



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.

ADMINISTRATIVE OFFICER (CORPORATE) – SUVA (1 POST)

Duties of the post: The appointee will be responsible to the Acting Director of Public Prosecutions through the Assistant Director of Public Prosecutions (Corporate) and the Principal Administrative Officer in managing the overall government vehicle fleet of the ODPP Fiji-wide, ensuring that the Transport Policy 2013 is followed. This includes ensuring the proper care and maintenance of vehicles, coordinating vehicle inspections with the LTA, preparing and submitting quarterly vehicle reports, handling vehicle accidents, verifying running sheets, updating logbooks, and liaising with the Ministry of Finance and relevant stakeholders regarding government vehicles. The officer will also prepare weekly timesheets for unestablished officers. The officer will manage transport operations by organizing transport runs for State Counsel and corporate staff as per approval only. The officer will also be responsible for property management and office capital projects, including drafting capital project contracts, overseeing office/building repairs and maintenance, and conducting site inspections. The officer will assist in the administration and operations of the office by arranging travel and accommodation for staff, attending to queries raised by officers and members of the public, and conducting Board of Survey activities Fiji-wide. The officer will also assist in procurement by sourcing quotations for office equipment and assets. In addition, the officer will assist in Human Resources by assisting the SAO with leave management and staffing matters, and will perform any other relevant duties that may be assigned from time to time.

Qualification: An Undergraduate Degree in Management & Public Administration, Business Administration or equivalent from a recognised institution with at least 2 year relevant work experience in a similar role. Computing skill/Literacy in computing applications and sound industry knowledge are preferred. A current valid driving license & valid Defensive Driving Certificate. Driving experience from a company or government department would be an advantage

Salary: BAND F - \$24,261.72 - \$38,992.05

All applications for the position can be emailed at vacancies4@govnet.gov.fj

The application must include the following supporting documents:

- **Covering letter**
- **Certified copy of relevant documents (Degree, Transcript, valid Defensive Driving Certificate)**
- **Curriculum Vitae**
- **Previous and pending investigation must be declared in the covering letter**
- **Incomplete applications will not be accepted, only shortlisted applicants will be contacted**

Applications should be lodged no later than 4pm on 12th June 2026.

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