

# 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	SALARY BAND / SALARY RANGE	DURA- TION	POST- TION S
<b>READVERTISED POSITIONS</b>					
DE 48/2020	SEO – Environment Impact Assessment	EIA Unit - HQ, Suva	I - \$43,296.63 - \$50,512.74	3 yrs	1
DE 49/2020	SEO North	North	I - \$43,296.63 - \$50,512.74	3 yrs	1
DE 50/2020	SEO West	West	I - \$43,296.63 - \$50,512.74	3 yrs	1
DE 51/2020	EO – Waste Management & Pollution Control	WMPC Unit – HQ, Suva	H - \$34,760.31 - \$40,553.70	3 yrs	1
DE 52/2020	TO – Methyl Bromide	ODS Unit – HQ, Suva	F- \$22,528.74 - \$26,283.53	3 yrs	1
DWW 134/2020	TO - Mechanical	North	F- \$22,528.74 - \$26,283.53	3 yrs	1
DWW 134/2020	TO - Civil	Savusavu	F- \$22,528.74 - \$26,283.53	3 yrs	1
DWW 135/2020	Storeman	West	C- \$12,081.69 - \$14,095.31	3 yrs	1
DWW GWE 75/2020	Recorder	Central	B - \$5.37/hr - \$6.27/hr	3 yrs	1
DWW GWE 76/2020	Draughtsman [AUTOCAD]	Central	A - \$4.65/hr - \$5.37/hr	3 yrs	1
<b>NEW POSITION</b>					
DWW GWE 77/2020	Trade Assistant	Central	B - \$5.37/hr - \$6.27/hr	3 yrs	1
<b>PROJECT POSITIONS</b>					
DWW Pro 03/2020	Plant Operator [NBS Project]	Central/ Eastern [Maritime Zone]	D - \$7.50 - \$8.75per hour	1 yr	1
DWW Pro 04/2020	Plant Operator [NBS Project]	West	D - \$7.50 - \$8.75per hour	1 yr	1
DWW Pro 05/2020	Plant Operator [NBS Project]	North	D - \$7.50 - \$8.75per hour	1 yr	1
DWW Pro 06/2020	Driver [NBS Project]	Central/ Eastern [Maritime Zone]	B - \$5.37 - \$8.75per hour	1 yr	1
DWW Pro 07/2020	Driver [NBS Project]	West	B - \$5.37 - \$8.75per hour	1 yr	1
DWW Pro 08/2020	Driver [NBS Project]	North	B - \$5.37 - \$8.75per hour	1 yr	1
DWW Pro 09/2020	Plant Operator [Drainage Project]	Nausori	D - \$7.50 - \$8.75per hour	1 yr	1
DWW Pro 10/2020	Plant Operator [Drainage Project]	Navua	D - \$7.50 - \$8.75per hour	1 yr	1
DWW Pro 11/2020	Plant Operator [Drainage Project]	West	D - \$7.50 - \$8.75per hour	1 yr	1

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 4PM ON FRIDAY SEPTEMBER 11, 2020.  
 LATE APPLICATION WILL NOT BE CONSIDERED.

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

<p><b>n Applications by Post</b></p> <p>Permanent Secretary          Ministry of Waterways &amp;          Environment          PO Box 1292, Suva, Fiji</p>	<p><b>n Applications Delivered</b></p> <p>“Vacancy Reference Number”</p> <p>The Recruitment Officer</p> <p>318 Bali Towers          Toorak Road, Suva</p>	<p><b>n Applications emailed</b></p> <p><i>recruit.Mowe2019@gmail.com</i></p> <hr/>
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**MINISTRY OF WATERWAYS AND ENVIRONMENT**

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**JOB DESCRIPTION: SENIOR ENVIRONMENT OFFICER- ENVIRONMENT IMPACT ASSESSMENT (EIA) UNIT**

**CORPORATE INFORMATION**

1. Position level: Band I
2. Salary range: \$43,296.63 - \$50,512.74
3. Duty Station : Head Quarters, Suva.
4. Reporting Responsibilities:
  - a) **Reports to** – Principal Environment Officer EIA
  - b) **Liaises with** – Staffs of the Ministry, line Ministries and Departments, environment/conservation Non-Governmental Organisation, Donor/Development Partners, and the general public.
  - c) **Subordinate** – Environment Officer, Technical Officer, Technical Assistant of the EIA Unit

**POSITION PURPOSE**

This position manages the Environment Impact Assessment Unit of the Department and ensures effective implementation and efficient enforcement of relevant environment management laws and policies.

**KEY RESPONSIBILITIES**

1. Provides evidence based policy guidance and advise on all development proposals assessed by subordinates;
2. Coordinate the registrations of Environment Impact Assessment Consultants and monitor performance with recommendation for improvements;
3. Provide timely and expert advice on Environment Impact Assessment related matters to Senior Management of the Department of Environment.
4. Coordinate with the community, general public and non-governmental agencies in relation to Environment Impact Assessment issues;
5. Carry out research and development on matters relating to Environment Impact Assessment;
6. Establish, maintain and sustain a database on all Environment Impact Assessment related matters; and
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, awareness outreach and human resource activities where required.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All agreed plans are developed, approved and implemented within the agreed timeframes in compliant with relevant agreements, legislations and policies;
2. All reports are compiled with appropriate information and submitted within agreed timeframes meeting the standard reporting requirements, including recommendation;
3. All agreed strategic and business objectives of the Ministry are aligned with government's priorities; and
4. Provision of timely and accurate advice that meets the requirement of stakeholders, partners and collaborators requests.

### **PERSON SPECIFICATION**

In addition to a Post Graduate Certificate (or equivalent) in Environmental Management/ Science or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 5 years' experience in the field of environment;
2. Practical working knowledge of Environment Impact Assessment legislation, acts and policies;
3. Demonstrated Understanding of developments and relative challenges on Fiji's natural resources ; and
4. Demonstrated experience in carrying out research and development of environmental policies and matters;

#### **SKILLS AND ABILITIES**

- 1) Excellent interpersonal skills and the ability to communicate with national, regional and international stakeholders, partners and collaborators;
- 2) Ability lead, negotiate and provide guidance to subordinates;
- 3) Ability to monitor and provide analytical advisories with a demonstrated ability to establish coordination within agencies;
- 4) Ability to analyse, interpret environmental matters, write reports with relevant important information to reach a conclusion with attention to details and accuracy;
- 5) Capacity to utilize computer programs to support daily operations;
- 6) Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization; and

- 7) Ability to follow instructions, protocols and guidelines meeting deadlines when under pressure critical situation.

### **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

## **JOB DESCRIPTION: SENIOR ENVIRONMENT OFFICER- Western Division**

### **CORPORATE INFORMATION**

5. Position level: Band I
6. Salary range: \$43,296.63 - \$55,508.50
7. Duty Station : Lautoka.
8. Reporting Responsibilities:
  - d) **Reports to** – Principal Environment Officer
  - e) **Liases with** – Staffs of the Ministry, line Ministries and Departments, environment/conservation Non-Governmental Organisation, Donor/Development Partners, and the general public.
  - f) **Subordinate** – Environment Officer, Technical Officer, Technical Assistant

### **POSITION PURPOSE**

This position manages, coordinates and ensures effective implementation and efficient enforcement of relevant environment management laws and policies.

### **KEY RESPONSIBILITIES**

8. Provides evidence based policy guidance and advise on all development proposals assessed by subordinates;
9. Manage and motivate the staff of the division office to ensure that key deadlines are met;
10. Provide timely and expert advice on key environmental matters to the senior management ;
11. Coordinate with the community, general public and non-governmental agencies in relation to environment management issues;
12. Carry out research and development and keeping abreast with matters that are environmentally sensitive;
13. Establish, maintain and sustain a database on all assessments, approvals issued under relevant legislations and acts; and
14. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, awareness outreach and human resource activities where required.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

5. All agreed plans are developed, approved and implemented within the agreed timeframes in compliant with relevant agreements, legislations and policies;

6. All reports are compiled with appropriate information and submitted within agreed timeframes meeting the standard reporting requirements, including recommendation;
7. All agreed strategic and business objectives of the Ministry are aligned with government's priorities; and
8. Provision of timely and accurate advice that meets the requirement of stakeholders, partners and collaborators requests.

### **PERSON SPECIFICATION**

In addition to a Post Graduate Certificate (or equivalent) in Environmental Management/ Science or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

5. At least 5 years' experience in the field of environment;
6. Practical working knowledge of relevant legislation, acts and policies;
7. Demonstrated Understanding of developments and relative challenges on Fiji's Natural Resources ; and
8. Demonstrated experience in carrying out research and development of environmental policies and matters;

#### **SKILLS AND ABILITIES**

- 8) Excellent interpersonal skills and the ability to communicate with national, regional and international stakeholders, partners and collaborators;
- 9) Ability lead, negotiate and provide guidance to subordinates;
- 10) Ability to monitor and provide analytical advisories with a demonstrated ability to establish coordination within agencies;
- 11) Ability to analyse, interpret environmental matters, write reports with relevant important information to reach a conclusion with attention to details and accuracy;
- 12) Capacity to utilize computer programs to support daily operations;
- 13) Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization; and
- 14) Ability to follow instructions, protocols and guidelines meeting deadlines when under pressure critical situation.

### **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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**ROLE | JOB DESCRIPTION:            TECHNICAL OFFICER – METHYL  
BROMIDE [OZONE DEPLETING SUBSTANCES (ODS) UNIT]**

# DEPARTMENT OF ENVIRONMENT

## CORPORATE INFORMATION

**9. Position level:** Band F

**10. Salary range:** \$22,528.71 - \$28,883.00

**11. Duty Station:** Suva, extensive travel to divisions and districts required.

**12. Reporting Responsibilities:**

**g) Reports to:** Senior Environment Officer (ODS)

**h) Liaises with:** Government agencies, Fumigation Companies, Statutory Bodies (Biosecurity Authority of Fiji, Registrar of Pesticides, etc.) and internally within the Ministry

**c) Subordinates:** Nil

## POSITION PURPOSE

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

## KEY RESPONSIBILITIES

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

1. Facilitate Australian Fumigation and Accreditation Scheme (AFAS) training in conjunction with the Biosecurity Authority of Fiji.
2. Timely submission of technical reports with trend analysis and recommendation to management as and when required for rational decision making; Facilitate work plan activities to monitor, regulate and support the use and consumption of Methyl bromide in Fiji.
3. Assist in reporting on the Methyl Bromide consumption including quota and permits issued to the Ozone Secretariat, Funding and Advisory Groups to enable quality decisions or actions.
4. Contribute and support daily operations in the enforcement of the ODS Act 1998 and the Regulations 2010, to phase out the use of remaining ODS in Fiji.
5. Conduct inspections and assist in audits of any facility/person handling/storing fumigants (MB) and to verify compliance with the requirements under the ODS legislation.
6. Provide technical and administrative support to other enforcement agencies in accordance to the appropriate legislative act;
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, awareness outreach and human resource activities where required.

## KEY PERFORMANCE INDICATORS

1. Effective enforcement of ODS laws within agreed timeframes meeting specific requirements.

2. Effective management of activities to phase-out the use of ODS and ensure feasible and smooth phase-in of environment friendly alternatives.
3. Timely preparation of all reports meeting the standard reporting requirement including recommendation for improvement.
4. All agreed support services; functions and advice are delivered within agreed timeframes and meet specific requirements.

### **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.

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

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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## **JOB DESCRIPTION: Storeman**

### **CORPORATE INFORMATION**

1. Position Level : Band C
2. Salary Range : \$12,081.69 - \$15,489.35
3. Duty Station : Central/West/North
4. Reporting Responsibilities:
  - a) **Report to:** Senior Technical Officer
  - b) **Liases with:** Clerical Officers, TOHG, STA's
  - c) **Subordinates:** NIL

### **POSITION PURPOSE**

This position is responsible for facilitating requests for respective divisions of the Ministry in accordance with the Fiji Procurement Regulations, Financial Management Act and Instructions, and other legislations as guidelines for the provision of delivering procurement services for the Departments.

### **KEY RESPONSIBILITIES**

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

1. Carry out market research for all goods & service required to be procured and prepare procurement forms.
2. Purchasing of all goods & services, recording inventory and issuing as required.
3. Periodical stock/inventory checks to be carried out.
4. Ensure all stock items are available in stock at all times.
5. Liaising with sections heads so that timely availability of goods and services that may be required.
6. Organize and carry out annual board of survey.
7. To ensure procurement regulations are followed at all times.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Timely procurement of goods and services
2. Annual board of survey carried out
3. Procurement regulations are complied with.

### **PERSON SPECIFICATION**

In addition to a Diploma (or equivalent) in Management, Accounting or similar, the following knowledge, experience, skills and abilities are required:

### **KNOWLEDGE and EXPERIENCE**

1. 3 years' work experience in stores;
2. Knowledge of stores & procurement functions in a complex organization;
3. Demonstrated ability to use Computerized Purchasing and Inventory Management software systems.

### **SKILLS & Abilities**

1. Demonstrated ability to communicate well at different level (verbal/written);
2. Proven ability in planning and organizing to support logistic;
3. Capacity to utilize computer programs to support the operations including Microsoft Suite;



4. Demonstrated ability to work cooperatively within a team environment;
5. Ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
6. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation

### **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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## **JOB DESCRIPTION / POSITION TITLE: Draftsman (AUTOCAD)**

### **CORPORATE INFORMATION**

5. Position Level: GWE
6. Salary Range:
7. Duty Station: Central Division
8. Reporting Responsibilities:
  - d) **Report to:** Senior Technical Assistant (Survey)
  - e) **Liases with:** Senior Engineer, Technical officers
  - f) **Subordinates:**

### **POSITION PURPOSE**

To carry out drafting of survey and engineering plans using AUTOCAD software and produce plans.

### **KEY RESPONSIBILITIES**

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

1. Collate field survey data and reduce level books
2. Draw survey plans and engineering plans using AUTOCAD software
3. Keep register of all survey plans
4. Safe custody of plans

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

4. Number of survey plans plotted and produced
5. Safe custody of survey plans
6. 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**

4. At least 1 years' experience in similar role

5. Knowledge of AUTOCAD software
6. Experience in using AUTOCAD for drafting

#### **Skills and Abilities**

1. Skill and ability to use Auto CAD application software
2. Ability to be an effective team member
3. Ability to work long hours and meet dead lines

#### **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.

## **ROLE | JOB DESCRIPTION: PLANT OPERATOR – NATURE BASED SOLUTIONS PROJECT**

### **CORPORATE INFORMATION**

**13. Position level:** Band D

**14. Salary range:** \$7.50/hr - \$8.75/hr

**15. Duty Station:** Central/Eastern [Maritime Zone], West, North

**16. Reporting Responsibilities:**

- i) **Reports to:** Director Operations
- j) **Liaises with:** Divisional Senior Technical Officers
- c) **Subordinates:** Nil

### **POSITION PURPOSE**

The position supports the functions of Nature based Solution project by operating and maintaining government plant fleet in accordance with the Transport Policy & Instructions

### **KEY RESPONSIBILITIES**

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

8. Clean and service plant machinery daily;
9. Operate Government fleet in accordance with the Transport Policy & Instructions;
10. Ensure plants have necessary accessories;
11. Ensure plants are Land Transport Authority Road Worthiness compliant and safe to operate; and
12. Maintain proper daily records of all plant operation.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

7. Timely completion of assigned tasks;
8. Operate machines safely and efficiently;
9. Well serviced, maintained machine.

## **PERSON SPECIFICATION**

In addition to a valid Defensive Driving Certificate and License in Group 2, 6, 7 & 9 license, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

7. At least 3 years' experience in operating earthmoving machines;
8. Knowledge on operations of the wheel loader, bulldozer, excavators
9. Basic knowledge on servicing of machines
10. Knowledge on safety and OHS requirements

### **Skills and Abilities**

7. Excellent communication and interpersonal skills;
8. Skills and ability to operate earthmoving machines
9. Basic skills in mechanical repairs
10. Basic skills in preventative maintenance
11. Ability to work with minimum supervision
12. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
13. Ability to plan and organize activities, projects and work cooperatively within a team environment; and
14. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

### **Personal Character and Eligibility**

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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**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.**

## **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: Savusavu
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:** 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:

9. Manage and maintain an effective and effective record management system to ensure timely access and retrieval of document;
10. All agreed engineering functions and activities are carried out in compliance with the standard operating procedures, business service standards and applicable legislations;
11. All engineering assessment reports are submitted within agreed timeframe including analytical assessment of performance progress and achievement with recommendations for improvement; and
12. 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.

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## **JOB DESCRIPTION: SENIOR ENVIRONMENT OFFICER- Northern Division**

### **CORPORATE INFORMATION**

17. Position level: Band I
18. Salary range: \$43,296.63 - \$50,512.74
19. Duty Station : Labasa.

20. Reporting Responsibilities:

- k) **Reports to** – Principal Environment Officer
- l) **Liases with** – Staffs of the Ministry, line Ministries and Departments, environment/conservation Non-Governmental Organisation, Donor/Development Partners, and the general public.
- m) **Subordinate** – Environment Officer, Technical Officer, Technical Assistant

**POSITION PURPOSE**

This position manages the Northern Division Office of the Department and ensures effective implementation and efficient enforcement of relevant environment management laws and policies.

**KEY RESPONSIBILITIES**

- 15. Provides evidence based policy guidance and advise on all development proposals assessed by subordinates;
- 16. Manage and motivate the staff of the division office to ensure that key deadlines are met;
- 17. Provide timely and expert advice on key environmental matters to the senior management ;
- 18. Coordinate with the community, general public and non-governmental agencies in relation to environment management issues;
- 19. Carry out research and development and keeping abreast with matters that are environmentally sensitive;
- 20. Establish, maintain and sustain a database on all assessments, approvals issued under relevant legislations and acts; and
- 21. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, awareness outreach and human resource activities where required.

**KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

- 13. All agreed plans are developed, approved and implemented within the agreed timeframes in compliant with relevant agreements, legislations and policies;
- 14. All reports are compiled with appropriate information and submitted within agreed timeframes meeting the standard reporting requirements, including recommendation;
- 15. All agreed strategic and business objectives of the Ministry are aligned with government's priorities; and
- 16. Provision of timely and accurate advice that meets the requirement of stakeholders, partners and collaborators requests.

**PERSON SPECIFICATION**

In addition to a Post Graduate Certificate (or equivalent) in Environmental Management/ Science or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

- 9. At least 5 years' experience in the field of environment;
- 10. Practical working knowledge of relevant legislation, acts and policies;

11. Demonstrated Understanding of developments and relative challenges on Fiji's Natural Resources ; and
12. Demonstrated experience in carrying out research and development of environmental policies and matters;

### **SKILLS AND ABILITIES**

- 15) Excellent interpersonal skills and the ability to communicate with national, regional and international stakeholders, partners and collaborators;
- 16) Ability lead, negotiate and provide guidance to subordinates;
- 17) Ability to monitor and provide analytical advisories with a demonstrated ability to establish coordination within agencies;
- 18) Ability to analyse, interpret environmental matters, write reports with relevant important information to reach a conclusion with attention to details and accuracy;
- 19) Capacity to utilize computer programs to support daily operations;
- 20) Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization; and
- 21) Ability to follow instructions, protocols and guidelines meeting deadlines when under pressure critical situation.

### **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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## **JOB DESCRIPTION: ENVIRONMENT OFFICER – Waste Management and Pollution Control (WPC)**

### **CORPORATE INFORMATION**

1. Position Level Salary Band H
2. Salary Range \$34,760.31 - \$40,553.70
3. Duty Station Suva, Limited travel to divisions and district required
4. Reporting Responsibilities
  - a) **Reports to** Senior Environment Officer Waste Management and Pollution Control

- b) **Liaises with:** Government agencies, commercial companies, Municipal Councils and internally within the Ministry
- c) **Subordinates:** Nil

### **POSITION PURPOSE**

This position supports the effective and efficient enforcement of the specific legislative act to achieve the Ministerial goals.

### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the followings:

9. Carry out application assessments and site inspection to ensure compliance with relevant environment legislations and subsidiary regulations;
10. Timely submission of scientific/technical and site inspection reports with trend analysis and recommendation to management as and when required;
11. Carry out research and development on policy and environmental matters;
12. Conduct training and awareness on environment management issues in accordance with the specific legislations;
13. Provide technical and administrative support to other enforcement agencies in accordance to the appropriate legislative act;
14. Monitor, analyze and recommend for improvement for effective implementation of programmes to ensure compliance with the regulations/ standards and legislations; and
15. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, awareness outreach and human resource activities where required.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

17. All reports are submitted within agreed timeframe, and meet the standard reporting requirement, including recommendation for improvement;
18. Timely and accurate delivery of services that support customer/stakeholders requests and/or requirements, compliant with standard operating procedures;
19. All agreed activities are completed and delivered as outlined in workplan/business plan work schedule; and
20. Timely and accurate advice is provided to ensure consistent approach to operation activities.

### **PERSON SPECIFICATION**

In addition to a Degree in Environmental Management/ Science or relevant qualification, or equivalent work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**



13. Demonstrated work experience of 3 years in the field of environment;
14. Practical understanding and knowledge of relevant Environmental Act and subsidiary legislations;
15. Demonstrated working experience on improper waste management on the natural environment and on human health; and
16. Demonstrated understanding and ability to recognize relevant stakeholders for consultation and training.

### **Skills and Abilities**

1. Excellent communication (both verbal and written);
2. Ability to establish and maintain effective working relationships within the organization, partners, stakeholders and collaborators;
3. Effective time management and organization skill;
4. Demonstrated ability to analyse and interpret diagrams, maps and reports;
5. Capacity to utilize computers program to support the operations of the complex Organization;
6. Service-orientated approach with a commitment to supporting the operational/corporate environment of the organization; and
7. Ability to provide equitable and timely service to stakeholders and associated agencies.

### **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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## **JOB DESCRIPTION: TECHNICAL OFFICER (MECHANICAL) NORTH**

### **CORPORATE INFORMATION**

1. Position Level Salary: Band F
2. Salary Range: \$22,528.74 - \$26,283.53
3. Duty Station: North
4. Reporting Responsibilities
  - a) **Reports to:** Senior Technical Officer through Technical Officer Higher Grade;
  - b) **Liaises with:** Principal Engineer, Engineers, Surveyors and Stakeholders;

c) **Subordinates:** Surveyors, Technical Officers, Technical Assistant and GWE's

### **POSITION PURPOSE**

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

### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the followings:

1. Monitor and control the dredging operations to ensure performance objectives are achieved.
2. Ensure that the monthly performance target is achieved through effective planning and organizing resources.
3. Carry out planned and scheduled maintenance works, compile and provide accurate records for planning purpose.
4. Strategic Planning for procurement of spare parts for dredging equipment's, machines & vehicles
5. Coordinate & Manage mechanical activities and workshops
6. Ensure compliance of all vessels with MSAF requirements and O.H.S. requirements
7. Meet management information needs through the provision of regular reports on the dredging operations and mechanical activities.
8. Assist in the tender process for security services and dredge maintenance
9. 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. Timely implementation of river dredging works and achievement of production targets
2. Scheduled & preventative maintenance works are carried out
3. Timely procurement of spare parts
4. Compliance to MSAF & OHS requirements
5. Timely award of tenders
6. Timely submission of reporting requirements

### **PERSON SPECIFICATION**

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

#### **Knowledge and Experience**

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

#### **Skills and Abilities**

10. Ability to provide technical support in terms of dredging operations and mechanical services.

11. Skills and ability to lead and motivate the Waterways debris cleaning team
12. Ability to work under pressure and meet strict deadlines in terms of reporting, evaluation and preparing of detailed data analysis
13. Ability to work in a resource constraint environment
14. Ability to foster and maintain positive working relationships with staff and stakeholders
15. Skills and ability to plan, multi-task and coordinate activities and develop improvements and innovations to enhance performance of the Ministry

#### **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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## **ROLE DESCRIPTION:            RECORDER**

### **CORPORATE INFORMATION**

9. Position Level: Band B
10. Salary Range: \$5.37 - \$6.89/ hour
11. Duty Station: HQ, Central, West & North
12. Reporting Responsibilities:
  - g) **Report to:** Senior Technical Officer
  - h) **Liases with:** Technical Officers Higher grade, Technical officers, clerical officers, drivers, mechanics, laborers, linesmen, survey assistants.
  - i) **Subordinates:** nil

### **POSITION PURPOSE**

The position is to carry out record keeping, filing and general administrative duties as required in the Division.

### **KEY RESPONSIBILITIES**

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

5. Provide customer service to internal and external stakeholders;
6. Carry out typing and photocopying duties;
7. Assist in compilation of monthly records;
8. Making arrangements for Technical meetings with various stakeholders;
9. Record keeping and filing of all documents; and
10. Actively contribute to all corporate requirements of the Ministry activities where required.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

10. Efficient provision of customer care in accordance to the instruction given by the immediate supervisors within timeframe;
11. Efficiently computer skills in typing with minimum errors; and
12. Timely reporting and record keeping of documents for immediate supervisors.

## **PERSON SPECIFICATION**

In addition to Certificate (or equivalent) in Management/Office Administration or relevant field(s) or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

16. 3 years' work experience working in Administration or similar;
17. Knowledge of in general administration work;
18. Knowledge of overtime guidelines
19. Experience in compiling monthly reports and record keeping;
20. Knowledge of Fijian Constitution (2013).

### **Skills and Abilities**

4. Must be honest, reliable, energetic and able to multitask and deliver on competing priorities;
5. Demonstrated ability to plan and organize activities, projects and work cooperatively within a team environment;
6. Sound communication, interpersonal and representational skills;
7. Ability to follow guidelines and appropriately apply processes;
8. Capacity to utilize computer programs to support daily operations; and
9. Service oriented approach, with a commitment to supporting the operational and corporate environment of the Ministry

### **Personal Character and Eligibility**

All applicants for employment in the Ministry of Waterways & 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 55yrs and with clear police record. The applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

## **JOB DESCRIPTION: Driver – Nature Based Solution Project**

### **CORPORATE INFORMATION**

13. Position Level : Band B
14. Salary Range : \$5.37-\$6.27/hr
15. Duty Station : Central/Eastern [Maritime Zone], West & North
16. Reporting Responsibilities:
  - j) **Report to:** Director Operations
  - k) **Liases with:** Senior Technical Officers, Engineers
  - l) **Subordinates:** NIL

### **POSITION PURPOSE**

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

### **KEY RESPONSIBILITIES**

1. Provide transportation needs safely to the destination as per instructions by the Vehicle Trolling Officers in the respective Divisions;
2. Perform daily “A” Service, safety and maintenance checks and report defeats if any;
3. Maintain proper records of the running sheets, fuel, service and repair receipts and timely submitting to HR;
4. Report any charges or anticipates being charged for a traffic offence committed whilst on duty without delay the Supervisor of Transport;
5. Compliance with Transport Rules and Regulations;
6. All Occupational Health and Safety protocols are followed and compliant to the Ministry’s operations and reporting procedure; and
7. Actively contribute to all corporate requirements of the Ministry activities where required.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All agreed vehicle care, cleanliness, servicing and maintenance are conducted within the agreed timeframes meeting specific requirement;
2. Timely and responsively reporting the damages, incidents, accidents in support of investigations;
3. All vehicle running sheets and log books are updated and submitted within agreed timeframe; and
4. Timely transportation of staff from each destination within agreed timeframe as per instructions.

### **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, experience, skills and abilities are required:

### **KNOWLEDGE and EXPERIENCE**

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

### **SKILLS & Abilities**

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

### **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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## **ROLE | JOB DESCRIPTION: PLANT OPERATOR – DRAINAGE PROJECT**

### **CORPORATE INFORMATION**

- 21. Position level:** Band D
- 22. Salary range:** \$7.50/hr - \$8.75/hr
- 23. Duty Station:** Nausori, Navua & West
- 24. Reporting Responsibilities:**
  - n) **Reports to:** Director Operations
  - o) **Liaises with:** Divisional Senior Technical Officers
  - c) **Subordinates:** Nil

### **POSITION PURPOSE**

The position supports the functions of Nature based Solution project by operating and maintaining government plant fleet in accordance with the Transport Policy & Instructions

### **KEY RESPONSIBILITIES**

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

- 13. Clean and service plant machinery daily;
- 14. Operate Government fleet in accordance with the Transport Policy & Instructions;
- 15. Ensure plants have necessary accessories;
- 16. Ensure plants are Land Transport Authority Road Worthiness compliant and safe to operate; and
- 17. Maintain proper daily records of all plant operation.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

- 13. Timely completion of assigned tasks;
- 14. Operate machines safely and efficiently;
- 15. Well serviced, maintained machine.

### **PERSON SPECIFICATION**

In addition to a valid Defensive Driving Certificate and License in Group 2, 6, 7 & 9 license, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

- 25. At least 3 years' experience in operating earthmoving machines;
- 26. Knowledge on operations of the wheel loader, bulldozer, excavators
- 27. Basic knowledge on servicing of machines
- 28. Knowledge on safety and OHS requirements

#### **Skills and Abilities**

- 15. Excellent communication and interpersonal skills;
- 16. Skills and ability to operate earthmoving machines
- 17. Basic skills in mechanical repairs
- 18. Basic skills in preventative maintenance

19. Ability to work with minimum supervision
20. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
21. Ability to plan and organize activities, projects and work cooperatively within a team environment; and
22. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

### **Personal Character and Eligibility**

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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## **JOB DESCRIPTION: Trade Assistant [ Mechanical]- Central**

### **CORPORATE INFORMATION**

17. Position Level : Band B
18. Salary Range : \$5.37-\$6.27/hr
19. Duty Station : Central
20. Reporting Responsibilities:
  - m) **Report to:** Senior Technical Assistant [Mechanical]
  - n) **Liases with:** Technical Officers, Mechanic
  - o) **Subordinates:** NIL

### **POSITION PURPOSE**

This position role is to assist in the hands on maintenance of outfall structure of drainage schemes, and assist the mechanic to attend to vehicle, plant and other automotive machines.

### **KEY RESPONSIBILITIES**

8. Assist in the general maintenance of various types of vehicles;
9. Assist mechanic in trouble shooting/fault diagnosis works and job estimates;
10. Assist mechanics in sketches and designs to determine operations, required materials and timeframes for projects; and
11. Assist in the setup, operate and maintain mechanical equipment.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

5. Maintenance of daily work routine to meet set timeline;
6. Identifying minor defects for vehicles and plants;
7. Assist in preparation of tools for repair works; and
8. Assist in producing the required end result at the required timeline.

### **PERSON SPECIFICATION**

In addition to a recognized trade certificate Class III in Automotive Engineering (or equivalent), the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **KNOWLEDGE and EXPERIENCE**

29. At least a 3 years' experience in similar role;
30. Understand the different mechanical equipment used for different works;
31. Experience in sketching and designing for repair and maintenance works; and
32. Practical knowledge on OHS requirements.

### **SKILLS & Abilities**

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

### **Personal Character and Eligibility**

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