



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 the Supreme Court. In addition, all High Court trials 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.

CLEANER/MESSENGER – SUVA (1 POST)

Duties of the post: The appointee will be responsible to the Director of Public Prosecutions through the Principal Administrative Officer for the general cleaning of the ODPP Office at Gunu House and Naiqaqi House. This includes cleaning of each office and the washrooms. The officer will be also required to travel to Nasinu Office for cleaning when required. The appointee will assist the various section in dispatching of documents to the stakeholders, collect mails from the post office and deliver mails to the post office. Assist in photocopying, searching of files, preparation of tea during meetings and interviews, assist in training setup. Attend to any other duties that may be assigned by the DPP and the Principal Administrative Officer from time to time. Experience in similar role would be advantageous.

Qualification: A pass in Fiji School Leaving Certificate and competent in both written and oral English

Salary: \$5.60 per hour

All applications for the position can be emailed at kiran.singh@odpp.gov.fj or posted and hand delivered to the following address:

BY POST:

The Acting Director of Public Prosecutions
Office of the Director of Public Prosecutions
P. O Box 2533 Government Buildings, Suva

BY HAND:

The Acting Director of Public Prosecutions
Office of the Director of Public Prosecutions
68 Gordon Street or 25 Gladstone Rd, Suva

The application must include the following supporting documents:

- Covering letter
- Copy of Fiji School Leaving Certificate
- Curriculum Vitae
- Any pending investigation must be declared in the covering letter
- Incomplete applications will not be accepted
- Only shortlisted applicants will be contacted

For further clarification contact on 3212802.

Applications should be lodged no later than 27th June 2025.

The successful applicant for employment will be required to provide a medical report and police clearance as a pre-requisite condition for employment.