



LEGAL AID COMMISSION

"An Equal Opportunity Employer"

VACANCIES

The Legal Aid Commission is a statutory body established by the Legal Aid Act of 1996 to provide assistance to those persons who cannot afford the services of a private legal practitioner. In pursuit of "providing greater access to justice for all Fijians" and to further strengthen its corporate services, the Legal Aid Commission now invites applications from suitably qualified candidates for the following positions:

Vacancy No.	Post	Duty Location
AO 01/2021	Administration Officer	Suva
ITM 01/2021	Information Technology Manager	Suva

For further details about the role, its key functions & requirements please refer to our website www.legalaid.org.fj/career

To be considered eligible, applicants **MUST INCLUDE** all of the following:

- covering letter;
- curriculum vitae from applicant detailing personal details, academic qualifications and work related experience (should be no more than 4 pages);
- certified copies of all academic transcripts that specify grades, Grade Point Average (GPA) and or marks;
- a certified copy of the applicant's full birth certificate.

Applications for the above positions are to be clearly identified using the Vacancy Reference Numbers provided. **CANDIDATES MUST STATE THE POSITION AND OFFICE APPLIED FOR. CANDIDATES WHO DO NOT SPECIFY THE POSITION AND OFFICE WILL NOT BE CONSIDERED.** Enquiries can be directed to Mr. Shahin Ali, Acting Director, Legal Aid Commission on Mobile number 9983427 or via email: vacancies@legalaid.org.fj. Please note that when submitting applications through email, all relevant documents must be included in order for the application to be considered.

NOTE: APPLICANTS WHO DO NOT SUBMIT THE REQUIRED DOCUMENTS AND WHO DO NOT COMPLY WITH INSTRUCTIONS WILL NOT BE CONSIDERED. DUE TO THE HIGH NUMBER OF APPLICATIONS EXPECTED, ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

The positions are on a contract basis. Applicants are to submit their applications by Monday 3.00 p m , 15th March, 2021. **Applications received after this date and time will NOT be considered.**

Website: www.legalaid.org.fj/career