



MINISTRY OF YOUTH AND SPORTS

Nasoqo House, 3 Gordon Street, Suva PO Box 2448, Government Buildings, SUVA
Tel: 679 3315960 Fax: 679 3305348 Email: mys.information@govnet.gov.fj Website: <http://www.youth.gov.fj/>

Background: The Fijian Constitution defines the Values and Principles for the Public Service, including that recruitment and promotion will be based on objectivity, impartiality and fair competition and ability, education, experience and other characteristics of Merit (S123, (i) (i, ii)). In line with this, the Ministry is committed to ensuring transparency, fairness and equity in the recruitment and selection process as well as to promoting diversity within its ranks.

About the Ministry of Youth and Sports: the Ministry was formally established in February 2012 and develops and implements policies and programs targeted at empowering young people and enabling them to reach their full potential by equipping them with the knowledge and skills to enable them to be self-sufficient and develop income-earning opportunities that are viable, sustainable and satisfying. The Ministry also has a key role in developing sporting infrastructure and creating a vibrant and highly competitive sports industry in Fiji to engender national pride and benefit the Fijian economy. In order to do this, the Ministry works with the National Youth Policy (<http://www.youth.gov.fj/index.php/policies/policies-2>) and the National Sports Policy (<http://www.youth.gov.fj/index.php/policies/policies-3>). The Ministry does this by creating a supportive policy environment which provides:

- Leadership, policy advice and secretariat support
- Youth advice and advocacy
- Training and empowerment for improved livelihoods
- Youth social innovations
- Sports development

The Ministry has four Divisional Offices for Central and Eastern (Suva), Western (Lautoka) and Northern (Labasa). These offices work closely with youth and sports organisations as follows:

Youth:

- Support the National Youth Council
- Youth registration services
- Assist identified SME and Community based projects
- Provide training for “Seeds of Success”
- Provide specific identified skills and vocational training
- Manage the Duke of Edinburgh International Award
- Implement mentoring programmes
- Manage the “Feed the Nation” project
- Implement “the Dynamic Youth Training” Programme
- Administer the voluntary Youth training grant



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- Facilitate the National Youth Day programme
- Manage five Youth Training Centres which organise training in:
 - Agriculture
 - Carpentry and building/construction
 - Managing a model farm including organically
 - Establishing young farmers
 - The National Youth Band

Sport:

- Develop and review policies to promote and develop sport
- Facilitate the development and maintenance of rural sports facilities
- Support active participation by all citizens in recreation and leisure activities to encourage a healthy and life-long lifestyle
- Support stakeholders in delivering sports development youth programmes
- Support the Fiji National Sports Commission (programmes), Fiji Sports Council (facilities), Fiji Association of Sports and National Olympic Committee, Fiji Paralympic Committee and the Boxing Commission of Fiji

GENERAL

You may be required, on occasion, to work outside normal office hours including work in the evenings and at weekends in keeping with roles of this type.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the Government's health and safety policy and procedures.

All staff have a duty and commitment to comply with and promote the Government's non-discrimination policy and procedures at all times.

Successful completion of probation will be dependent on attending any mandatory courses or induction.

HOW TO APPLY

The Ministry is an equal opportunities employer and would welcome applications from a fully diverse range of candidates, gender, ethnicity, sexual orientation, faith or disability. Please note that only those who are below the age of 55 years can apply.

To apply candidates should send the following:

1. Letter of application highlighting your motivation for the post and relevant experience
2. Up to date curriculum vitae
3. Details of current remuneration
4. Names and contact details for three referees (referees will not be contacted until final interview stage)

Your application should be sent to (*email address:* mys.recruitment@govnet.gov.fj). This is the preferred method of application.