

## MINISTRY OF WATERWAYS AND ENVIRONMENT

---

**JOB DESCRIPTION:**    **DEPARTMENT OF ENVIRONMENT**  
**PRINCIPAL ENVIRONMENT OFFICER – OZONE DEPLETING**  
**SUBSTANCES (ODS) UNIT**

### **CORPORATE INFORMATION**

1. Position Level - Salary Band K
2. Salary Range - \$59,945.18 - \$69,936.05
3. Duty Station - Suva, travel to divisions and district as/when required
4. Reporting Responsibilities
  - a) **Reports to** : Director Environment
  - b) **Liaises with:** Government agencies, commercial companies, Municipal Councils and internally within the Ministry
  - c) **Subordinates:** Senior Environment Officer, Environment Officers, Technical Officers and Technical Assistants

### **POSITION PURPOSE**

This position is responsible for the overall management and strategic planning for the ODS Unit and the effective and efficient enforcement of all Ozone Depleting Substances laws, policies, projects and international agreements.

### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the followings:

1. Carrying out the functions of the ODS Unit as specified under ODS Act 2008
2. Formulating and Implementing Policies relating to Ozone Layer Protection
3. Regularly organizes awareness and roundtables with businesses and the general public for the purposes of awareness raising on the need to protect ozone layer and the requirements under the ODS Act 2008
4. Conducts Training of the Industry stakeholders on regular basis
5. Manages all Projects under the ODS Unit
6. Develops Project Proposals for funding
7. Attends to all complaints received from the General Public in a timely manner
8. Actively contributes to the Ministry and/or Corporate requirements.

## **PERSON SPECIFICATION**

In addition to a Post Graduate Diploma or equivalent work experience 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 5-7 years' experience working in Environmental Management or similar
2. Practical, working knowledge of Fiji's Environmental laws and policies on Environmental Management
3. Sound understanding of the status of Fiji's natural environment and resources and its significance. Demonstrable knowledge and practice in translating policy into operational goals
4. Excellent strategic planning, critical analysis and reporting skills
5. Good knowledge of Contract Management and Administrative skills
6. Ability to work independently on own initiative and be able to lead a team

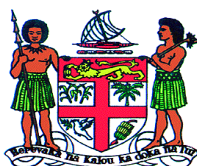
### **Skills and Abilities**

1. Excellent communication (both oral and written) and computer skills
2. Ability to establish and maintain effective working relationships with outside agencies, international and regional donors, government agencies, development partners
3. Excellent coordinator and an organizer with excellent analytical skills and ability to read and interpret many complex charts, diagrams, maps and reports
4. Confident decision-maker and problem solver
5. Results-oriented, team player, articulate analyst with attention to details, persuasive communicator and good writer
6. Consistent with a desire to provide equitable and timely service to stakeholders and associated agencies with a positive outlook and a professional approach
7. Demonstrates commitment to hard work, loyalty and a high regard and adherence to civil service code of conduct

### **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 AND ENVIRONMENT

---

**JOB DESCRIPTION:**                                 **DEPARTMENT OF ENVIRONMENT**  
**PRINCIPAL ENVIRONMENT OFFICER – PROJECT MANAGEMENT UNIT**  
**(PMU)**

### CORPORATE INFORMATION

1.     Position Level   -     Salary Band K
2.     Salary Range    -     \$59,945.18 - \$69,936.05
3.     Duty Station     -     Suva, travel to divisions and district as/when required
4.     Reporting Responsibilities
  - a) **Reports to** :             Director Environment
  - b) **Liases with:**           Government agencies, GEF accredited agencies, other relevant organizations, internally within the Ministry
  - c) **Subordinates:**         Senior Environment Officer, Environment Officers, Technical Officers and Technical Assistant

### **POSITION PURPOSE**

This position is responsible for the overall monitoring (to ensure effective implementation) of all Global Environment Facility (GEF) and other donor funded projects implemented by the Department of Environment.

### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the followings:

1.     Overseeing the efficient and effective management of all projects implemented by the Department
2.     Carrying out monitoring of projects on regular basis and reporting progress
3.     Formulating project concept papers and assisting Government Ministries in accessing Global Environment Facility (GEF) funds and other donor funds
4.     Undertaking project evaluations to ensure alignment to Government National priorities, Strategic documents, and policies
5.     Ensuring that all reporting requirements (Financial and non-financial) are met (as per the approved project documents/annual work plans)
6.     Providing strategic guidance on translating policy into operational goals and ensures government priorities are taken into consideration
7.     Actively contributes to the Ministry and/or Corporate requirements

## **PERSON SPECIFICATION**

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

### **Knowledge and Experience**

1. At least 5-7 years' experience working in Environmental Management or similar
2. Practical, working knowledge of Fiji's Environmental laws and policies on Environmental Management
3. Sound understanding of the status of Fiji's natural environment and resources and its significance. Demonstrable knowledge and practice in translating policy into operational goals
4. Excellent strategic planning, critical analysis and reporting skills
5. Good knowledge of Contract Management and Administrative skills
6. Ability to work independently on own initiative and be able to lead a team

### **Skills and Abilities**

1. Excellent communication (both oral and written) and computer skills
2. Ability to establish and maintain effective working relationships with outside agencies, international and regional donors, government agencies, development partners
3. Excellent coordinator and an organizer with excellent analytical skills and ability to read and interpret many complex charts, diagrams, maps and reports
4. Confident decision-maker and problem solver
5. Results-oriented, team player, articulate analyst with attention to details, persuasive communicator and good writer
6. Consistent with a desire to provide equitable and timely service to stakeholders and associated agencies with a positive outlook and a professional approach
7. Demonstrates commitment to hard work, loyalty and a high regard and adherence to civil service code of conduct

### **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.