



## 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
<b>READVERTISED POSITIONS</b>					
DE 05/2021	TA – Waste Management & Pollution Control	DoE, Suva	3 years	E - \$19,041.75 - \$22,215.38	1
DE 13/2021	Senior Environment Officer	DoE, Suva	3 years	I- \$43,296.63 - \$50,512.74	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/](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 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 **4.30pm** on **Monday 12 July, 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:**

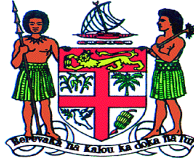
The Permanent Secretary  
Waterways and Environment  
G P O Box 1292  
SUVA

**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

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### **JOB DESCRIPTION: SENIOR ENVIRONMENT OFFICER- WASTE MANAGEMENT AND POLLUTION CONTROL (WPC) 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 WPC
  - 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
  - d)

#### **POSITION PURPOSE**

This position manages the Waste Management and Pollution Control 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 daily operation of the unit and monitor performance with recommendation for improvements;
3. Provide timely and expert advice on Waste Management related matters to Senior Management of the Department of Environment.
4. Coordinate with the community, general public and non-governmental agencies in relation Waste Management issues;
5. Carry out research and development of programmes on improving waste management;
6. Establish, maintain and sustain a database on all assessment, approvals issued by the Department in relation to waste management issues; 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 waste management issues and relative challenges on Fiji's natural resources ; and
4. Demonstrated experience in carrying out research and development of environmental policies and matters;

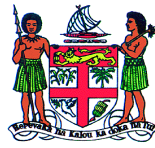
### **SKILLS AND ABILITIES**

- 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.

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

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

### CORPORATE INFORMATION

5. **Position level:** Band E
6. **Salary range:** \$19,041.75 - \$22,215.38
7. **Duty Station:** Suva, extensive travel to divisions and districts required.
8. **Reporting Responsibilities:**
  - e) **Reports to:** Senior Environment Officer (North)
  - f) **Liases with:** Staffs of the Ministry, line Ministries and Departments, environment/conservation Non-Governmental Organization, Donor/Development Partners, and the general public
  - g) **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.**