



## MINISTRY OF WATERWAYS

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

Vacancy No	Position Title	Location	Contract Term	Salary Band & Range	# of Positions
<b>NEW POSITION</b>					
DWW 01/2021	Field Officer	West	3 years	E - \$19,041.75 - \$22,215.38	1
<b>WITHDRAWAL OF POSITIONS</b>					
DWW 137/2020	Technical Officer – Civil	North	3 years	F - \$22,528.74 - \$26,283.53	1
DWW GWE 70/2020	Engineering Assistant	Nausori	3 years	D - \$7.50/hr - \$8.75/hr	1
DWW GWE 71/2020	Engineering Assistant	Navua	3 years	D - \$7.50/hr - \$8.75/hr	1
DWW GWE 72/2020	Engineering Assistant	West North	3 years	D - \$7.50/hr - \$8.75/hr	1 1
DWW GWE 73/2020	Trade Assistant	West	3 years	B - \$5.37/hr - \$6.27/hr	1
DWW GWE 77/2020	Trade Assistant	Central	3 years	B - \$5.37/hr - \$6.27/hr	1

The appointment process for this position will be in accordance with the Public Service Commission Open Merit Recruitment and Selection Guideline. The role description for the 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 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 29 January, 2021**.

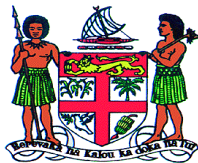
**LATE APPLICATION WILL NOT BE CONSIDERED.**

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](mailto:recruit.Mowe2019@gmail.com)



## MINISTRY OF WATERWAYS

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**JOB DESCRIPTION:** Field Officer

### CORPORATE INFORMATION

1. Position Level: Band E
2. Salary Range: \$19,045.75 - \$22,215.38
3. Duty Station: Western Division
4. Reporting Responsibilities:
  - a) **Report to:** Senior Technical Officer through Technical Officer Higher Grade
  - b) **Liaises with:** Technical Officers, farmers and stakeholders
  - c) **Subordinates:** Laborers

### POSITION PURPOSE

This position will carry out regular inspections, technical investigations monitoring of drainage schemes and supervision of maintenance work and preparation of progress & investigation reports. The position will also provide technical and scientific support for environmental oversight, program & policy concerns relating to the environment.

### KEY RESPONSIBILITIES

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

1. Carry out regular monitoring of drainage schemes for full operations at all times;
2. Carry out field measurement requirements for scope of works;
3. Supervise maintenance works as per maintenance contract;
4. Efficiently and effectively carry out investigations and compile technical engineering reports according to reporting templates; and
5. Actively contribute to all requirements of the Ministry's planning, budgeting and reporting requirements.

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed activities in drainage schemes are completed and delivered as outlined in the work schedule;
2. All reports are compiled with appropriate information and submitted within agreed timeframe;
3. All maintenance contracts are supervised within the agreed timeframes and specific requirements; and
4. All investigations, scope of work are carried out as outlined in the work plan with specific requirements.

### PERSON SPECIFICATION

Diploma in Civil Engineering or Environmental Science with valid driving license and defensive driving certificate. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### Knowledge and Experience

1. At least 3 years' experience in field work;
2. Demonstrated experience in construction supervision of construction works;
3. Basic knowledge on civil contract management

4. Significant proven experience in finance duties in the public sector
5. Familiarization with Environmental Management Act 2005 (EMA, 2005)
6. Knowledge on Environmental Impact Assessment (EIA) Process and reviewing of the EIA reports

### **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.