



MINISTRY OF WATERWAYS

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

Vacancy No	Position Title	Location	Contract Term	Salary Band & Range	# of Positions
RE-ADVERTISED POSITIONS					
DWW 136/2020	Technical Officer – Quantity Surveying	HQ, Suva	3 years	F - \$22,528.74 - \$26,283.53	1
DWW 137/2020	Technical Officer - Civil	North	3 years	F - \$22,528.74 - \$26,283.53	1
DWW GWE 77/2020	Draughtsman [AutoCAD]	North	3 years	A - \$4.60 per hour – \$5.37 per hour	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/. 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 04 December, 2020**.

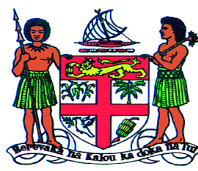
LATE APPLICATION WILL NOT BE CONSIDERED.

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



MINISTRY OF WATERWAYS & ENVIRONMENT

JOB DESCRIPTION: DRAFTSMAN (AUTOCAD) – All Divisions

CORPORATE INFORMATION

1. Position Level: GWE
2. Salary Band: A (\$4.60/hr - \$5.90/hr)
3. Duty Station: Divisional
4. Reporting Responsibilities:
 - a) **Report to:** Senior Technical Assistant (Survey)
 - b) **Liases with:** Senior Engineer, Technical officers
 - c) **Subordinates:** Nil

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.

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:

1. Number of survey plans plotted and produced
2. Safe custody of survey plans
3. 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

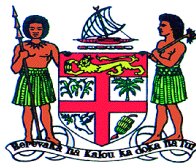
1. At least 1 years' experience in similar role
2. Knowledge of AUTOCAD software
3. Experience in using AUTOCAD for drafting

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 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.



MINISTRY OF WATERWAYS AND ENVIRONMENT

JOB DESCRIPTION: Technical Officer (Quantity Surveyor)

CORPORATE INFORMATION

1. Position Band: F
2. Salary Range: \$22,528.74 - \$28,883.00
3. Duty Station: HQ, Suva
4. Reporting Responsibilities:
 - a) **Report to:** Senior Technical Officer (Contract Management)
 - b) **Liases with:** Principal Engineer, Senior Technical Officers, Engineers, surveyors and stakeholders, farmers
 - c) **Subordinates:** GWEs

POSITION PURPOSE

The position assists in the preparing quantities for tenders, estimating, tendering processes, project management and construction supervision of waterways infrastructure works.

KEY RESPONSIBILITIES

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

1. Preparing of Bill of Quantities for projects and estimating of projects
2. Checking of progress claims and cost control of projects
3. Keep database of all tender rates and analyze data and regularly advice Engineers on the trends
4. Assist Engineers in scoping of engineering works and in engineering planning, tendering processes and cost control of projects
5. Assist Engineers in preparing of tender documents, tender bid evaluations and project management

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely implementation of BOQ, estimating and cost control of projects
2. Implementation of projects on time and within budget
3. Timely submission of reporting requirements

PERSON SPECIFICATION

Diploma in Quantity Surveying qualification. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. 3 years' work experience in a similar role
2. Knowledge and experience in Estimating works
3. Knowledge & experience in project management
4. Knowledge and experience in construction contract management
5. Knowledge & experience in writing effective progress reports

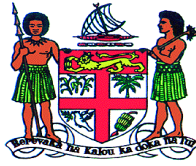
Skills and Abilities

1. Skills & ability to supervise/monitor and cost control of projects
2. Skills & ability to manage construction contracts
3. Ability in Multi-tasking to complete works accurately and in a timely manner

4. Skills in oral & written communication to support decision making
5. Ability to work under pressure to meet deadlines

Personal Character and Eligibility

Applicants to be 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 pre-requisite condition for employment.



MINISTRY OF WATERWAYS AND ENVIRONMENT

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: 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:** 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.