

Mr Christopher Cocker  
Chief Executive Officer  
Pacific Tourism Organization  
**SUVA**

12 July 2023

Dear Mr Cocker,

**Recruitment: Finance & Administration Officer, Risk & Compliance Officer and Assistant Programme Analyst.**

We understand that the Pacific Tourism Organization (SPTO) (hereinafter referred to as 'the Client') is seeking to recruit three suitable candidates for the roles of Finance & Administration Officer, Risk & Compliance Officer and Assistant Programme Analyst, based in Suva, Fiji.

Pacific People is keen to assist with this important recruitment and believes we are well placed to identify an excellent pool of candidates for you.

**1. Scope and Methodology**

The full end-to-end recruitment process will be carried out in close consultation with the Client and includes the following:

- a) Meet with the Client to gain a full appreciation of the expectations of the roles and the key skills and competencies of candidates who would best fit.
- b) Draft the JD for the Finance & Administration Officer position.
- c) Draft the advertisements in consultation with the Client and arrange placement of the advertisements on our Pacific People website and social media platforms (LinkedIn, FB & Twitter). The advertising period shall be for a duration of 2 weeks.
- d) Receive applications and respond to queries from applicants (if any).
- e) Pre-screen applications and submit a shortlist of candidates that meet the agreed selection criteria, for the Clients review.
- f) Liaise with the Client to discuss the final short-list for interviews, interview dates and composition of the interview panels.
- g) Develop interview questions and scoring system and prepare interview documents for members of the interview panels. Contact short-listed candidates and arrange interviews.

- h) Facilitate the interview process and capture key discussion points on each applicant.
- i) Conduct reference checks on the selected candidates.
- j) Prepare and submit the final reports based on the outcomes of the interview process.
- k) Send out regret notifications to all unsuccessful applicants.

## **2. Professional Fees and Charges**

Our discounted professional fee for full end-to-end recruitment [outlined in Section 1 a) – k) above] for the 3 vacancies outlined above, is **FJ\$10,332 (VIP)** plus 5% administration fees. This does not include costs for advertising in the local newspaper.

The fee is typically paid in two tranches: the first 50% is paid upon our appointment with the final (50%) payment once we submit our final report. Please complete the “Client Acceptance Form” at the end of this document.

## **3. Timing**

Please find attached our proposed project schedule (Gantt Chart). The timeline for the assignment will be agreed with the client in advance. However, it is worth pointing out that timelines may be affected by candidates not being available to attend interviews on the agreed dates or panel members being unavailable on the proposed interview dates.

Should you have any further queries, please do not hesitate to contact us on 3313-229 or mobile number 777-1157.

With kind regards.

Yours sincerely



**Thelma Taria-Savua (Ms)**  
**GENERAL MANAGER**

## **CLIENT ACCEPTANCE FORM**

### **Full Cycle Recruitment for Three (3) Vacancies:**

- 1) Finance & Administration Officer,
- 2) Risk & Compliance Officer, and
- 3) Assistant Programme Analyst

We acknowledge receipt of AVI Pacific People's Client Proposal dated 11 July 2023 for the abovementioned assignment, and accept the terms and conditions outlined therein.

More specifically:

- We agree to pay your professional fees being **FJ\$10,332 (VIP)** plus 5 % administration fees.
- The above fees will be spilt into two tranches. We agree to pay the first tranche (50%) upon signing of this *Client Acceptance Form* and the final 50% upon receipt of our final report.

**Client Organisation:**

**Name of Authorising Officer:**

**Designation:**

**Signature:**

**Date:**

Please return the completed form to: [HHMaravuakula@pacificpeople.com](mailto:HHMaravuakula@pacificpeople.com)

