

Work at FEO

Core Staff, Short term and Project Staff

Process Explained

All applications must be submitted through the FEO's recruitment portal at <https://jobs.feo.org.fj>. **Please note that hard copy submissions will not be accepted.**

To apply, applicants must first register on the FEO recruitment portal. During registration, you will be required to:

- Accept the privacy policy
- Complete the registration form by providing your:
 - Voter card number
 - Full name
 - Date of birth
 - Mailing/residential address
 - Contact number
 - Education and employment details

You must also download, complete, and upload the **Declaration Form**, along with your:

- Updated **Curriculum Vitae (CV)**
- **Certificates and transcripts**
- **Cover letter**

Applicants can update their profile information at any time by accessing their account on the portal. Please ensure that you follow the application guidelines as outlined on the FEO website and recruitment portal.

All vacancy advertisements will remain open for a period of two weeks.

Frequently Asked Questions [FAQ]

1. How can I be part of the Fijian Elections Office workforce?

- The Fijian Elections Office will advertise the vacant positions, and all suitable applicants can apply, and appointments will be made on order of merit.

2. Where can I access the vacancy information?

- The advertisements will be out in the newspapers (Saturday) Facebook, FEO website and FEO recruitment portal.

3. How can I access the recruitment portal?

- The Recruitment Portal can be access through <https://jobs.feo.org.fj>

4. Do you accept hard copies of the application?

- No, all applications are to be made through the recruitment portal available via <https://jobs.feo.org.fj>.

5. What are the application requirements?

- You must register on the recruitment portal <https://jobs.feo.org.fj>. This site's registration form requires you to provide your voter card number, full name, date of birth, mailing/residential address, phone contact, education details and employment details. You may update any of this information at any time by accessing your profile.
- You will also be required to download and fill in the declaration form which needs to be attached together with the updated Curriculum Vitae, Certificate and Transcript and Covering Letter.

6. Do I need to complete my medical and police clearance before applying?

- No, only successful applicants will be required to produce Police Clearance and if requested by the management the applicant will need to provide a medical certificate.

7. What do I need to bring when coming to sign my contract for the first time?

- If you are coming to sign your contract with the FEO for the first time, it is necessary that you bring the following details:
 1. Birth Certificate
 2. FNPF number
 3. TIN Card/Letter
 4. Bank Account details stamped by bank
 5. Passport sized photo
- Ensure you to update FEO if you have changed your bank account details or address.

8. Are the overseas citizens eligible to apply to work at Fijian Elections Office?

- Yes, through the recruitment portal <https://jobs.feo.org.fj> or if successful applicants will organize for their work permit and will make other arrangements.

9. Is there any retirement age at Fijian Elections Office?

- Yes, the retirement age at FEO is 60 years.

10. Is it possible to track my application and know the status for each application?

- Yes, applicants can check their application status using the recruitment portal <https://jobs.feo.org.fj> or can liaise with HR department.

11. If the application is closed, can I still apply?

- No. The duration of the advertisement is 2 weeks; however, applicants who are interested in short term/ project positions can submit an EOI through the recruitment portal.

12. How is the recruitment & selection done at the Fijian Elections Office?

- Recruitment & Selection of appointees are based on the Open Merit Recruitment System [OMRS]. The OMRS is followed while engaging employees either for core positions or short term/ project-based positions.

13. How can I know about the vacancies within the Fijian Elections Office?

- Vacancies at the FEO can be found on the following platforms:
 - i. Print media – any of the major newspapers (Fiji Times & Fiji Sun) and are usually published on the Saturday editions of the papers.
 - ii. The official FEO website under the “Vacancy” section of the site. You can click on the following link ; <https://www.feo.org.fj/about-us/job-vacancies/> and <https://jobs.feo.org.fj>
 - iii. Social media – Official FEO Facebook

14. How will I know the duration of the advertised positions?

- The information will be available on the Job/ Position Description which can be viewed and downloaded through the recruitment portal.
- For core positions the duration is 3 years whilst the short term/ project position will have the duration from 1 day to 2 years.

15. Am I eligible to receive a confirmation/ certificate of employment after my tenure at the Fijian Elections Office?

- Yes.

16. Can I work on multiple short term/ project positions?

- Yes, upon your availability

17. If I am selected for any position, when can I expect to receive my wages?

- Wages are deposited into your nominated bank account on a weekly basis for project staff whilst fortnightly for core staff. You can check your wages on Thursday after lunch.

18. I was not able to add some additional documents that I think can boost my application on the application portal.

- Additional documents can be added by simply tapping on the “Add New” tab of the Documents portal and uploading your document thereafter.

19. I can't seem to register an account on the recruitment portal.

- Ideally the portal works best when using a personal computer or a laptop; there may be some difficulty accessing it from a mobile device
- Check to see whether you have successfully met the requirements of the password.
- Ensure to check the “Accept Privacy Policy”
- By registering your account, an activation email will be sent to our preferred email account. Follow the link provided and enter your registered credentials on the portal.

20. I am studying now, and I'd love to take up this opportunity to work on a short-term project. Will I be given time off to attend classes?

- No, hours will be reduced, and salaries will be forfeited.