

The Online Safety Commission invites applications from suitably qualified candidates for the vacancy referred to below. The appointee will report to the Commissioner and will be responsible for conducting digital forensic analysis, online investigations, and technical assessments to support enforcement of the Online Safety Act 2018.

Vacancy No	Position Title	Salary Range	No. of positions	Contract Duration
OSC 08/2025	Digital Forensics & Cyber Investigations Specialist	\$50,000 - \$75,000	1	3 years

JOB DESCRIPTION

To provide specialized digital forensic, investigative, and technical expertise to assist Online Safety Commission (OSC) in enforcing the Online Safety Act 2018, supporting victims of online harm, and collaborating with national and international agencies to detect, analyze, and address online abuse.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities, working with relevant staff and stakeholders:

- **Digital Forensic Analysis**
 - Acquire, preserve, and analyze digital evidence from mobile devices, computers, removable media, and cloud-based platforms.
 - Conduct logical and physical extractions using approved tools.
 - Recover deleted data where possible (messages, photos, chat logs, videos).
- **Online Investigations & OSINT**
 - Conduct investigations across social media, messaging apps, and online platforms.
 - Identify anonymous users, trace digital footprints, and link accounts using lawful methods.
 - Perform SOCMINT, GEOINT, metadata analysis, and digital attribution.
- **Takedown & Platform Liaison**
 - Prepare requests to global tech platforms for content removal.
 - Liaise with Meta, TikTok, X, Snapchat, Telegram, and other networks.
 - Assist with urgent escalations involving child safety, abuse, or imminent harm.
- **Support to Law Enforcement & International Networks**
 - Work closely with Fiji Police Cybercrime Unit.
 - Assist with responses to NCMEC Cyber Tips.



- Participate in international networks including GOSRN and INHOPE pathways.
- **Reporting & Evidence Handling**
 - Prepare technical assessment reports and evidentiary briefs.
 - Maintain chain of custody.
 - Provide expert advice for OSC's legal and compliance teams.
- **Policy & Capability Development**
 - Contribute to development of OSC's Standard Operating Procedures (SOPs) for digital investigations.
 - Train OSC staff on cyber safety trends and investigative techniques.
 - Advise on procurement of forensic tools and secure systems.

PERSON SPECIFICATION

Knowledge and Experience

- Bachelor's degree Information Technology, Computer Science, Cybersecurity, Networking Engineering, Information Systems or a related field.
- Minimum 5 years' experience in IT security, policing, investigations, or digital evidence handling or related role.

Skills and Abilities

- High attention to detail
- Ability to work with sensitive, graphic, or disturbing content
- Demonstrated discretion and strict commitment to confidentiality
- Strong analytical, investigative, and report-writing skills
- Ability to work under pressure and respond promptly to urgent matters
- High level of professional conduct and ethics
- Willingness to travel occasionally within Fiji
- Availability for after-hours work for urgent cases
- Competence in digital forensic techniques and evidence handling
- Proficiency in online and social media investigations (OSINT, SOCMINT)
- Sound understanding of Fiji's legal framework, including the Online Safety Act, Crimes Act, and Evidence Act

KEY PERFORMANCE INDICATORS (KPIs)

- Quality, accuracy, and completeness of digital forensic reports
- Timeliness and effectiveness of investigations conducted
- Number and success rate of content takedown operations
- Compliance with chain-of-custody and digital evidence handling protocols
- Level of support provided to investigations and prosecutions under the Online Safety Act 2018
- Contribution to capacity building and skills development of OSC staff
- Responsiveness and effectiveness in handling urgent or high-risk investigations

ELIGIBILITY

The Online Safety Commission (OSC) welcomes applications from qualified candidates in Fiji and overseas. All applicants must:

- Be of good character and demonstrate a commitment to the values and principles of the OSC as outlined in the **Online Safety Act 2018**.
- Provide a medical certificate and police clearance prior to taking up duty if selected.

SUBMISSION

Applicants must submit the following:

1. A detailed and updated curriculum vitae (CV);
2. The contact details of at least three (3) referees with one (1) being the current employer if applicable; and
3. Certified copies of academic certificates and transcripts.

All applications must state the vacancy number and be submitted via e-application to careers@onlinesafetycommission.com.

Applications will be reviewed on a rolling basis until a suitable candidate is selected. Only e-applications submitted to the above email address will be considered.