



MINISTRY OF WATERWAYS AND ENVIRONMENT

JOB DESCRIPTION: SENIOR ENVIRONMENT OFFICER- RESOURCE MANAGEMENT UNIT (RMU)

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 RMU
 - b) **Liases with** – Staffs of the Ministry, line Ministries and Departments, environment/conservation Non-Governmental Organisation, Donor/Development Partners, and the general public.
 - c) **Subordinate** - Technical Assistant, Technical Officer II

POSITION PURPOSE

This position manages the Resource Management Unit of the Department and ensures effective and efficient implementation of resource conservation and management laws and policies.

KEY RESPONSIBILITIES

1. Provides evidence based policy guidance and advise on the protection of Fiji's Natural Resources;
2. Effective implementation of government's commitment to international, regional treaties, conventions and agreements relating to natural resource conservations;
3. Compile and review Natural Resource Inventory and National Resource Management Plan with specific requirements and standards;
4. Carry out periodic inspection of suspected Resources Management irregularities and provide analytical recommendation within agreed timeframe;
5. Coordinate with the community, general public and non-governmental agencies in relation to resource management issues;
6. Carry out research and development on matters relating to Natural Resources Management and Conservations;
7. Establish, maintain and sustain a coastal sensitivity atlas for disaster response planning and management; and
8. 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. Proven scientific and technical knowledge of Fiji's obligation to all multi-lateral environmental agreement;
3. Practical, working knowledge of National Environmental legislation, acts and policies; 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 the national convention focal points;
- 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.