



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
NEW POSITION					
DWW 04/2021	Director Operations	HQ, Suva	3 years	L - \$67,830.20 - \$79,135.24	1
DWW 05/2021	Director Research & Policy & Executive Support to the Minister for Waterways & Environment	HQ, Suva	3 years	L - \$67,830.20 - \$79,135.24	1
DWW GWE 03/2021	Welder	Ba	3 years	D - \$7.50/hr - \$8.75/hr	1
DWW GWE 04/2021	Driver	Central	3 years	B - \$5.37/hr - \$6.27/hr	2
DWW GWE 05/2021	Driver	HQ	3 years	B - \$5.37/hr - \$6.27/hr	1
RE-ADVERTISED					
DWW 06/2021	Field Officer	Lautoka	3 years	E - \$19,041.75 - \$22,215.38	1
DWW 07/2021	Technical Officer Civil	North	3 years	F - \$22,528.74 - \$26,283.53	1
DWW GWE 06/2021	Engineering Assistant	Central	3 years	D - \$7.50/hr - \$8.75/hr	1
DWW GWE 07/2021	Engineering Assistant	Navua/Naboro	3 years	D - \$7.50/hr - \$8.75/hr	1
DWW GWE 08/2021	Engineering Assistant	North	3 years	D - \$7.50/hr - \$8.75/hr	1
DWW GWE 09/2021	Trade Assistant	Central	3 years	B - \$5.37/hr - \$6.27/hr	1
DWW GWE 10/2021	Trade Assistant	Ba	3 years	B - \$5.37/hr - \$6.27/hr	1
DWW GWE 11/2021	Assistant Storeman	Central	3 years	B - \$5.37/hr - \$6.27/hr	
DWW GWE 12/2021	Draughtsman [AutoCAD]	North	3 years	A - \$4.60/hr - \$5.37/hr	1
WITHDRAWAL OF POSITIONS					
DWW 01/2021	Field Officer	West	3 years	E - \$19,041.75 - \$22,215.38	1
DWW 136/2020	Technical Officer - Quantity Surveying	HQ, Suva	3 years	F - \$22,528.74 - \$26,283.53	1
DWW GWE 77/2020	Draughtsman [AutoCAD]	North	3 years	A - \$4.60/hr - \$5.37/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/. All applicants are encouraged to obtain this information to assist with your written application.

Note: Please email Ms. Archana Devi on email: adevi004@govnet.gov.fj for request for the Role Description of **DWW 04/2021 - Director Operations & DWW 05/2021 - Director Research & Policy & Executive Support to the Minister for Waterways & Environment**

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 **Tuesday 06 April, 2021**.

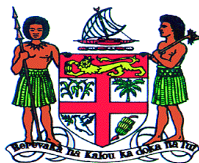
LATE APPLICATION WILL NOT BE CONSIDERED.

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 AND ENVIRONMENT

JOB DESCRIPTION: Assistant Storeman

CORPORATE INFORMATION

1. Position Level : Band B
2. Salary Range : \$5.37/hour - \$6.27/hour
3. Duty Station : Central/West/North
4. Reporting Responsibilities:
 - a) **Report to:** Senior Technical Officer
 - b) **Liaises with:** Clerical Officers, TOHG, STA's
 - c) **Subordinates:** NIL

POSITION PURPOSE

This position is responsible for facilitating requests for respective divisions of the Ministry in accordance with the Fiji Procurement Regulations, Financial Management Act and Instructions, and other legislations as guidelines for the provision of delivering procurement services for the Departments.

KEY RESPONSIBILITIES

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

1. Carry out market research for all goods & service required to be procured and prepare procurement forms.
2. Purchasing of all goods & services, recording inventory and issuing as required.
3. Periodical stock/inventory checks to be carried out.
4. Ensure all stock items are available in stock at all times.
5. Liaising with sections heads so that timely availability of goods and services that may be required.
6. Organize and carry out annual board of survey.
7. To ensure procurement regulations are followed at all times.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely procurement of goods and services
2. Annual board of survey carried out
3. Procurement regulations are complied with.

PERSON SPECIFICATION

In addition to a Certificate (or equivalent) in Management, Accounting or similar, the following knowledge, experience, skills and abilities are required:

KNOWLEDGE and EXPERIENCE

1. 3 years' work experience in stores;
2. Knowledge of stores & procurement functions in a complex organization;
3. Demonstrated ability to use Computerized Purchasing and Inventory Management software systems.

SKILLS & Abilities

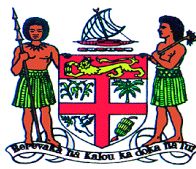
1. Demonstrated ability to communicate well at different level (verbal/written);
2. Proven ability in planning and organizing to support logistic;
3. Capacity to utilize computer programs to support the operations including Microsoft Suite;

4. Demonstrated ability to work cooperatively within a team environment;
5. Ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
6. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation

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.



JOB DESCRIPTION: DRAFTSMAN (AUTOCAD) – All Divisions

CORPORATE INFORMATION

- 5. Position Level: GWE
- 6. Salary Band: A (\$4.60/hr - \$5.90/hr)
- 7. Duty Station: Divisional
- 8. Reporting Responsibilities:
 - d) **Report to:** Senior Technical Assistant (Survey)
 - e) **Liases with:** Senior Engineer, Technical officers
 - f) **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:

- 4. Number of survey plans plotted and produced
- 5. Safe custody of survey plans
- 6. 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

- 4. At least 1 years' experience in similar role
- 5. Knowledge of AUTOCAD software
- 6. Experience in using AUTOCAD for drafting

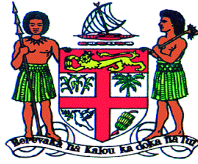
Skills and Abilities

- 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

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MINISTRY OF WATERWAYS AND ENVIRONMENT

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) Liaises 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

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

SKILLS & Abilities

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

Personal Character and Eligibility

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MINISTRY OF WATERWAYS & ENVIRONMENT

ROLE DESCRIPTION: Engineering Assistant

CORPORATE INFORMATION

13. Position Level: Band D
14. Salary Range: \$7.50/hour - \$8.75/ hour
15. Duty Station: All Divisions
16. Reporting Responsibilities:
 - j) **Report to:** Technical Officer
 - k) **Liaises with:** Engineers, Senior Technical Officers, technical Officers Higher Grade
 - l) **Subordinates:** Laborers

POSITION PURPOSE

The primary role of the position is to assist in planning of works and supervision of construction and maintenance works for drainage, irrigation and waterways infrastructure works.

KEY RESPONSIBILITIES

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

5. AUTOCAD draughting of engineering plans
6. Assist in scoping of works and preparing of BOQ.
7. Assist in planning of works & annual work program development
8. Checking, supervision of works in accordance with specifications
9. Measurement of completed works for processing of progress claims
10. Prepare and submit weekly progress reports

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

7. Timely draughting of plans
8. Timely scoping of works
9. Timely development of annual work programs
10. Works supervised in accordance to specification
11. Timely measurement of completed works
12. Timely submission of weekly reports

PERSON SPECIFICATION

In addition to a Diploma in Civil Engineering, the following knowledge, experience, skills and abilities are required to successfully undertake these roles:

Knowledge and Experience

11. At least 1 year experience in similar role
12. Knowledge and proven experience in AUTOCAD draughting
13. Knowledge in Concrete Works
14. Knowledge in project planning
15. Demonstrated experience in construction supervision

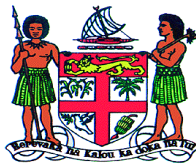
Skills and Abilities

4. Demonstrated ability to listen carefully and take instructions;
5. Proven ability to identify things to be done and without instruction carry out task;
6. Proven ability to read, understand and interpret instructions and cautions on the labels products and supplies;
7. Excellent interpersonal and communicate skills at all levels and suppliers;
8. Demonstrated ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
9. Demonstrated ability to work cooperatively within a team environment

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

JOB DESCRIPTION: Field Officer

CORPORATE INFORMATION

- 17. Position Level: Band E
- 18. Salary Range: \$19,045.75 - \$22,215.38
- 19. Duty Station: Western Division
- 20. Reporting Responsibilities:
 - m) **Report to:** Senior Technical Officer through Technical Officer Higher Grade
 - n) **Liases with:** Technical Officers, farmers and stakeholders
 - o) **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 with valid driving license of Group 2 & 4 and defensive driving certificate. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

- 16. At least 3 years' experience in field work;
- 17. Demonstrated experience in construction supervision of construction works;
- 18. Basic knowledge on civil contract management
- 19. Significant proven experience in finance duties in the public sector
- 20. Familiarization with Environmental Management Act 2005 (EMA, 2005)

Skills and Abilities

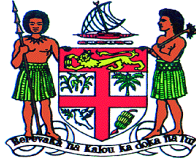
- 1. Ability to provide professional advice for rational decisions making;
- 2. Excellent communication and report writing skills;

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.

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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: HQ - Suva
4. Reporting Responsibilities
 - a) **Reports to:** Senior Technical Officer through Technical Officer Higher Grade;
 - b) **Liases with:** Principal Engineer, Engineers, Surveyors and Stakeholders;
 - c) **Subordinates:** Surveyors, Technical Officers, 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

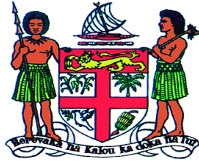
Skills and Abilities

10. Ability to provide professional advice for rational decisions making;
11. Excellent communication and report writing skills;
12. Time management, multi-tasking skills and attention to details;
13. Ability to think innovatively and resourcefully;
14. Capacity to utilise computer programs to support operations;
15. Demonstrated ability to work cooperatively within a team environment;
16. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation;
17. Ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
18. Ability to implement policies, procedures and guidelines.

Personal character and eligibility

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MINISTRY OF WATERWAYS AND ENVIRONMENT

JOB DESCRIPTION: Trade Assistant [Mechanical] - All Division

CORPORATE INFORMATION

21. Position Level : Band B
22. Salary Range : \$5.37-\$6.27/hr
23. Duty Station : Central, West, North
24. Reporting Responsibilities:
p) **Report to:** Senior Technical Assistant [Mechanical]
q) **Liaises with:** Technical Officers, Mechanic
r) **Subordinates:** NIL

POSITION PURPOSE

This position role is to assist in the hands on maintenance of outfall structure of drainage schemes, and assist the mechanic to attend to vehicle, plant and other automotive machines.

KEY RESPONSIBILITIES

8. Assist in the general maintenance of various types of vehicles;
9. Assist mechanic in trouble shooting/fault diagnosis works and job estimates;
10. Assist mechanics in sketches and designs to determine operations, required materials and timeframes for projects; and
11. Assist in the setup, operate and maintain mechanical equipment.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

5. Maintenance of daily work routine to meet set timeline;
6. Identifying minor defects for vehicles and plants;
7. Assist in preparation of tools for repair works; and
8. Assist in producing the required end result at the required timeline.

PERSON SPECIFICATION

In addition to a recognized trade certificate Class III in Automotive Engineering (or equivalent), the following knowledge, experience, skills and abilities are required to successfully undertake this role:

KNOWLEDGE and EXPERIENCE

21. At least a 3 years' experience in similar role;
22. Understand the different mechanical equipment used for different works;
23. Experience in sketching and designing for repair and maintenance works; and
24. Practical knowledge on OHS requirements.

SKILLS & Abilities

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

Personal Character and Eligibility

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MINISTRY OF WATERWAYS & ENVIRONMENT

ROLE DESCRIPTION: Welder

CORPORATE INFORMATION

25. Position Level: Band D
26. Salary Range: \$7.50/hour - \$8.75/ hour
27. Duty Station: All Divisions
28. Reporting Responsibilities:
 - s) **Report to:** Technical Officer
 - t) **Liases with:** Mechanic Technical Officers
 - u) **Subordinates:** Nil

POSITION PURPOSE

Carryout welding works on dredger equipment's, vehicles, plants and machines.

KEY RESPONSIBILITIES

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

11. Carry out welding works on dredger equipment's, vehicles, plants and machines
12. Assist in planning for annual maintenance scheduling and preventative maintenance scheduling.
13. Cleanliness of workshops and job sites to have safe working environment

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

13. Minimum break down of vehicles, plants and machines
14. Timely welding works are carried out
15. Clean and safe work sites

PERSON SPECIFICATION

Trade certificate in welding with following knowledge, experience, skills and abilities will be needed to successfully carry out the responsibilities.

Knowledge and Experience

25. At least 3 years' experience in similar role
26. Knowledge on welding
27. Knowledge on OHS requirements

Skills and Abilities

10. Skills in carrying out welding works
11. Skills and ability to diagnose problem areas
12. Ability to plan for preventative maintenance

Personal Character and Eligibility

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