



## LEGAL AID COMMISSION

*"An Equal Opportunity Employer"*

### VACANCY ANNOUNCEMENT

Established by the Legal Aid Commission Act of 1996 to provide assistance to impoverished persons, in pursuit of "Providing Greater Access to Justice" and to further strengthen our Corporate Units, the Legal Aid Commission invites suitably qualified and committed individuals to apply for the following vacancy:

Vacancy Reference #:	Position:	Duty Station
RO 04/2026	Registry Officer	Tavua

Position Description for each position are available on our website: [www.legalaid.org.fj/career](http://www.legalaid.org.fj/career)

#### **Application Requirements**

To be eligible for consideration, applicants **MUST** submit the following documents:

1. Cover Letter: **MUST include Vacancy Reference #, Position and Duty Station** (not more than two (2) pages)
2. Updated CV/Resume with Referees contact details.
3. Copies of Certificates and Academic Transcripts.
4. Copy of Personal ID Card

The Legal Aid Commission has a competitive Open-Merit Recruitment & Selection process.

#### **SUBMISSION:**

All Applicants **MUST** apply using the Online Portal available on our website: [www.legalaid.org.fj](http://www.legalaid.org.fj) or Scan the **QR Code** below to access the Online Portal:



#### **NOTE:**

**Hardcopy applications and those sent via email will not be accepted.**

**Applications closes at 4.00pm on Friday 1<sup>st</sup> May, 2026.**

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