



## MINISTRY OF WATERWAYS AND ENVIRONMENT

The Ministry of Waterways and Environment was established in recognition that Waterways Management and the preservation of Fiji's Natural Environment share many inherent linkages. Fiji's waterways, as part of our Natural Environment, share a unique vulnerability to the worsening impacts of climate change where the fundamental move will streamline Government's ability to direct environmental funding and support to the nation's flood adaptation and resilience efforts.

Vacancy No	Position Title - Station	Location	Contract Term	Salary Band & Range	# of Positions
DWW 132/2020	Clerical Officer - Accounts	HQ, Suva	3 years	C - \$12,081.69 - \$14,095.31	1
DWW 133/2020	Technical Officer - Civil	West North	3 years	F - \$22,528.74 - \$26,283.53	1 1
DWW GWE 70/2020 DWW GWE 71/2020 DWW GWE 72/2020	Engineering Assistant	Nausori Navua West North	3 years	D - \$7.50/hr-\$8.75/hr	1 1 1
DWW GWE 73/2020	Trade Assistant	West	3 years	B - \$5.37/hr - \$6.27/hr	1
DWW GWE 74/2020	Draughtsman [AUTOCAD]	North	3 years	A - \$4.65/hr - \$5.37/hr	1

### Withdrawal of Positions

Vacancy No	Position Title – Station	Location	Remarks
DWW 123/2020	Engineer [Civil] River Engineering	HQ	Withdrawn
DWW 124/2020	Engineer [Civil] Irrigation	HQ	Withdrawn
DWW 125/2020	Technical Officer - River Engineering	HQ	Withdrawn
DWW 126/2020	Technical Officer – Coastal Engineering	HQ	Withdrawn
DWW 128/2020	Technical Officer [Civil]	Central	Withdrawn
DWW 129/2020	Field Officer	North	Withdrawn
DWW 130/2020	Clerical Officer	West	Withdrawn

The appointment process for these positions will be in accordance with the Public Service Commission Open Merit Recruitment and Selection Guideline. The role description for each position is available from [www.mowe.gov.fj/join-us/](http://www.mowe.gov.fj/join-us/). All applicants are encouraged to obtain this information to assist with your written application.

### 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 [3] pages clearly stating as how they are meeting the Knowledge, Experience, Skills, Abilities [KESA] for the position. Applicants that do not meet the addressed KESA (Selection Criteria) will not be considered.**

## SUBMISSION

Applications must be submitted by **4.00pm** on **Friday 21 August, 2020**.

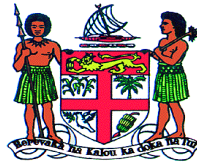
**LATE APPLICATION WILL NOT BE CONSIDERED.**

Applicants are encouraged to submit their applications on any of the three (3) addresses given below;

**Application by Post:**  
The Permanent Secretary  
Waterways and Environment  
G P O Box 1292  
SUVA

**Applications Delivered:**  
“Vacancy Reference Number”  
The Recruitment Officer  
318 Bali Towers  
Toorak Road  
Suva

**Application by email:**  
[recruit.Mowe2019@gmail.com](mailto:recruit.Mowe2019@gmail.com)



## MINISTRY OF WATERWAYS AND ENVIRONMENT

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**JOB DESCRIPTION: TECHNICAL OFFICER (CIVIL)**

### CORPORATE INFORMATION

1. Position Level Salary: Band F
2. Salary Range: \$22,528.74 - \$26,283.53
3. Duty Station: HQ - Suva
4. Reporting Responsibilities
  - a) **Reports to:** Senior Technical Officer through Technical Officer Higher Grade;
  - b) **Liases with:** Principal Engineer, Engineers, Surveyors and Stakeholders;
  - c) **Subordinates:** Surveyors, Technical Officers, Technical Assistant and GWE's

### **POSITION PURPOSE**

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

### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the followings:

1. Assist Engineers in the construction management through leading, coaching and mentoring during the investigation and scoping of engineering works;
2. Assist in supervision of the drainage, irrigation and flood mitigation construction projects ensuring compliance with standards and specification;
3. Conducts quality check and verification of field data, progressive reports and claims;
4. Maintain proper records management system for future reference;
5. Carry out internal audit to ensure compliance with specifications and mitigating risk;
6. Ensuring all Occupational Health and Safety procedures are followed in compliant with departmental operational plan;
7. Timely preparation of progressive report within agreed timeframe; and
8. Actively contribute to all requirements of the Ministry's including planning, budgeting, and reporting where required.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Manage and maintain an effective and effective record management system to ensure timely access and retrieval of document;
2. All agreed engineering functions and activities are carried out in compliance with the standard operating procedures, business service standards and applicable legislations;
3. All engineering assessment reports are submitted within agreed timeframe including analytical assessment of performance progress and achievement with recommendations for improvement; and
4. All engineering expertise and monitoring of performance activities is completed to achieve the work plan outcomes.

## **PERSON SPECIFICATION**

In addition to Diploma in Civil Engineering (or equivalent), the following Knowledge, 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; and
9. Ability to implement policies, procedures and guidelines.

### **Personal character and eligibility**

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

The Ministry is an Equal Employment Opportunity Employer. Applicants are encouraged from all eligible, qualified applicants, All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.



## MINISTRY OF WATERWAYS & ENVIRONMENT

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### ROLE DESCRIPTION: Engineering Assistant

#### CORPORATE INFORMATION

1. Position Level: Band D
2. Salary Range: \$7.50/hour - \$8.75/ hour
3. Duty Station: All Divisions
4. Reporting Responsibilities:
  - a) **Report to:** Technical Officer
  - b) **Liaises with:** Engineers, Senior Technical Officers, technical Officers Higher Grade
  - c) **Subordinates:** Laborers

#### POSITION PURPOSE

The primary role of the position is to assist in planning of works and supervision of construction and maintenance works for drainage, irrigation and waterways infrastructure works.

#### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties.

1. AUTOCAD draughting of engineering plans
2. Assist in scoping of works and preparing of BOQ.
3. Assist in planning of works & annual work program development
4. Checking, supervision of works in accordance with specifications
5. Measurement of completed works for processing of progress claims
6. Prepare and submit weekly progress reports

#### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely draughting of plans
2. Timely scoping of works
3. Timely development of annual work programs
4. Works supervised in accordance to specification
5. Timely measurement of completed works
6. Timely submission of weekly reports

#### PERSON SPECIFICATION

In addition to a Diploma in Civil Engineering, the following knowledge, experience, skills and abilities are required to successfully undertake these roles:

##### Knowledge and Experience

1. At least 1 year experience in similar role
2. Knowledge and proven experience in AUTOCAD draughting
3. Knowledge in Concrete Works
4. Knowledge in project planning
5. Demonstrated experience in construction supervision

## Skills and Abilities

1. Demonstrated ability to listen carefully and take instructions;
2. Proven ability to identify things to be done and without instruction carry out task;
3. Proven ability to read, understand and interpret instructions and cautions on the labels products and supplies;
4. Excellent interpersonal and communicate skills at all levels and suppliers;
5. Demonstrated ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
6. Demonstrated ability to work cooperatively within a team environment

## Personal Character and Eligibility

Applicants to be Fijian citizen, under age of 55, have a clear police record and in sound health. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.



## MINISTRY OF WATERWAYS AND ENVIRONMENT

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### JOB DESCRIPTION

**POSITION TITLE:** Trade Assistant

#### CORPORATE INFORMATION

5. Position Level: GWE
6. Salary Range: \$4.65 per hour
7. Duty Station: Ba
8. Reporting Responsibilities:
  - d) **Report to:** Senior Technical Assistant (Mechanical)
  - e) **Liaises with:** Mechanic A, Senior Technical Assistant (Mechanical), Technical officers
  - f) **Subordinates:** nil

#### POSITION PURPOSE

Assist mechanic in daily mechanical works in the workshop and job sites. Assist in maintenance of outfall structures in drainage schemes. Assist mechanics to attend to breakdowns on dredger and farm machines.

#### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties.

7. Assist in carrying out mechanical repairs to vehicles, plants and machines.
8. Assist in maintenance of outfall structures.
9. To assist in obtaining quotations for purchase of spare parts.
10. Assist in planning for annual maintenance scheduling and preventative maintenance scheduling.
11. Cleanliness of workshops and job sites to have safe working environment

#### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

7. Minimum break down of vehicles, plants and machines
8. Number of equipment's repaired and serviced

9. Timely repairs and servicing of vehicles, plants and maintenance.

## **PERSON SPECIFICATION**

Trade certificate class III in Automotive Engineering with following knowledge, experience, skills and abilities will be needed to successfully carry out the responsibilities.

### **Knowledge and Experience**

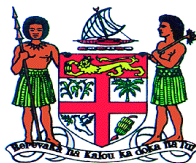
6. At least 3 years' experience in similar role
7. Knowledge on mechanical works for vehicles, plants and tractors
8. Knowledge on modern and latest automotive, plants and tractors

### **Skills and Abilities**

7. Ability to diagnose mechanical problems
8. Skills in preventative maintenance
9. Good communication skills
10. Ability to manage time and work with minimum supervision
11. Ability to be an effective team member

### **Personal Character and Eligibility**

Applicants to be Fijian citizen, under age of 55, have a clear police record and in sound health. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.



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## **MINISTRY OF WATERWAYS & ENVIRONMENT**

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### **JOB DESCRIPTION: DRAFTSMAN (AUTOCAD) - CENTRAL**

#### **CORPORATE INFORMATION**

9. Position Level: GWE
10. Salary Band: A (\$4.60/hr - \$5.90/hr)
11. Duty Station:
12. Reporting Responsibilities:
  - g) **Report to:** Senior Technical Assistant (Survey)
  - h) **Liaises with:** Senior Engineer, Technical officers
  - i) **Subordinates:**

#### **POSITION PURPOSE**

This position is responsible for producing plans by carrying out draughting of survey and engineering plans using ATOCAD software.

#### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the following key duties.

12. Collate field survey data and reduce level books
13. Draw survey plans and engineering plans using AUTOCAD software
14. Keep register of all survey plans
15. Safe custody of plans

#### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

10. Number of survey plans plotted and produced
11. Safe custody of survey plans

12. Up to date register for survey plans

### **PERSON SPECIFICATION**

Form 6 level education with following knowledge, experience, skills and abilities will be needed to successfully carry out the responsibilities.

#### **Knowledge and Experience**

9. At least 1 years' experience in similar role
10. Knowledge of AUTOCAD software
11. Experience in using AUTOCAD for drafting

#### **Skills and Abilities**

12. Skill and ability to use Auto CAD application software
13. Ability to be an effective team member
14. Ability to work long hours and meet dead lines

#### **Personal Character and Eligibility**

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

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## **MINISTRY OF WATERWAYS & ENVIRONMENT**

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### **JOB DESCRIPTION: CLERICAL OFFICER – Wages & Salary**

#### **CORPORATE INFORMATION**

1. Position Level: Band C
2. Salary Range: FJ\$12,081.69 - \$18,897.01 per annum
3. Duty Station: Suva,
4. Reporting Responsibilities;
  - a) **Reports To:** AAO Salary
  - b) **Liases with:** Ministry of Economy, Internal units, General Public. Suppliers
  - c) **Subordinates:** Nil

#### **POSITION PURPOSE**

The role of the position is to assist the AAO Salary in ensuring that the calculation and inputs for Wages are done weekly. Also to assist AAO Salary on filling the Salary Input forms. To maintain the Wages and Payroll Register and Register of changes made in Payroll records.

#### **KEY DUTIES**

The position will achieve its purpose through the following key duties.

1. Efficient and timely processing of weekly wages and deposit of wages for the Ministry of Waterways & Environment wage earners.
2. Responsible for the weekly timesheet and date input of deduction requests for GWE (Un-established Payroll System).
3. Ensure the timely raising of payment voucher for wages (manually & in the FMIS System)

4. Ensure timely update of FNPF payments register.
5. Assist in raising and submitting relevant forms for Salary Inputs to Ministry of Economy.
6. Assist in formulating and submitting Wages & Salary Weekly reports.
7. Attend to any other duties assigned by supervising officer and management.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Outcome 2 Financial Services of the Annual Corporate Plan;
2. Activities in the Accounts Annual Business Plan and Individual work plan completed and delivered as planned;
3. Finance Instructions 2010, Ministry of Finance Circulars
4. Ministry of Waterways & Environment Finance Manual
5. All Accounting functions carried out in compliance with the policy and procedures manual and applicable legislation.

## **PERSON SPECIFICATION [KESAs]**

The Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. Knowledge of principles and processes for providing customer services
2. Operating a personal computer and various software applications which are MS Word, MS Excel and Financial Management Information System.
3. In addition Diploma in Accounting/Finance or relevant field.

### **Skills and Abilities**

1. Analytical and result oriented skills,
2. Ability to work under pressure and being able to handle multiple and conflicting priorities,
3. The incumbent must be a team player and capable of meeting strict deadlines

### **Personal Character and Political Neutrality**

All applicants for employment in the Ministry of Waterways & Environment must be in sound health, with a clear police record and be politically neutral. Applicants shortlisted will be required to provide a medical certificate and police clearance at their interview



