



## 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 03/2021	Technical Assistant - Civil	Navua	3 years	E - \$19,041.75 - \$22,215.38	1
DWW GWE 01/2021	Recorder - Accounts	HQ, Suva	3 years	B - \$5.37/hr - \$6.27/hr	1
DWW GWE 02/2021	Driver	Lautoka	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 **4.30pm** on **Monday 22 March, 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:** Technical Assistant (All Division)

### CORPORATE INFORMATION

1. Position Band: E
2. Salary Range: \$19,041.75 - \$24,412.50
3. Duty Station: As per vacancy (Central, West & North)
4. Reporting Responsibilities:
  - a) **Report to:** Technical Officer
  - b) **Liases with:** Fieldsmen, Technical Officers, Senior Technical Officer Higher Grade, All field workers and All staff within the Division
  - c) **Subordinates:** Laborer

### POSITION PURPOSE

This position will plan, organize and carry out regular inspections, technical investigations, monitor and prepare reports in the required templates for drainage, irrigation and flood mitigation schemes.

### KEY RESPONSIBILITIES

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

1. Plan, organise and carryout regular inspection, technical investigations and maintenance of the drainage, irrigation and flood mitigation;
2. Create data-base to ensure the work is completed as outlined in the work schedule;
3. Supervise and follow up the work in progress to ensure the work schedule is achieved within the timeframe;
4. Compile agreed reports in the required standards with recommendation within agreed timeframe; 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 inspection, investigations and maintenance of 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 are supervised within the agreed timeframes and specific requirements; and
4. All data-base and follow ups are carried out as outlined in the work plan with specific requirements.

### PERSON SPECIFICATION

Trade Certificate (or equivalent) in Civil Engineering, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

#### Knowledge and Experience

1. At least an years' experience in the field;
2. Demonstrated experience in construction works;
3. Proven knowledge and experience in report writing with specifications; and
4. Knowledge in OHS safety requirements

### **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.



## MINISTRY OF WATERWAYS & ENVIRONMENT

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**ROLE DESCRIPTION:** Recorder

### CORPORATE INFORMATION

5. Position Level: Band B
6. Salary Range: \$5.37 - \$6.89/ hour
7. Duty Station: HQ, Central, West & North
8. Reporting Responsibilities:
  - d) **Report to:** Senior Technical Officer
  - e) **Liaises with:** Technical Officers Higher grade, Technical officers, clerical officers, drivers, mechanics, laborers, linesmen, survey assistants.
  - f) **Subordinates:** nil

### POSITION PURPOSE

The position is to carry out record keeping, filing and general administrative duties as required in the Division.

### KEY RESPONSIBILITIES

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

1. Provide customer service to internal and external stakeholders;
2. Carry out typing and photocopying duties;
3. Assist in compilation of monthly records;
4. Making arrangements for Technical meetings with various stakeholders;
5. Record keeping and filing of all documents; and
6. Actively contribute to all corporate requirements of the Ministry activities where required.

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Efficient provision of customer care in accordance to the instruction given by the immediate supervisors within timeframe;
2. Efficiently computer skills in typing with minimum errors; and
3. Timely reporting and record keeping of documents for immediate supervisors.

### PERSON SPECIFICATION

In addition to Certificate (or equivalent) in Management/Office Administration or relevant field(s) or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

#### Knowledge and Experience

5. 3 years' work experience working in Administration or similar;
6. Knowledge of in general administration work;
7. Knowledge of overtime guidelines
8. Experience in compiling monthly reports and record keeping;
9. Knowledge of Fijian Constitution (2013).

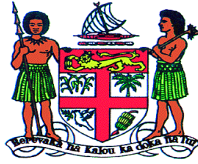
#### Skills and Abilities

1. Must be honest, reliable, energetic and able to multitask and deliver on competing priorities;
2. Demonstrated ability to plan and organize activities, projects and work cooperatively within a team environment;

3. Sound communication, interpersonal and representational skills;
4. Ability to follow guidelines and appropriately apply processes;
5. Capacity to utilize computer programs to support daily operations; and
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the Ministry

**Personal Character and Eligibility**

All applicants for employment in the Ministry of Waterways & 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 55yrs and with clear police record. The applicant will be required to provide a medical certificate and police clearance prior to taking up duty.



## MINISTRY OF WATERWAYS AND ENVIRONMENT

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**JOB DESCRIPTION:**      Driver

### **CORPORATE INFORMATION**

9. Position Level :                      Band B  
10. Salary Range :                      \$5.37-\$6.27/hr  
11. Duty Station :                      HQ, Suva/Central [Nausori/Navua]/West [Ba/Lautoka]/North [Dreketi/Labasa]  
12. Reporting Responsibilities:  
    g) **Report to:**                      Administrative Officer/Clerical Officer in respective Divisions  
    h) **Liases with:**                    Ministry staff and stakeholders  
    i) **Subordinates:**                    NIL

### **POSITION PURPOSE**

This position role is to safely provide transportation needs to the safely and use the government resources with due economy to support the Ministerial goals.

### **KEY RESPONSIBILITIES**

1. Provide transportation needs safely to the destination as per instructions by the Vehicle Trolling Officers in the respective Divisions;
2. Perform daily "A" Service, safety and maintenance checks and report defeats if any;
3. Maintain proper records of the running sheets, fuel, service and repair receipts and timely submitting to HR;
4. Report any charges or anticipates being charged for a traffic offence committed whilst on duty without delay the Supervisor of Transport;
5. Compliance with Transport Rules and Regulations;
6. All Occupational Health and Safety protocols are followed and compliant to the Ministry's operations and reporting procedure; and
7. Actively contribute to all corporate requirements of the Ministry activities where required.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All agreed vehicle care, cleanliness, servicing and maintenance are conducted within the agreed timeframes meeting specific requirement;
2. Timely and responsively reporting the damages, incidents, accidents in support of investigations;
3. All vehicle running sheets and log books are updated and submitted within agreed timeframe; and
4. Timely transportation of staff from each destination within agreed timeframe as per instructions.

### **PERSON SPECIFICATION**

In addition to a Year 12, Fiji School Leaving Certificate or equivalent, with group 2, 4 and 6 driving license and a valid defensive driving certificate, the following knowledge, experience, skills and abilities are required:

### **KNOWLEDGE and EXPERIENCE**

10. At least a 3 years' experience in similar role with full license;
11. Proven knowledge and experience geographical locations and road networks;
12. Proven knowledge of Rode Code and LTA regulations; and
13. Practical knowledge on OHS requirements.

### **SKILLS & Abilities**

1. Excellent interpersonal and communication skills to interact at all levels;
2. Ability to follow instructions and meet deadlines when under pressure managing stressful situation;
3. Demonstrated ability to work cooperatively within a team environment; and
4. Willingness to work long hours and attention to details.

### **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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