

MINISTRY OF WATERWAYS

JOB DESCRIPTION: ENVIRONMENT OFFICER

CORPORATE INFORMATION

1. Position Level Salary Band H
2. Salary Range - FJ\$34,760.31 - FJ\$40,553.70
3. Duty Station - Suva, Limited travel to divisions and district as and when required
4. Reporting Responsibilities
 - a) **Reports to:** Director Operations (Waterways)
 - b) **Liaises with:** Government agencies, Proponents, Consultants, Donor Agencies and internally within the Ministry
 - c) **Subordinates:** Technical Officer - Environment

POSITION PURPOSE

The purpose of this position is to assist in the effective and efficient enforcement of the Environment Management Act 2005 and the Environment Management (EIA Processes) Regulations 2007.

KEY RESPONSIBILITIES

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

1. Carry out application assessments and site inspection to ensure compliance with relevant environment legislations and subsidiary regulations;
2. Timely submission of scientific/technical and site inspection reports with trend analysis and recommendation to management as and when required;
3. Carry out research and development on policy and environmental matters;
4. Facilitate community consultations as and when required;
5. Assist in awareness and capacity building exercises;
6. Ensure compliance with standards, regulations and recommended practices set by representative international agencies; and
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resources activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All assessment of EIA applications is submitted within the agreed timeframes, and meets the standard reporting requirements, including recommendations for improvement.

2. All review process for EIA reports are undertaken and written reports of the review are submitted to management.
3. Monitoring of all EIA approved developments are conducted on a bi-annual basis and reports and recommendations are submitted that meet the standard required templates.
4. All processing of applications received for registration as EIA consultants, and the renewal of consultant registrations, is undertaken within the agreed timeline.

PERSON SPECIFICATION

In addition to a Degree in Environmental Management/ Science or relevant qualification, or equivalent work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

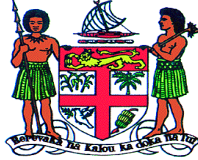
1. Demonstrated work experience of up 4-5 years in the field of environment;
2. Demonstrated working experience in scoping exercises in determining environmental concerns and monitoring development;
3. Practical experience in drafting Terms of Reference (TOR) for different types of proposals;
4. Demonstrated understanding and ability to recognize relevant stakeholders for consultation during the review process;
5. Practical understanding and knowledge of relevant Environmental Acts;
6. Demonstrated Ability to conduct assessment and finalize reports.

Skills and Abilities

1. Excellent communication skills (both verbal and written);
2. Ability to establish and maintain effective working relationships within the organization, partners, stakeholders and collaborators;
3. Effective time management and organization skills;
4. Capacity to utilize computers program to support the operations of the complex organization; and
5. Service orientation approach with a commitment to supporting the operational/corporate environment of the organization.

Personal character and eligibility

All applicants for employment with Ministry of Waterways be Fiji Citizens, under the age 55 years, 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. Terms of employment under the Fijian law require the successful applicant to have at least received their first COVID19 vaccination.



MINISTRY OF WATERWAYS

JOB DESCRIPTION: Storeman [West]

CORPORATE INFORMATION

1. Position Level : Band C
2. Salary Range : FJD\$12,081.69 - FJD\$14,095.31
3. Duty Station : West
4. Reporting Responsibilities:
 - a) **Report to:** Senior Technical Officer
 - b) **Liases with:** Technical Officers Higher Grade, Senior Technical Assistants and Clerical Officers
 - c) **Subordinates:** NIL

POSITION PURPOSE

The purpose of this position is to facilitate requests for respective divisions of the Ministry for the provision of delivering procurement services for the Departments in accordance with the Fiji Procurement Regulations, Financial Management Act and Instructions, and other legislations as guideline.

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. Facilitating the purchase 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 in Management or Accounting, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

KNOWLEDGE and EXPERIENCE

1. 3 years' work experience in stores; and
2. Knowledge of stores & procurement functions in a complex organization.

SKILLS & Abilities

1. Demonstrated ability to communicate well at different level (verbal/written);
2. Demonstrated ability to use Computerized Purchasing and Inventory Management software systems;
3. Proven ability in planning and organizing to support logistic;
4. Capacity to utilize computer programs to support the operations including Microsoft Suite;
5. Demonstrated ability to work cooperatively within a team environment;
6. Ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
7. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation.

Personal Character and Eligibility

All applicants for employment with Ministry of Waterways be Fiji Citizens, under the age 55 years, 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. Terms of employment under the Fijian law require the successful applicant to have at least received their first COVID19 vaccination.

MINISTRY OF WATERWAYS

JOB DESCRIPTION: TECHNICAL ASSISTANT

CORPORATE INFORMATION

1. Position Level: Band E
2. Salary Range: FJ\$19,041.75 - FJ\$22,215.38
3. Duty Station: Labasa
4. Reporting Responsibilities;
 - a) **Reports To: Design Engineer, HQ** through Senior Technical Officer (STO) North
 - b) **Liases with:** Technical Officers, Contractors and other stake holders
 - c) **Subordinates:** Survey Assistant and Linesman.

POSITION PURPOSE

The purpose of this position is to plan, organize and carry out engineering surveys for drainage, bank erosions, coastal erosions, seawalls, creeks/rivers, river dredging, dump sites and plotting of surveyed data.

KEY RESPONSIBILITIES

1. Working with relevant staff and service providers, in accordance with the relevant. Legislative acts and internal Standard Operating Procedures of the Ministry of Waterways.
2. Undertake all required surveying activities.
3. Provide support for redefinition, Engineering detail & topographical surveys.
4. Compilation of plan as instructed by Senior Surveyor Waterways.
5. Preparing of survey reports for all surveys conducted.
6. Drawing of Engineering Survey Plans.
7. Provide customer services to internal and external customers when required include attending to land queries from clients/ stakeholders, Supervisor.
8. Provide timely reports for references and records.
9. Actively contribute to Ministerial development and initiatives including Consultation & Meetings, Road show and Public Consultation.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Plan, organize and carryout engineering surveys;
2. Supervise survey teams in field works;
3. Safe keeping and care of survey instruments;
4. Plotting of survey data using AutoCAD software and produce plans;
5. Compile weekly, monthly progress reports;
6. Coach, guide and train subordinates while undertaking surveys; and
7. Ensure OHS rules and regulation are followed.

PERSON SPECIFICATION

In addition to Diploma in Land Surveying with three (3) years' of relevant work experience, the following Knowledge, Work Experience, Skills & Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Ability to produce weekly, monthly, quarterly and technical engineering reports;
2. Knowledge of engineering surveying;
3. Knowledge in using AutoCAD draughting software;
4. Knowledge of cadastral surveying; and
5. Knowledge in Occupational Health & Safety (OHS) requirements.

Skills and Abilities

1. Excellent communication and good interpersonal skills;
2. Possess a pro-active and professional attitude;
3. Ability to prioritize work;
4. Ability to multi-task work and complete work accurately in a timely manner with high integrity; and
5. Proven self - starter and an effective team player possessing a high professional personality with the ability to work diplomatically to meet tight deadline in a high performing working environment.

Personal Character and Eligibility

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