification from a registered Tertiary Institute / University in not more than three (3) years.
- (iii) GPA of 2.0 or equivalent
- (iv) Working full time 74 hours per fortnight.
- (v) Paid at Step 1 of Band E.

6.4 Work Programme

- (i) A work programme will be designed for Interns and Graduate Trainees prior to taking up the Internship or Graduate Trainee Programme in a Ministry or Department. The development of this work programme will be the responsibility of the relevant Ministries.
- (ii) Ministries are to ensure Interns and Graduate Trainees are engaged in the relevant field of their qualification.

6.4 Committee

- (i) Is inclusive of team of representative from respective Human Resources Department from each Ministry.
- (ii) Will carry out the recruitment for the Interns and Graduate Trainees.
- (iii) Roles established under section 11 and 19 of this framework.

6.5 Registered University

- (i) Offers recognised undergraduate and postgraduate programmes in a wide variety of disciplines.

7 Engagement

7.1 Ministries will identify areas or cadres where Graduate Trainees or Interns can be engaged. Special consideration should be made for scarce skill areas that require retention strategies in the service.

7.2 Intern or Graduate trainees shall be engaged for not more than 12 months.

8 Eligibility

8.1 Students who are in their final semester of obtaining a relevant University Degree and have a GPA of 2.5 will become eligible for applying for the Internship, while Graduates who have obtained a relevant Degree qualification from a university or registered tertiary institute in not more than two (2) years with a GPA of 2.5 will be eligible for the Graduate Trainee Programme in the area of Ministry's need. Diploma graduates in approved technical fields with at GPA of 2.0 obtained in not more than 3 years will be eligible for Diploma Graduate Trainee programme.

8.2 The implementation of this policy shall be the responsibility of the individual Ministries.

8.3 The Ministry of Civil Service will support implementation through the development and facilitation of relevant training packages.

9 Entry Requirements

9.1 The entry requirements for the Internship and Graduate Trainee Programme are as follows:

- (i) Be a Fiji Citizen
- (ii) Must have excellent command in English and must be computer literate.
- (iii) Provide documents confirming the necessary qualification.
- (iv) Commit to minimum prescribed hours of work per week/fortnight.
- (v) Must demonstrate potential academic knowledge and understand concepts to practical situations.
- (vi) Ability to work as part of a team and organise their workload to meet deadlines.
- (vii) Willingness to learn from feedback and take responsibility for their actions.
- (viii) Be assessed through selection tools have considerable potential and the desire to contribute to the Civil Service.

10 Internship or Graduate Trainee Programme

10.1 Our Internship and Graduate Trainee Programme are specially designed for tertiary students and recent graduates involving:

- (i) Formal training opportunities and practical experience on how Government works.
- (ii) Work placement with various Ministries/Department across Civil Service.
- (iii) Mentoring by senior staff.
- (iv) Guidance by an assigned supervisor with performance feedback
- (v) Regular reporting on assigned tasks.
- (vi) The programme will be terminated subject to any breaches of Code of Conduct

11 Recruitment

11.1 Each Ministry is required to nominate one representative from Band F and above from their respective Human Resource Departments to form a committee to undertake the recruitment for the pool of Interns and Graduate Trainees.

11.2 The Ministry of Civil Service will be the secretariat for the Committee.

11.3 All applications will be assessed by the Committee.

12 Appointments

12.1 The Internship or Graduate Trainee Programme shall be advertised in accordance with the needs identified by Ministries and Departments. These Programmes will utilise open merit recruitment and candidates will be required to apply by submitting the required documentations.

12.2 All applicants shall undergo a stringent and streamlined screening process that will ultimately identify the desiring top achievers.

12.3 In line with the current policy of selection and appointments the screening process shall include interviews, verbal or written tests and any other similar job selection activities.

13 Onboarding

13.1 On appointment, the Interns or Graduate Trainee shall:

- (i) undergo an Induction programme to be conducted by the Ministry.
- (ii) undergo work attachment within Ministries and Departments for up to a maximum of 12 months.
- (iii) attend and participate in training and workshops relevant to the assignment.

13.2 The interns and Graduate Trainees will be eligible to participate in training opportunities such as:

- (i) Professional development opportunities available in the Civil Service; and
- (ii) Training and workshops relevant to their responsibilities and according to the needs of the Civil Service.

13.3 Due process for selection of training will align to relevant PSC Guidelines in place.

13.4 Interns will be required to complete their enrolled University programme within the academic year to continue to be eligible for the programme or for absorption in an established position.

14 Placement

14.1 To acquire appropriate experience, the Interns and Graduate Trainees will have the opportunity for rotation in the related field of their appointment across Ministries/Department within their term of engagement.

14.2 At the discretion of the employing Permanent Secretary in consultation with other relevant Permanent Secretaries, Ministries can request for rotation following a satisfactory performance assessment. All salary costs associated with the employment of the Graduate Trainee or Intern will be met by the employing Ministry during rotation.

14.3 If during the period of engagement for interns, the candidate completes their programme of study, the engaging Permanent Secretary can upgrade the Intern into a Graduate Trainee Officer on Band E, Step 2 with full time employment for the remainder of their contract. This would be subject to satisfactory performance in the intern programme and in meeting the Graduate Trainee criteria outlined in Section 8 of this Framework.

15 Performance Assessment

- 15.1 Ministries/Departments shall carry out performance assessment report for the appointment periods.
- 15.2 The respective supervisors will submit a performance report to the Committee upon completion of the programme for inclusion in the merit pool.

16 Absorption into the Civil Service

- 16.1 Upon completion of the programmes and with satisfactory performance reports, Interns and Graduate Trainees will be placed into a merit pool for consideration for any relevant vacant positions as transition to permanent employment in the Civil Service.

17 Work Conditions

- 17.1 As an Intern, a competitive remuneration package will be offered, including:
- (i) An employment contract (not exceeding 12 months) with 20 hours of weekly work
 - (ii) Statutory deductions
 - (iii) 10 days Annual Leave and 10 days Sick Leave provisions as per terms and conditions of employment.
 - (iv) Paid at Step 1 of Band E
- 17.2 A Graduate Trainee Diploma shall be on terms and conditions of employment and receive an annual salary at Step 1 of Band E
- 17.3. A Graduate Trainee Degree shall be on terms and conditions of employment and receive an annual salary at Step 2 of Band E

18 Special Circumstances

- 18.1 Interns and Graduate Trainees with disabilities are encouraged to apply and reasonable adjustment will be provided to the extent possible.

19 Responsibilities and Accountabilities

19.1 Ministry of Civil Service

The responsibilities of the Ministry of Civil Service are:

- (i) Coordinating secretariat role in the recruitment and selection process.
- (ii) Consultation with ministries on placement of Interns and Graduate Trainees.
- (iii) Oversight of the work programmes.
- (iv) Facilitating a final report on the effectiveness of the programme.

19.2 Permanent Secretaries

Permanent Secretaries through their respective Ministries and Departments are responsible and accountable to ensure that the provisions of this framework are implemented in their respective Ministries. This includes to:

- (i) Ensure that Interns and Graduate Trainee in their Ministry are informed of the framework and are advised of their responsibilities through a thorough Induction programme.
- (ii) Ensure the engagement of Interns and Graduate Trainees are in accordance with the approved budget.
- (iii) Be responsible for administering all matters pertaining to employment including discipline.
- (iv) Collaborate with the Secretariat for the engagement of Intern or Graduate Trainees.
- (v) Ensure the 12-month programme provides a comprehensive and structured package of training and development along with hands-on real-time experience in the Ministry.
- (vi) Ensuring that adequate approval are obtained for absorption of IGTs in established position.

19.3 Managers and Supervisors

All managers and supervisors are responsible and accountable to ensure that the framework is adhered to in their areas to:

- (i) Execute resource planning and identify need for appointment of Interns or Graduate Trainees.
- (ii) Help understand the functions of the Ministry.
- (iii) Facilitate the required documentation and processes for the appointment.
- (iv) Develop skill and knowledge to build a successful career.
- (v) Provide on the job training and mentoring on various projects.

19.4 Role of Committee

The committee will be responsible and accountable to:

- (i) Develop terms of reference on the roles and responsibilities for the recruitment and selection of Interns and Graduate Trainees.
- (ii) Develop a recruitment plan.
- (iii) Attend and participate in all meetings scheduled by the Search Committee Chair.
- (iv) Assist with developing and carrying out the recruitment plan.
- (v) Participates and provides constructive feedback to the committee as it relates to the candidates' qualifications for the position, work plan and relevant needs of the Ministry.
- (vi) Meets all recruitment deadlines set by the Public Service Commission.
- (vii) Maintain the confidentiality of all committee proceedings, identity of the candidates, and all communications with the candidates.

19.5 Intern or Graduate Trainee

Intern or Graduate Trainee will be responsible and accountable to:

- (i) Model respectful behaviour and gain broader experience in the assigned Ministry.
- (ii) Learn through hands-on work on all aspect of the civil service.
- (iii) Undertake special assignments, projects and support the duties delegated by the Supervising Officer.
- (iv) Complete the work programme to better understand the roles of the Ministry.
- (v) Comply with the PSC Guidelines, laws and regulations.
- (vi) Complete assessments on assigned tasks.

20 Guideline

20.1 All Ministries/Departments and supervising officers must adhere to relevant PSC Guidelines as applicable to the administration of interns and graduate trainees.

20.2 Interns and Graduate Trainees may contact their Ministry for any assistance on any issue not catered for in this Framework.

21 Further Employment

21.1 During the 12-month programme, Interns or Graduate Trainees will work towards achieving competencies against measurable learning outcomes.

21.2 Feedback and progress reports will help understand strengths and competencies and prepares for advancement.

21.3 Following inclusion in the merit list, Permanent Secretary will have discretion to appoint on merit the relevant candidate in a suitable vacant position following the due process within the Ministry. There will also be the flexibility to absorb the relevant Graduate Trainee in other Ministries with suitable opportunities.

22 Review

22.1 The framework will be reviewed by the Ministry of Civil Service once every 24 months or earlier, if necessary, with a report submitted to the Public Service Commission within one month of conclusion of the review.

23 Endorsement by the Public Service Commission



Chairman, Public Service Commission

Date: 28 August, 2024