



## LEGAL AID COMMISSION

"An Equal Opportunity Employer"

### VACANCIES

The Fiji Legal Aid Commission is a statutory body established by the Legal Aid Act of 1996 to provide assistance to impoverished persons. In pursuit of "providing greater access to justice for all Fijians" and to further strengthen its Corporate and Litigation Unit, the Legal Aid Commission now invites applications from suitably qualified candidates for the following positions:

Vacancy No.	Post
AO 01/2023	Administration Officer (Procurement) - Re-Advertised

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

#### **Application Process**

To apply and be eligible for consideration applicants must submit the following documents:

1. A cover letter addressing the knowledge, skills, experience and abilities required for the position; no more than four (4) pages.
2. A current CV/Resume with referee contact details.
3. Copies of certificates and academic transcripts.

The Legal Aid Commission has competitive open –merit recruitment & selection process.

#### **Submission**

Applications must be submitted by **4.00pm on Friday 10<sup>th</sup> November, 2023** via email: [vacancies@legalaid.org.fj](mailto:vacancies@legalaid.org.fj) OR by hand delivery to the Human Resources Department.

**Late applications will not be accepted.**

Applicants who do not submit the required documents and who do not comply with instructions will not be considered. Due to high number of applications expected, only short-listed candidates will be contacted. Applicants who previously applied for this position do not need to re-apply.

For any queries you may contact the HR Department by email to [vacancies@legalaid.org.fj](mailto:vacancies@legalaid.org.fj)

All applications are to be addressed to:

The Director  
Legal Aid Commission  
Private Mail Bag  
Government Buildings  
Suva

(Vacancy Title & Reference Number)