



MINISTRY OF ENVIRONMENT

The Ministry of Environment 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					
DE 01/2021	PEO – Ozone Depletion Substance	ODS Unit – HQ, Suva	3 years	K - \$59,945.18 - \$69,936.05	1
DE 02/2021	SEO – Environment Impact Assessment	EIA Unit – HQ, Suva	3 years	I - \$43,296.63 - \$50,512.74	1
DE 03/2021	SEO – West	West	3 years	I - \$43,296.63 - \$50,512.74	1
NEW POSITIONS					
DE 04/2021	EO – Environment Impact Assessment	EIA Unit – HQ, Suva	3 years	H - \$34,760.31 - \$40,553.70	1
DE 05/2021	TA – Waste Management & Pollution Control	WMPC Unit – HQ, Suva	3 years	E - \$19,041.75 - \$22,215.38	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.

SUBMISSION

Applications must be submitted by **4.00pm** on **Friday 23 January, 2021**.

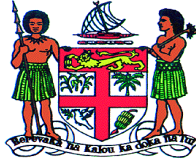
LATE APPLICATION WILL NOT BE CONSIDERED.

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 AND ENVIRONMENT

JOB DESCRIPTION: ENVIRONMENT OFFICER – Environment Impact Assessment (EIA)

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 (EIA)
 - b) **Liaises with:** Government agencies, Proponents, EIA Consultants, Municipal Councils and internally within the Ministry
 - c) **Subordinates:** Nil

POSITION PURPOSE

This position assists in the effective and efficient enforcement of the Environment Management Act 2005 and the Environment Management (EIA Processes) Regulations 2007.

KEY RESPONSIBILITIES

The position will achieve its purpose through the followings:

1. Carry out application assessments and site inspection to ensure compliance with relevant environment legislations and subsidiary regulations;
2. Timely submission of scientific/technical and site inspection reports with trend analysis and recommendation to management as and when required;
3. Carry out research and development on policy and environmental matters;
4. Facilitate community consultations as and when required;
5. Assist in awareness and capacity building exercises;
6. Ensure compliance with standards, regulations and recommended practices set by representative international agencies; and
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resources activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All assessment of EIA applications is submitted within the agreed timeframes, and meets the standard reporting requirements, including recommendations for improvement.
2. All review process for EIA reports are undertaken and written reports of the review are submitted to management.
3. Monitoring of all EIA approved developments are conducted on a bi-annual basis and reports and recommendations are submitted that meet the standard required templates.
4. All processing of applications received for registration as EIA consultants, and the renewal of consultant registrations, is undertaken within the agreed timeline.

PERSON SPECIFICATION

In addition to a Diploma 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

1. Demonstrated work experience of up 3 years in the field of environment;
2. Demonstrated working experience in scoping exercises in determining environmental concerns and monitoring development;
3. Practical experience in drafting Terms of Reference (TOR) for different types of proposals;
4. Demonstrated understanding and ability to recognize relevant stakeholders for consultation during the review process; and
5. Practical understanding and knowledge of relevant Environmental Acts.

Skills and Abilities

1. Excellent communication skills (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 skills;
4. Demonstrated ability to analyze and interpret diagrams, maps and reports;
5. Capacity to utilize computers program to support the operations of the complex organization;
6. Service orientation approach with a commitment to supporting the operational/corporate environment of the organization.

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.

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

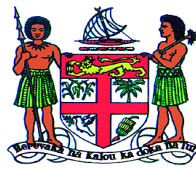
Skills and Abilities

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

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MINISTRY OF WATERWAYS AND ENVIRONMENT

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;

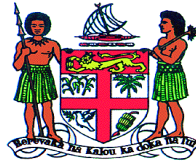
SKILLS AND ABILITIES

- 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.

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MINISTRY OF WATERWAYS AND ENVIRONMENT

JOB DESCRIPTION: SENIOR ENVIRONMENT OFFICER- Western Division

CORPORATE INFORMATION

1. Position level: Band I
2. Salary range: \$43,296.63 - \$50,512.74
3. Duty Station : Lautoka.
4. Reporting Responsibilities:
 - a) **Reports to** – Principal Environment Officer
 - 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** – 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

1. Provides evidence based policy guidance and advise on all development proposals assessed by subordinates;
2. Manage and motivate the staff of the division office to ensure that key deadlines are met;
3. Provide timely and expert advice on key environmental matters to the senior management ;
4. Coordinate with the community, general public and non-governmental agencies in relation to environment management issues;
5. Carry out research and development and keeping abreast with matters that are environmentally sensitive;
6. Establish, maintain and sustain a database on all assessments, approvals issued under relevant legislations and acts; 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 relevant 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;

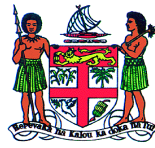
SKILLS AND ABILITIES

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.

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MINISTRY OF WATERWAYS AND ENVIRONMENT

ROLE | JOB DESCRIPTION: TECHNICAL ASSISTANT- WMPC
DEPARTMENT OF ENVIRONMENT

CORPORATE INFORMATION

1. **Position level:** Band E
2. **Salary range:** \$19,041.75 - \$22,215.38
3. **Duty Station:** Suva, extensive travel to divisions and districts required.
4. **Reporting Responsibilities:**
 - a) **Reports to:** Senior Environment Officer (North)
 - b) **Liaises with:** Staffs of the Ministry, line Ministries and Departments, environment/conservation Non-Governmental Organization, Donor/Development Partners, and the general public
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position will provide assistance to the Northern Division Office of the Department and ensures effective implementation and efficient enforcement of relevant environment management laws and policies.

KEY RESPONSIBILITIES

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

1. Assist in evidence based policy guidance and advise on all development proposals;
2. Ensure that key deadlines are met;
3. Timely advice on key environmental matters to the senior management;
4. Provide logistic for the facilitation of the customized training;
5. Assist in evaluation of applications and carry out audits in accordance with the specific guidelines and regulations; and
6. Actively contribute to all corporate requirements of the Ministry where required.

KEY PERFORMANCE INDICATORS

1. Effective required inspection within agreed timeframes meeting specific requirements.
2. All database and records are managed with recommendation within agreed timeframe and easy reference and retrieval; and
3. All assessments and audits are submitted within agreed timeframe.

PERSON SPECIFICATION

In addition to a Degree (or equivalent) in Environmental Management/Science from a recognized institution, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

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

Skills and Abilities

1. Excellent communication and interpersonal skills;
2. Ability to manage records with indexing;

3. Ability to analyze, interpret and report using quality data;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
5. Ability to plan and organize activities, projects and work cooperatively within a team environment;
6. Capacity to utilize computer programs to support daily operations; and
7. 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.

The Ministry is an Equal Employment Opportunity Employer. Applications 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.