



## 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 01/2022	Engineer – Drainage Urban	HQ, Suva	3 years	G - \$28,605.45 - \$34,707.95	1
DWW 02/2022	Clerical Officer – Accounts	HQ, Suva	3 years	C - \$12,081.69 - \$14,095.31	1
DWW GWE 01/2022	Driver	West	3 years	B - \$5.37/hr - \$6.27/hr	1
DWW GWE 02/2022	Linesman	Dreketi	3 years	B - \$5.37/hr - \$6.27/hr	1
DWW GWE 03/2022	Laborer	Dreketi	3 years	A - \$4.60/hr - \$5.37/hr	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 07February, 2022**.

**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:**

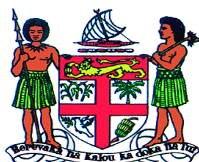
The Permanent Secretary  
Waterways and Environment  
G P O Box 1292  
SUVA

**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: CLERICAL OFFICER ACCOUNTS

#### CORPORATE INFORMATION

1. Position Level: Band C
2. Salary Range: FJ\$12,081.69 to FJ\$ \$18,897.01 per annum,
3. Duty Station: Suva,
4. Reporting Responsibilities;
  - a) **Reports To:** Senior Accounts Officer through AAO [Salaries]
  - b) **Liases with:** Assistant Accounts Officers, Ministry of Economy, Internal units, General Public. Suppliers
  - c) **Subordinates:** Nil

#### POSITION PURPOSE

The role of this position is to ensure that daily updating of cash book, printing cheques, Electronic fund transfer [EFT] payments remittance advise, issuing / dispatch cheques and payment remittance to companies & departments, posting cash analysis, posting of cheques, petty cash and safe keeping duties are carried in an efficient and effective manner of the Ministry of Waterways & Environment.

#### KEY DUTIES

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

1. Receipting of Revenues, daily Lodgement of revenue received and maintaining Official Receipt Books Register and request to Economy when required.
2. Maintaining the Office safe and updating the safe registers and the Cash Book (payments).
3. Customer Service – attending to suppliers, employees and other stakeholders regarding payments and revenue.
4. Timely processing of payments (printing of cheques, EFT payments, updating cash book and sending remittance to the vendor).
5. Maintaining and facilitating Petty Cash payment and replenishment.

#### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Outcome 2 Financial Services of the Annual Corporate Plan;
2. Activities in the Accounts Annual Business Plan and Individual work plan completed and delivered as planned;
3. Finance Instructions 2010, Ministry of Finance Circulars
4. Finance Manual developed and implemented;
5. All Accounting functions carried out in compliance with the policy and procedures manual and applicable legislation.

## **PERSON SPECIFICATION [KESAs]**

In addition to a Diploma in Accounting/Finance or relevant field, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. Demonstrated knowledge and understanding of administrative/financial functions and good governance
2. Practical knowledge of Financial systems
3. Proven knowledge of the constitution of Fiji

### **Skills and Abilities**

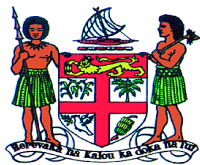
1. Demonstrated ability to communicate well at different level (verbal/written);
2. Proven ability to planning and organizing to support logistic;
3. Capacity to utilize computer programs to support the operations including Microsoft Suite and software related to media management;
4. Service orientated approach, with a commitment to supporting the operational/corporate environment of the organization;
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. Ability to implement policies, procedures and guidelines.

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

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.

Applicants must also provide their vaccination cards.

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

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**JOB DESCRIPTION:** Engineer (Civil) Drainage Urban

### CORPORATE INFORMATION

1. Position Band: Band G
2. Salary Range: \$28,605.45 - \$38,140.60
3. Duty Station: Suva
4. Reporting Responsibilities:
  - a) **Report to:** Director Operations
  - b) **Liases with:** Senior Technical Officers, Survey Team
  - c) **Subordinates:** Surveyors, Technical Officers, Senior Technical Assistant

### POSITION PURPOSE

The position provides professional engineering services in terms of planning, designing waterways infrastructure works and management of projects.

### KEY RESPONSIBILITIES

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

1. Provides engineering designs, plans, specifications and costs for assigned tasks
2. Provides engineering expertise in planning, construction management, monitoring, site investigation and scoping of engineering works.
3. Interprets and provides advice on engineering designs, drawings, and specifications.
4. Inspect construction works for conformity with plans and specifications.
5. Act as Engineer Representative for construction projects, checks and certifies contract claims, maintain records of contracts, payments, and as built records.
6. Assist in preparation of budgets, work plans and schedules for projects
7. Coordinates work program with other divisions, departments, agencies and stakeholders.
8. Assist in the preparation of Project Proposals, participates in the development of Divisional Business and Annual Work Plans.
9. Assist in staff selection, recruitment, training and performance assessment.
10. Assist in regulatory functions under the Drainage Act and Irrigation Act.
11. Manage drainage grants for the municipal councils **and carry out inspections and monitoring of drainage works being done by the councils.**

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely implementation of engineering designs
2. Construction works on time and within budget
3. Effective contract management and administration and management of drainage grants
4. Timely submission of reporting requirements

### PERSON SPECIFICATION

Graduate Degree (or equivalent) in Civil Engineering or similar with two (2) years of relevant work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Understanding of principles and standards of Civil Engineering
2. Knowledge and experience in designing of urban drainage
3. Knowledge and understanding of Topographic and engineering survey
4. Understanding of methods and materials used in engineering construction
5. Knowledge of Computer Aided Design (CAD) programs
6. Knowledge and experience in effective report writing

### **Skills and Abilities**

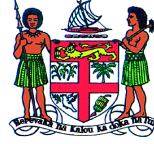
1. Ability to produce accurate engineering computations
2. Ability to work under pressure and meet strict deadlines in terms of reporting, evaluation and preparing of detailed data analysis
3. Ability to work in a resource constraint environment
4. Ability to foster and maintain positive working relationships with staff and stakeholders
5. Ability to plan, multi-task and coordinate activities and develop improvements and innovations to enhance performance of the ministry
6. Ability to produce weekly, monthly, quarterly and technical engineering reports

### **Personal Character and Eligibility**

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## MINISTRY OF WATERWAYS

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### ROLE DESCRIPTION: Laborer

#### CORPORATE INFORMATION

5. Position Level: Band A
6. Salary Range:\$4.60-\$5.37/ hour
7. Duty Station:
8. Reporting Responsibilities:
  - d) **Report to:** Senior Technical Officer
  - e) **Liaises with:** Clerical Officer, TO's
  - f) **Subordinates:** nil

#### POSITION PURPOSE

The primary role of the position is to support the construction, maintenance and sustain the infrastructure, waterways path and assist in daily field operations.

#### KEY RESPONSIBILITIES

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

1. Provide labor support in daily field operation;
2. Assist in construction and maintenance of waterways infrastructure;
3. Sustain the drainage, irrigation and flood mitigation waterways;
4. All Occupational Health and Safety protocols are followed and compliant to the Ministry's operations and reporting procedure;
5. Provision of timely updates of the work progress as per schedule; and
6. Actively contribute to all corporate requirements of the Ministry activities where required.

#### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Efficient provision of labor support in accordance to the instruction given by the immediate supervisors within timeframe;
2. Efficiently support the construction and maintenance schedule and programs in the agreed timeline; and
3. Timely reporting of the progressive briefing to the immediate supervisors.

#### PERSON SPECIFICATION

In addition to Form 4 level education with following knowledge, experience, skills and abilities will be needed to successfully carry out the responsibilities.

##### Knowledge and Experience

7. At least a years' experience in similar role;
8. Proven understanding of landscaping;
9. Demonstrated experience in the construction and maintenance of infrastructure; and
10. Practical knowledge on OHS requirements

##### Skills and Abilities

7. Ability to use special tools and equipment to support field operation;
8. Practical knowledge on the chemicals and its safe storage under prescribed conditions;
9. Ability to read and understand instruction given on any circumstances; and
10. Ability to communicate well; and

11. Ability to work in team environment

**Personal Character and Eligibility**

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## MINISTRY OF WATERWAYS

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### ROLE DESCRIPTION: Linesman

#### CORPORATE INFORMATION

9. Position Level: Band A
10. Salary Range:\$4.60/hour - \$5.37/ hour
11. Duty Station: North/West/Central
12. Reporting Responsibilities:
  - g) **Report to:** Technical Assistant (Survey)
  - h) **Liaises with:** Technical Team
  - i) **Subordinates:** Nil

#### POSITION PURPOSE

The position is responsible for carrying out engineering survey in the field and drawing the surveyed data and produce plans.

#### KEY RESPONSIBILITIES

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

7. Carry out welding cross section and long section surveys;
8. Assist in carrying out topographic surveying;
9. Assist to collate field survey data;
10. Assist in drawing of survey plans;
11. Cleanliness and safe keeping of surveying equipment's.

#### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

4. Timely execution of engineering surveying;
5. Number of surveys carried out;
6. Number of survey plans produced.

#### PERSON SPECIFICATION

Year 10/Form 4 level education with following knowledge, experience, skills and abilities will be needed to successfully carry out the responsibilities.

#### Knowledge and Experience

11. Basic knowledge and experience in Engineering Survey
12. Demonstrated ability in measurement and scoping works
13. Understanding of Government initiatives and programmes

#### Skills and Abilities

12. Understanding of survey assistant requirements to assist in carrying out the survey
13. Ability to work long hours
14. Basic skills in drawing plans and reading of plans



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