



## OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

The Office of the Director of Public Prosecutions (the “ODPP”) is responsible for prosecuting appeals before the Court of Appeal and Supreme Court. In addition, all High Court trials in Fiji are prosecuted by State Counsel who also handle appeals to the High Courts at Suva, Lautoka and Labasa. Cases of special difficulty or of public interest in the Magistrates’ courts are processed by the ODPP. Other significant work of the ODPP includes the determination of complaints against police and prisons officers, the provision of written advice to the Commissioner of Police, to the Director C.I.D, and to other government departments and statutory organisations, the delivery of lectures at the Police Academy, and the handling of complaints from members of the public concerning their cases. The Director also considers written representations concerning criminal cases from aggrieved persons, defendants, or from their lawyers.

### **Accounts Clerk – 1 Post (Suva)**

**Duties of the post:** The appointee will be responsible to the Director of Public Prosecutions (DPP) through the Director Human Resources & Corporate Services (DHR&CS) and Accountant by providing effective and efficient management of accounting procedures to ensure the proper disbursement and utilisation of government funds. The appointee will assist the Accountant in the preparation of LPO; payment vouchers; clearing outstanding payments; processing of witness allowance and other related allowances; processing of bills for payments; travel and accommodation arrangement for the ODPP staff and witnesses; filing of accounting documents; and any other duties that may be assigned by the DHR/CS and Accountant. Understanding of the FMIS would be advantageous

**Qualifications:** A pass in Fiji Seventh Form Examination [FSFE] or equivalent

**Salary:** Band C - \$12,081.69 – \$15,489.35

All applications for the position must be addressed to, **The Director, Office of the Director of Public Prosecutions, P.O Box 2355, Government Buildings, Suva, Fiji** and must include a covering letter, Curriculum Vitae and Academic transcripts. Further details on the captioned vacancy can be obtained from the Office of the Director of Public Prosecutions at email: [cnambiar@odpp.gov.fj](mailto:cnambiar@odpp.gov.fj); Tel: (679) 3212802

**ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN 4PM, 14TH OCTOBER 2022**