



## 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 09/2021	Director Waterways	HQ, Suva	5 years	L - \$67,830.20 - \$79,135.24	1
DWW 10/2021	Senior Surveyor	HQ, Suva	3 years	I - \$43,296.63 - \$50,512.74	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 28 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](mailto:recruit.Mowe2019@gmail.com)

# MINISTRY OF WATERWAYS

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## **JOB DESCRIPTION: DIRECTOR, Waterways OPERATIONS**

### **CORPORATE INFORMATION**

1. Position Band: L
2. Salary Range: \$ 67,830.20 - \$79,135.24
3. Duty Station: Suva
4. Reporting Responsibilities:
  - a) **Reports To:** Permanent Secretary for Waterways
  - b) **Liases with:** All Government Agencies, Stakeholders, Non-Government Organisations and Statutory Bodies.

### **POSITION PURPOSE**

The position is responsible to the Permanent Secretary on the overall planning, management and reporting of all policy, research and operational functionalities. It will also provide strategic input and quality/timely advice to the Executive Management in terms of projects, impacting the Ministry's mandate.

### **KEY DUTIES**

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

1. Develop, implement, and monitor day-to-day operational systems and processes that provide output, visibility into the goals, progress made, and barriers for the Ministry's key initiatives
2. Direct and supervise all department heads, manage relationships with external partners, stakeholders (including the public) and vendors making balanced decisions-operational activity and strategic goals
3. Plan, monitor, and analyse key metrics for the day-to-day performance of the policy, research and operations (including engineering services) ensuring efficient/timely completion of tasks and priorities
4. Devise strategies to ensure development of need-based programs Ministry-wide, identify and implement process improvements that will maximize output (under a lean management principle)
5. Development and implementation of policies and standards, ensuring legislation/regulations are followed
6. Work closely with human resources to lead the team(s) with integrity, establish and maintain a trusting, inclusive, and productive work environment.
7. Lead and perform duties of the Commissioner of Irrigation.
8. To produce a wide range of high quality written outputs for various audiences including high-quality, well targeted research reports, policy briefings, speeches, blogs and other outputs
9. Submission of relevant reports and returns as required under relevant legislations/regulations. Facilitation, co-ordination, implementation, monitoring and regular review of the Ministry's strategic documents through the Strategic Plans, Annual Corporate Plan and Business Plan.
10. To develop relationships with funders/donors and identify new funding sources to support the Ministry's initiatives
11. To develop and manage relationships with research institutes, think tanks, policy makers and other third sector organisations for the benefit of the Ministry.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Timely submission of reports and budget monitoring and spending against Ministry's Strategic and Costed Operation Plan;
2. Policies and processes developed, reviewed and implemented across the Ministry, are all completed. Relevant legislations and activities are monitored;
3. Compliance of finance regulations and procurement policies of the Ministry, ensuring timely delivery and monitoring;
4. Relationship management and Service delivery.

## **PERSON SPECIFICATION**

In addition to Bachelors Degree in Civil Engineering, Water Resource Management and preferably with a Masters in Management, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

### **Knowledge and Experience**

1. 10 to 12 years of relevant work experience with at least 5 years at senior management level.
2. Sound experience in planning, leading and the implementation of strategic plans and processes.
3. Sound experience in managing technical projects

### **Skills and Abilities**

1. Demonstrated leadership skills gained through developing, implementing, monitoring/evaluating and reporting multiple projects (simultaneously).
2. Demonstrated ability to manage and motivate staff at different levels.
3. Excellent analytical and writing skills.
4. Ability to develop and maintain constructive senior level relationships with key partners and stakeholders;
5. Strong organisational and planning skills with an eye for detail and accuracy;
6. Demonstrated ability to plan for and meet tight deadlines in particular with the implementation of Projects.
7. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
8. A strong sense of service approach with a commitment to support service delivery;
9. Strong interpersonal and communication skill
10. Ability to plan, develop and coordinate multiple task/activities;
11. Knowledge of Budgets and Procurement and ability to formulate financial proposals;
12. Ability to do Research and formulate policies;
13. To actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required;
14. Service oriented approach, with a commitment to supporting the strategic, operational, corporate commitments of the Ministry.

### **Personal Character and Political Neutrality**

All applicants for employment in the Ministry of Waterways must be in sound health, with clear police record and remain politically neutral. Applicants shortlisted will be required to provide a medical certificate and police clearance at the time of the interview.

# MINISTRY OF WATERWAYS

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## JOB DESCRIPTION

**POSITION TITLE:** Senior Surveyor

### CORPORATE INFORMATION

1. Position Band : I
2. Salary Range : \$43,296.63 - \$50,512.74
3. Duty Station: Suva
4. Reporting Responsibilities:
  - a) **Report to:** Principal Engineer
  - b) **Liases with:** Engineers, Technical Officers, STA's, SAO's, iLTB, Lands Department, provincial offices, farmers
  - c) **Subordinates:** STA, draughtsman, linesman, laborers

### POSITION PURPOSE

The position will plan, direct, control and deliver the provisions of quality and efficient survey services for the Ministry to ensure the effective implementation of survey activities.

### KEY RESPONSIBILITIES

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

1. Develop the survey section work plan in consultation with Engineers and ensure achievement of plan
2. To provide supervisory control in the implementation of the sections activities in line with the division work programme & budget.
3. Consult and negotiate with key stakeholders to secure agreement of land and fishing right issues pertaining to the divisions work plan
4. Ensure that a competent and skilled work force is attracted and retained through the establishment and implementation of on the job training programs and monitoring of the performance.
5. Compile, maintain and ensure the security of plans and survey data for historical records and decision making
6. To identify staff deficiencies and counsel or coach staff accordingly
7. Compile weekly, monthly progress reports

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Survey section work plan developed and achieved.
2. Survey data plotted and plans produced
3. Land agreement done and fishing rights negotiated
4. Subordinates trained on the job to have competent and skilled work force
5. Timely compilation of weekly, monthly reports

### PERSON SPECIFICATION

Must be a registered Surveyor [Fiji] with a Diploma or equivalent in Land Surveying with 3 years relevant work experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

### Knowledge and Experience

1. Sound knowledge of Land Surveying
2. Sound knowledge on Crown land and itaukei Lands Trust Board (iLTB) regulations

3. Sound understanding of surveying technology and Computer Aided Drafting (CAD) programs
4. Good knowledge on hydrographic surveying
5. Good knowledge of planning and environmental regulations
6. Understanding on Occupational Health & Safety (OHS) requirements and regulations

**Skill; and Abilities**

1. Ability to supervise and manage subordinates
2. Ability to prioritise and plan work effectively
3. Ability to undertake hydrographic surveying
4. Ability to work to a high degree of accuracy
5. Ability to analyse and interpret graphical data
6. Strong communication and negotiation skills
7. Good team management skills

**Personal Character and Eligibility**

Applicants to be under age of 55, have a clear police record and in sound health. The successful applicant will be required to provide a medical certificate and police clearance as a pre-requisite condition for employment.