



MINISTRY OF ENVIRONMENT

The Ministry of Environment invites suitably qualified and eligible applicants for the following position:

Vacancy No	Position Title	Location	Contract Term	Salary Band & Range	# of Position
NEW POSITION					
DE 15/2021	Principal Environment Officer – Waste Pollution Control	Dept. of Environment, Suva	3 years	K - \$59,945.18 –\$69,936.05	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/. All applicants are encouraged to obtain this information to assist with your written application.

ELIGIBILITY

All applicants for employment in the Ministry of 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 06 September, 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:

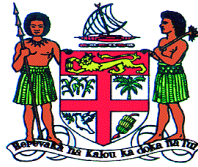
The Permanent Secretary
Ministry of Environment
G P O Box 1292
SUVA

Applications Delivered:

“Vacancy Reference Number”
The Recruitment Officer
318 Bali Towers
Toorak Road
Suva

Application by email:

recruit.Mowe2019@gmail.com



MINISTRY OF ENVIRONMENT

JOB DESCRIPTION: **DEPARTMENT OF ENVIRONMENT**
PRINCIPAL ENVIRONMENT OFFICER – WASTE AND POLLUTION
CONTROL (WPC) UNIT

CORPORATE INFORMATION

1. Position Level - Salary Band K
2. Salary Range - \$59,945.18 - \$69,936.05
3. Duty Station - Suva, travel to divisions and district as/when required
4. Reporting Responsibilities
 - a) **Reports to** : Director Environment
 - b) **Liases with:** Government agencies, commercial companies, Municipal Councils and internally within the Ministry
 - c) **Subordinates:** Senior Environment Officer, Environment Officers, Technical Officers and Technical Assistant

POSITION PURPOSE

This position is responsible for the overall management and strategic planning for the WPC Unit and the effective and efficient enforcement of Part 5 of the Environment Management Act 2005, the Environment Management (Waste Disposal and Recycling) Regulations 2007 and the Litter Act 2008.

KEY RESPONSIBILITIES

The position will achieve its purpose through the followings:

1. Carrying out the functions of the WPC Unit as specified under section 14 of the Environment Management Act 2005
2. Carrying out functions as specified under Part 5 of the Environment Management Act 2005 and the Environment Management (Waste Disposal and Recycling) Regulations 2007
3. Actively provide advice and technical support on issues relating to Waste Management and Pollution Control
4. Formulating and Implementing Policies relating to Waste Management and Pollution Control
5. Regularly organizes awareness and roundtables with businesses and the general public for the purposes of awareness raising on the proper waste disposal and the requirements under the Environment Management Act 2005 and the Environment Management (Waste Disposal and Recycling) Regulations 2007
6. Attends to all complaints received from the General Public in a timely manner
7. Actively contributes to the Ministry and/or Corporate requirements.

PERSON SPECIFICATION

In addition to a Post Graduate Diploma or equivalent work experience 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 5-7 years' experience working in Environmental Management or similar

2. Practical, working knowledge of Fiji's Environmental laws and policies on Environmental Management
3. Sound understanding of the status of Fiji's natural environment and resources and its significance. Demonstrable knowledge and practice in translating policy into operational goals
4. Excellent strategic planning, critical analysis and reporting skills
5. Good knowledge of Contract Management and Administrative skills
6. Ability to work independently on own initiative and be able to lead a team

Skills and Abilities

1. Excellent communication (both oral and written) and computer skills
2. Ability to establish and maintain effective working relationships with outside agencies, international and regional donors, government agencies, development partners
3. Excellent coordinator and an organizer with excellent analytical skills and ability to read and interpret many complex charts, diagrams, maps and reports
4. Confident decision-maker and problem solver
5. Results-oriented, team player, articulate analyst with attention to details, persuasive communicator and good writer
6. Consistent with a desire to provide equitable and timely service to stakeholders and associated agencies with a positive outlook and a professional approach
7. Demonstrates commitment to hard work, loyalty and a high regard and adherence to civil service code of conduct

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.