



MINISTRY OF DEFENCE AND VETERANS AFFAIRS

VACANCIES

The Ministry of Defence and Veterans Affairs supports Equal Employment Opportunity (EEO) and Gender Equality. The Ministry is currently seeking suitably qualified and eligible candidates for the following positions:

VACANCY NO	POSITION(S) TITLE	SALARY BAND & SALARY RANGE (STEP 1- 4)	NUMBER OF POSITION	DURATION
MDVA 12/2025	Director General	Band J: \$56,718.27 - \$72,248.28	1	Permanent
MDVA 13/2025	Principal Administrative Officer – Monitoring and Evaluation	Band H: \$38,557.21 - \$49,114.54	1	Permanent
MDVA 14/2025	Accounts Officer	Band F: \$24,989.57 – \$21,534.46	1	Permanent
MDVA 15/2025	Administrative Officer	Band F: \$24,989.57 – \$21,534.46	Pool	Permanent
MDVA 16/2025	Executive Officer	Band E: \$21,121.70 - \$26,653.57	Pool	Permanent
MDVA 17/2025	Clerical Officer	Band C: \$14,426.92 – \$17,934.57	Pool	Permanent

The appointment process for these positions will be in accordance with the Civil Service Open Merit Recruitment and Selection Guideline.

Eligibility

All applicants for employment in the Ministry of Defence and Veterans Affairs must be of a good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be a Fiji Citizen, under the age of 60 years, in good health and have a clean police record. The selected applicant will be required to provide a medical report and police clearance prior to taking up duty.

Application Process and Submission

1. Written applications should be addressed to:

The Permanent Secretary for Defence and Veterans Affairs
PO Box 2349 Government Buildings Suva Fiji

2. Applicants are required to submit a **covering letter**, not exceeding two (2) pages, addressing the **knowledge, experience, skills and abilities** required for the position. This should be accompanied by an updated Curriculum Vitae with names & details of two (2) referees, certified copies of academic transcript / certificates and sent via email address Defencerecruitment2025@gmail.com
3. The Role Description for the position of your interest can be obtained through the link www.homeaffairs.gov.fj/join-us/
4. Applications that do not address the criteria may not be considered. **Applications must be submitted by 4.30pm on Wednesday 15th October 2025; late and incomplete applications will not be accepted.**

For further enquiries on the positions above can be obtained from Ms. Carmelita Ting on telephone number 3211225.