



# Tertiary Scholarships and Loans Service

**“Building a Smarter Fiji”**

## We Are Hiring!

The Tertiary Scholarships and Loans Service (TSLS) is a Fijian Government Institution established under the Tertiary Scholarship and Loans Act 2014 (“the Act”) to administer and implement all the Fijian Government funded Tertiary Education Scholarships and Loans Schemes.

TSLS is looking for highly motivated, dynamic and skilled individuals for the following positions:

Position No:	Position	Location	Minimum Requirements
TSLB 13	<b>MANAGER LEGAL AND BOARD SECRETARY</b>	Suva	A Bachelor’s degree in LLB, BA/LLB, and Professional Diploma in Legal Practice with at least 5 to 7 years proven senior level management and leadership experience in aspects of law and regulatory area.
TSLB 14	<b>MANAGER AUDIT, RISK AND ASSURANCE</b>	Suva	A Bachelor’s Degree in Accounting/ Finance with 5 to 7 years relevant work experience or exposure in internal audit and risk management role.
TSLS 15	<b>COORDINATOR COMMUNICATIONS AND AWARENESS</b>	Suva	A Bachelors’ degree in the following fields with 5 – 7 years of relevant work experience <ul style="list-style-type: none"><li>• Journalism &amp; Public Relations</li><li>• Media Management &amp; Strategic Communications</li><li>• Awareness, Marketing &amp; Brand Profiling</li></ul>

Further information and Job Descriptions for the above positions can be downloaded from TSLS website <https://tsls.com.fj/Vacancies/Vacancies> or by contact Ms. Ateca Daugunu 8921240 or email on [hro@tsls.com.fj](mailto:hro@tsls.com.fj)

Written applications for the position with a cover and selection criteria response letter with certified credentials marked as confidential must reach the Tertiary Scholarships and Loans Service by **no later than 5.00 p.m. on 24<sup>th</sup> December, 2021 via hand delivery or email.** Salary package will be negotiated with the successful candidate.

Applications are to be sent to:

**The Human Resources Officer  
Tertiary Scholarships and Loans Service  
26 McGregor Road  
Private Mail Bag  
Government Building**

Hand delivered to the above physical address or emailed on [jobs@tsls.com.fj](mailto:jobs@tsls.com.fj)

**Late and Incomplete applications will not be considered.**

*“The Tertiary Scholarships and Loans Service is an Equal Employment Opportunity Employer”*