



# MINISTRY OF WATERWAYS & ENVIRONMENT

The Ministry of Waterways & Environment invites suitably qualified and eligible applicants for the following positions:

## **PROJECT MANAGER - VETIVER**

**Vacancy # DWW PRO 01/2020**

**Salary Band: H (\$34,760.31 - \$56,596.92)**

**Contract Term – 1 Year (Project Funded)**

### **POSITION PURPOSE:**

The position is to provide effective management and efficient delivery of the Vetiver Grass Nursery for River Bank Stabilization and Sustainable Management of Land and Water Resources project. This position will efficiently plan, implement, monitor and successfully complete the project in partnership with local communities, NGO's and government stakeholders.

### **PERSON SPECIFICATION**

In addition to a Bachelor's degree in Environmental Science, Agriculture Science/ Engineering, or relevant field (s) or equivalent, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 5 years' experience in managing projects funded by international agencies or development partners in senior management role;
2. Proven knowledge and experience in project management including financial management, estimating, budgeting, planning and expenditure control within resources in a timely manner partnering with stakeholders;
3. Proven project management skills including strategy, planning, setting objectives and planning to meet those objectives, implementation, monitoring and evaluation, budgeting, financial management and sustainability;
4. Demonstrated knowledge of procurements and contract management; and
5. Demonstrated experience in working independently and lead a diverse multi-disciplinary team.

#### **Skills and Abilities**

1. Proven ability to manage stakeholders professionally and excellent communicate and interpersonal skills in order to deal at different levels;
2. Demonstrated ability to influence and engage effectively with donor, corporate and governmental partners;
3. Demonstrated strong analytical skills attention to details with accuracy and easy to adopt to changes;
4. Proven ability to define new projects, establish overall scope and budget;
5. Capacity to utilize computer programs to support operations;
6. Demonstrated ability to work co-operatively within a team environment; and
7. Service oriented approach with a commitment to supporting the operational/corporate environment.

## **ENGINEERING ASSISTANT – [MARITIME PROJECT SITES]**

**Vacancy # DWW PRO 02/2020**

**Salary Band: D (\$7.50 per hour – \$8.75 per hour)**

**Contract Term – 6 months**

### **POSITION PURPOSE:**

The position is to assist engineers in civil project planning and supervision of construction and maintenance works for waterways infrastructures.

## **PERSON SPECIFICATION**

In addition to a Diploma in Civil Engineering, or relevant field (s) or equivalent, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. 1 year experience will be added advantage
2. Knowledge and experience in using AUTOCAD software
3. Knowledge in concrete works
4. Knowledge in civil project planning
5. Knowledge & experience in construction supervision

### **Skills and Abilities**

1. Good communication skills
2. Ability to supervise staff
3. Ability to work with minimum supervision
4. Ability to work long hours
5. Ability to work in outer islands, camping and a lot of travelling

## **FIELD OFFICER – WEST**

**Vacancy # DWW 117/2020**

**Salary Band: E (\$19,045.75 – \$22,215.38)**

**Contract Term – 3 Years**

### **POSITION PURPOSE:**

The position will carry out regular inspections, technical investigations monitoring of drainage schemes. It will also supervise the maintenance works and timely prepare progress and investigation reports.

## **PERSON SPECIFICATION**

In addition to a Diploma in Civil Engineering, or relevant field (s) or equivalent with valid driving license, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Atleast 3 years' experience in field work;
2. Demonstrated experience in construction supervision of construction works;
3. Basic knowledge on civil contract management
4. Significant proven experience in finance duties in the public sector

### **Skills and Abilities**

1. Ability to provide professional advice for rational decisions making;
2. Excellent communication and report writing skills;
3. Time management, multi-tasking skills and attention to details;
4. Ability to think innovatively and resourcefully;
5. Capacity to utilise computer programs to support operations;
6. Demonstrated ability to work cooperatively within a team environment;
7. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation;
8. Ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
9. Ability to implement policies, procedures and guidelines

## **TECHNICAL OFFICER MECHANICAL – NORTH**

**Vacancy # DWW 118/2020**

**Salary Band: E (\$22,528.74 – \$28,883.00)**

**Contract Term – 3 Years**

### **POSITION PURPOSE:**

The position coordinates and manages the Divisional work plans in terms of implementation of dredging operations, waterways debris cleaning and mechanical activities

## **PERSON SPECIFICATION**

In addition to a Diploma in Mechanical Engineering, or relevant field (s) or equivalent with valid driving license, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Three (3) years' experience in managing mechanical activities and dredging operations.
2. Experience in managing procurement of spare parts.
3. Knowledge in developing operational plans and preparation of tender documentations.
4. Understanding of Government Initiatives and Programs
5. Knowledge of Occupational Health & Safety (OHS) standards.

### **Skills and Abilities**

1. Ability to provide technical support in terms of dredging operations and mechanical services.
2. Skills and ability to lead and motivate the Waterways debris cleaning team
3. Ability to work under pressure and meet strict deadlines in terms of reporting, evaluation and preparing of detailed data analysis
4. Ability to work in a resource constraint environment
5. Ability to foster and maintain positive working relationships with staff and stakeholders
6. Skills and ability to plan, multi-task and coordinate activities and develop improvements and innovations to enhance performance of the Ministry

## **TECHNICAL OFFICER CIVIL – NORTH**

**Vacancy # DWW 119/2020**

**Salary Band: E (\$22,528.74 – \$28,883.00)**

**Contract Term – 3 Years**

### **POSITION PURPOSE:**

The position will assist in planning and construction of drainage, irrigation and waterways infrastructure to support the operations in meeting the ministerial goals

## **PERSON SPECIFICATION**

In addition to a Diploma in Civil Engineering, or relevant field (s) or equivalent, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 3 years demonstrated experience in the similar role;
2. Proven knowledge and experience in scoping of drainage, irrigation and coastal protection works;
3. Practical knowledge and understanding of tendering;
4. Proven knowledge and understanding of architectural drawings; and
5. Practical knowledge and experience in using of AUTOCAD

### **Skills and Abilities**

1. Ability to provide professional advice for rational decisions making;
2. Excellent communication and report writing skills;
3. Time management, multi-tasking skills and attention to details;
4. Ability to think innovatively and resourcefully;
5. Capacity to utilise computer programs to support operations;
6. Demonstrated ability to work cooperatively within a team environment;
7. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation;
8. Ability to follow instructions and meet set deadlines when under pressure and managing stressful situations;
9. Ability to implement policies, procedures and guidelines.

## **STOREMAN – WEST**

**Vacancy # DWW 120/2020**

**Salary Band: E (\$12,081.69 – \$15,095.31)**

**Contract Term – 3 Years**

### **POSITION PURPOSE:**

The position co-ordinates, facilitates the proper management and control of assets and procurement activities as well as maintain other relevant ledgers.

### **PERSON SPECIFICATION**

In addition to a Diploma in Management, Accounting, or relevant field (s) or equivalent, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. Ability to manage Ministry of Waterways Assets
2. Ability to utilize Microsoft office package
3. Ability to develop and interpret statistical/inventory data for reporting purposes
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment.
5. Capacity to utilize computer programs to support the operations of the Ministry
6. Service oriented approach with a commitment to support the operational environment of the Ministry

#### **Skills and Abilities**

1. Demonstrated ability to communicate well at different level (verbal/written);
2. Proven ability to planning and organizing to support logistic;
3. Capacity to utilize computer programs to support the operations including Microsoft Suite and software related to media management;
4. Service orientated approach, with a commitment to supporting the operational/corporate environment of the organization;
5. Demonstrated ability to work cooperatively within a team environment;
6. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation;
7. Ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
8. Ability to implement policies, procedures and guidelines.

### **ENGINEER – DRAINAGE RURAL (HQ)**

**Vacancy # DWW 121/2020**

**Salary Band: G (\$28,605.45 – \$38,140.60)**

**Contract Term – 3 Years**

#### **POSITION PURPOSE:**

The position provides professional engineering services in terms of planning, designing waterways infrastructure works and management of projects.

### **PERSON SPECIFICATION**

In addition to a Degree in Civil Engineering or relevant field (s) or equivalent, with two (2) years relevant work experience, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. Understanding of principles and standards of Civil Engineering
2. Knowledge and experience in designing of rural drainage
3. Knowledge and understanding of Topographic and engineering survey
4. Understanding of methods and materials used in engineering construction
5. Knowledge of Computer Aided Design (CAD) programs
6. Knowledge and experience in effective report writing

#### **Skills and Abilities**

1. Ability to produce accurate engineering computations
2. Ability to work under pressure and meet strict deadlines in terms of reporting, evaluation and preparing of detailed data analysis
3. Ability to work in a resource constraint environment
4. Ability to foster and maintain positive working relationships with staff and stakeholders
5. Ability to plan, multi-task and coordinate activities and develop improvements and innovations to enhance performance of the ministry
6. Ability to produce weekly, monthly, quarterly and technical engineering reports.

## **ENGINEER – DRAINAGE URBAN (HQ)**

**Vacancy # DWW 122/2020**

**Salary Band: G (\$28,605.45 – \$38,140.60)**

**Contract Term – 3 Years**

### **POSITION PURPOSE:**

The position provides professional engineering services in terms of planning, designing waterways infrastructure works and management of projects.

### **PERSON SPECIFICATION**

In addition to a Degree in Civil Engineering or relevant field (s) or equivalent, with two (2) years relevant work experience, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. Understanding of principles and standards of Civil Engineering
2. Knowledge and experience in designing of urban drainage
3. Knowledge and understanding of Topographic and engineering survey
4. Understanding of methods and materials used in engineering construction
5. Knowledge of Computer Aided Design (CAD) programs
6. Knowledge and experience in effective report writing

#### **Skills and Abilities**

1. Ability to produce accurate engineering computations
2. Ability to work under pressure and meet strict deadlines in terms of reporting, evaluation and preparing of detailed data analysis
3. Ability to work in a resource constraint environment
4. Ability to foster and maintain positive working relationships with staff and stakeholders
5. Ability to plan, multi-task and coordinate activities and develop improvements and innovations to enhance performance of the ministry
6. Ability to produce weekly, monthly, quarterly and technical engineering reports.

## **TECHNICAL OFFICER – ENVIRONMENT/HYDROLOGY [HQ]**

**Vacancy # DWW 123/2020**

**Salary Band: F (\$22,528.71 – \$28,883.00)**

**Contract Term – 3 Years**

### **POSITION PURPOSE:**

The position provides efficient and effective technical, scientific support for Environmental oversight, program and policy concerns relating to the environment.

### **PERSON SPECIFICATION**

In addition to a Diploma in Environmental Science or equivalent from a recognized institution, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 3 years' working experience in the field of environment management;
2. Practical understanding and experience in the identifying customer needs; and
3. Practical knowledge and understanding of the specific legislative act.

#### **Skills and Abilities**

1. Excellent communication and interpersonal skills;
2. Ability to analyze, interpret and report using quality data;
3. Ability to plan and organize activities, projects and work cooperatively within a team environment;
4. Capacity to utilize computer programs to support daily operations; and

5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

### **ASSISTANT ACCOUNTS OFFICER – LEDGERS [HQ]**

**Vacancy # DWW 124/2020**

**Salary Band: E (\$19,041 – \$24,412.50)**

**Contract Term – 3 Years**

#### **POSITION PURPOSE:**

The position is to assist in the timely reconciliation and coordination of general ledger activities in accordance to Ministry of Waterways & Environment agency financial manual and other governing laws.

#### **PERSON SPECIFICATION**

In addition to a Degree in Accounting/ Finance or equivalent work experience from a recognized institution, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

##### **Knowledge and Experience**

1. Three (3) years of relevant work experience in finance related field
2. Understanding of the Fijian Constitution (203) and applicable laws of Fiji
3. Good knowledge and understanding of machinery of government
4. Knowledge of accounting principles and practices, data analysis and reporting of financial data
5. Experience in staff management and development

##### **Skills and Abilities**

1. Ability to analyze and report on financial data statistics and trends;
2. Sound communication, interpersonal and representational skills
3. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment
4. Ability to foster and maintain positive relationships with staff and stakeholders.
5. Capacity to utilise computer programs and FMIS to support daily operations
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.
7. Ability to prioritize in order to meet strict deadlines and work under pressure

### **CLERICAL OFFICER [HQ]**

**Vacancy # DWW 125/2020**

**Salary Band: C (\$12,081.69 – \$15,489.35)**

**Contract Term – 3 Years**

#### **POSITION PURPOSE:**

The position is to ensure that daily updating of cash book, printing cheques, Electronic fund transfer [EFT] payments remittance advise, issuing / dispatch cheques and payment remittance to companies & departments, posting cash analysis, posting of cheques, petty cash and safe keeping duties are carried in an efficient and effective manner of the Ministry of Waterways & Environment.

#### **PERSON SPECIFICATION**

In addition to a Degree in Accounting/ Finance or equivalent work experience from a recognized institution, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

##### **Knowledge and Experience**

1. Demonstrated knowledge and understanding of administrative/financial functions and good governance
2. Practical knowledge of Financial systems
3. Proven knowledge of the constitution of Fiji

##### **Skills and Abilities**

9. Demonstrated ability to communicate well at different level (verbal/written);
10. Proven ability to planning and organizing to support logistic;
11. Capacity to utilize computer programs to support the operations including Microsoft Suite and software related to media management;

12. Service orientated approach, with a commitment to supporting the operational/corporate environment of the organization;
13. Demonstrated ability to work cooperatively within a team environment;
14. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation;
15. Ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
16. Ability to implement policies, procedures and guidelines.

**TECHNICAL OFFICER - METHYL BROMIDE – [OZONE DEPLETING SUBSTANCES (ODS) UNIT], HQ ENVIRONMENT**

**Vacancy # DE 41/2020**

**Salary Band: G (\$28,605.45 – \$38,140.60)**

**Contract Term – 3 Years**

**POSITION PURPOSE:**

The position is to provide efficient and effective technical support to assist in the implementation of the legislative act.

**PERSON SPECIFICATION**

In addition to a qualification from a recognized institution or equivalent relevant experience in the fumigation industry, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. At least 5 years' experience in carrying out fumigations using Methyl bromide and other pesticides/fumigants.
2. Good knowledge of the Australian Fumigation and Accreditation Scheme (AFAS).
3. Practical knowledge and understanding of the specific legislative act.

**Skills and Abilities**

1. Excellent communication and interpersonal skills;
2. Ability to analyze, interpret and report using quality data;
3. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
4. Ability to plan and organize activities, projects and work cooperatively within a team environment;
5. Capacity to utilize computer programs to support daily operations; and
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

**DRIVER – WEST [ENVIRONMENT]**

**Vacancy # DE GWE 02/2020**

**Salary Band: B (\$5.37 per hour – \$6.27 per hour)**

**Contract Term – 3 Years**

**POSITION PURPOSE:**

The position role is to safely provide transportation needs to the safely and use the government resources with due economy to support the Ministerial goals.

**PERSON SPECIFICATION**

In addition to a Year 12, Fiji School Leaving Certificate or equivalent, with group 2, 4 and 6 driving license and a valid defensive driving certificate, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. At least a 3 years' experience in similar role with full license;
2. Proven knowledge and experience geographical locations and road networks;
3. Proven knowledge of Rode Code and LTA regulations; and
4. Practical knowledge on OHS requirements.

**Skills and Abilities**

1. Excellent interpersonal and communication skills to interact at all levels;
2. Ability to follow instructions and meet deadlines when under pressure managing stressful situation;
3. Demonstrated ability to work cooperatively within a team environment; and
4. Willingness to work long hours and attention to details.

**DRIVER – NORTH [ENVIRONMENT]**

**Vacancy # DE GWE 03/2020**

**Salary Band: B (\$5.37 per hour – \$6.27 per hour)**

**Contract Term – 3 Years**

**POSITION PURPOSE:**

The position role is to safely provide transportation needs to the safely and use the government resources with due economy to support the Ministerial goals.

**PERSON SPECIFICATION**

In addition to a Year 12, Fiji School Leaving Certificate or equivalent, with group 2, 4 and 6 driving license and a valid defensive driving certificate, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. At least a 3 years’ experience in similar role with full license;
2. Proven knowledge and experience geographical locations and road networks;
3. Proven knowledge of Rode Code and LTA regulations; and
4. Practical knowledge on OHS requirements.

**Skills and Abilities**

1. Excellent interpersonal and communication skills to interact at all levels;
2. Ability to follow instructions and meet deadlines when under pressure managing stressful situation;
3. Demonstrated ability to work cooperatively within a team environment; and
4. Willingness to work long hours and attention to details.

**PERSONAL CHARACTER AND ELIGIBILITY**

All applicants for employment in the Ministry of Waterways and Environment must be of good character, with a background that demonstrates their commitment to public service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55 and with a clear police record. The applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

**All applications to include recent Curriculum Vitae (CV) with copies of academic certificates and transcripts, at least two (2) referees with one being the current or recent supervisor and a covering letter of no more than three pages. Applicants that do not meet the addressed KESA (Selection Criteria) will not be considered.**

Applications for the positions must be submitted by **14<sup>th</sup> February 2020 at 4.00pm** and addressed to:

<b>Applications by Post:</b> Permanent Secretary Ministry of Waterways & Environment PO Box 1292, Suva, Fiji	<b>Hand Delivered Applications:</b> “Vacancy Reference Number” The Recruitment Officer 318 Bali Towers Toorak Road, Suva	<b>Email Applications:</b>  <a href="mailto:recruit.Mowe2019@gmail.com">recruit.Mowe2019@gmail.com</a>
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**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

For enquiries, please contact Ms. Archana Devi or Matila Bola on 3383155 or 8924401 ext 391031

**Mr. Joshua Wycliffe**

**Permanent Secretary, Ministry of Waterways & Environment**