



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
NEWPOSITION					
DWW 08/2021	Director Policy	HQ, Suva	3 years	J - \$51,132.98 - \$59,655.14	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 adevi004@govnet.gov.fj. 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 **Tuesday 21 June, 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: DIRECTOR POLICY

CORPORATE INFORMATION

1. Position Level: Band J
2. Salary Range: \$ 51,132.98-\$65,555.10 per annum
3. Duty Station: Suva(travel required)
4. Reporting Responsibilities:
 - a) **Reports To:** Permanent Secretary
 - b) **Liaises with:** Minister. Other Directors,Managers,Divisional and Area Staff/other stakeholders
 - c) **Subordinates:** Research Assistants

POSITION PURPOSE

The position is responsible for directing, controlling and coordinating the work of Policy Research and Development and providing Executive Management with analysis, policy, advice, resource mobilisation recommendations and support on all research, innovation and development activities related to the Ministry for Waterways and Environment.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties. Working with relevant management and staff, in accordance with Guidelines, policies and legislative requirements, meeting the operational needs of the Ministry:

1. Provision of quality advice to the Minister/Permanent Secretary and Management team in terms of the Ministry related deliverables;
2. Provide high level research advice, proposals (resource mobilization) and expertise to key internal and external stakeholders to better inform policy development and implementation;
3. Defines, collect analysis and report useful information to enhance decision making and program involvement;
4. Constructively contribute to the formulation, implementation and evaluation of National Waterways/Environment Policy and Plans;
5. Oversee the Coordination and implementation of special projects and programs assigned for the Ministry.
6. Provide leadership and coordination of the policy development, research and development division to ensure that the division's core deliverables are achieved in line with the Division's Business Plan and Ministry's Operational Plan;
7. Coordinate the quarterly report of the Division capturing all deliverables of the Division for Management's information and decision.

8. Provide guidance through coaching and mentoring and develop subordinate officers through training to enhance performance and teamwork for the timely achievement of their deliverables;
9. Monitor the conduct of performance assessment at individual and divisional level to gauge work progress in line with the agreed targets in the various plans;
10. Actively contribute and lead all corporate requirements of the Ministry including planning, budgeting and selection activities where required and instructed.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed activities (Policy Analysis & advice, Talking Points & Speeches, consultations) are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
2. Policies and implementation strategies of the Ministry are designed to provide the appropriate support for a timely response to disaster and planned waterways responses;
3. All implementation priorities for the Ministry are identified through an inclusive consultative process.

PERSON SPECIFICATION

In addition to Masters University qualifications relevant to Waterways and Environment, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 5 years (post qualification, supervisory level) with on experience in planning, policy developments, research planning and development, project management;
2. In depth working knowledge in writing of analytical reports through briefs/talking points/speeches/ proposals for high ranking officials
3. Experience in leading project teams, meeting deadlines, multi –task and undertake complex engagements
4. Able to motivate, develop and coach teams
5. Good understanding of the global, regional and national waterways/environment work and issues at a strategic level
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Ability to provide practical solutions and advice to management in line with relevant regulations;
2. Ability to provide good analytical, research, presentation, reporting and organizational skills;
3. Ability to plan, organise and multitask with deskwork, ministerial events and projects with the timeline;
4. Ability to maintain confidentiality and neutrality in a sensitive environment.
5. Ability to work under pressure and meet deadlines in a fast paced working environment.
6. Result and service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character and Eligibility

Applicants for employment in the Ministry of Waterways and Environment 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 of Defense and National Security is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.