



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 03/2022	Senior Environment Officer – Ozone Depleting Substance	Dept. of Environment	3 years	I - \$43,296.63 - \$50,512.74	1
DE 04/2022	Environment Officer – Ozone Depleting Substance	Dept. of Environment	3 years	H - \$34,760.31 - \$40,553.70	1
DE 05/2022	Environment Officer – Project Management	Dept. of Environment	3 years	H - \$34,760.31 - \$40,553.70	1
DE 06/2022	Environment Officer – West	Dept. of Environment	3 years	H - \$34,760.31 - \$40,553.70	1
DE 07/2022	Technical Officer – Waste Pollution & Control	Dept. of Environment	3 years	F - \$22,528.74 - \$26,283.53	1
DE 08/2022	Technical Assistant – Waste Pollution & Control	Dept. of Environment	3 years	E - \$19,041.75 - \$22,215.38	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 **Friday 11 March, 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
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 WATERWAYS AND ENVIRONMENT

ROLE | JOB DESCRIPTION: **TECHNICAL ASSISTANT- WMPC**
DEPARTMENT OF ENVIRONMENT

CORPORATE INFORMATION

1. **Position level:** Band E
2. **Salary range:** \$19,041.75 - \$22,215.38
3. **Duty Station:** Suva, extensive travel to divisions and districts required.
4. **Reporting Responsibilities:**
 - a) **Reports to:** Senior Environment Officer (North)
 - b) **Liases with:** Staffs of the Ministry, line Ministries and Departments, environment/conservation Non-Governmental Organization, Donor/Development Partners, and the general public
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position will provide assistance to the Northern Division Office of the Department and ensures effective implementation and efficient enforcement of relevant environment management laws and policies.

KEY RESPONSIBILITIES

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

1. Assist in evidence based policy guidance and advise on all development proposals;
2. Ensure that key deadlines are met;
3. Timely advice on key environmental matters to the senior management;
4. Provide logistic for the facilitation of the customized training;
5. Assist in evaluation of applications and carry out audits in accordance with the specific guidelines and regulations; and
6. Actively contribute to all corporate requirements of the Ministry where required.

KEY PERFORMANCE INDICATORS

1. Effective required inspection within agreed timeframes meeting specific requirements.
2. All database and records are managed with recommendation within agreed timeframe and easy reference and retrieval; and
3. All assessments and audits are submitted within agreed timeframe.

PERSON SPECIFICATION

In addition to a Degree (or equivalent) in Environmental Management/Science from a recognized institution, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3 years' working experience in the field of environment;
2. Demonstrated Understanding of developments and relative challenges on Fiji's Natural Resources;
3. Practical working knowledge of relevant legislation, acts and policies; and
4. Demonstrated experience in carrying out research and development of environmental policies and matters.

Skills and Abilities

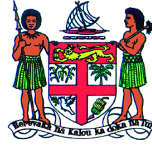
1. Excellent communication and interpersonal skills;
2. Ability to manage records with indexing;
3. Ability to analyze, interpret and report using quality data;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
5. Ability to plan and organize activities, projects and work cooperatively within a team environment;
6. Capacity to utilize computer programs to support daily operations; and
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

Personal Character and Eligibility

Applicants for employment 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 is an Equal Employment Opportunity Employer. Applications 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 AND ENVIRONMENT

ROLE | JOB DESCRIPTION: **TECHNICAL OFFICER**
Waste Management & Pollution Control]
DEPARTMENT OF ENVIRONMENT

CORPORATE INFORMATION

5. **Position level:** Band F
6. **Salary range:** \$22,528.71 - \$28,883.00
7. **Duty station:** Suva
8. **Reporting Responsibilities:**
 - d) **Reports to:** Senior Environment Officer (WMPC)
 - e) **Liases with:** Government agencies, Non-Government Agencies, Local Authorities (both Municipal Councils and Rural Local Authorities), Donor Agencies, Private Sectors, General Public and internally in the Ministry.
 - f) **Subordinates:** Nil

POSITION PURPOSE

The position is to provide efficient and effective technical support to assist in the implementation of all legislative act.

KEY RESPONSIBILITIES

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

7. Assist in conducting customized trainings on in accordance with the specific legislation;
8. Assist in carrying out application assessments and site inspection to ensure compliance with relevant environment legislations and subsidiary regulations;
9. Provide technical and administrative support to other enforcement agencies in accordance to the appropriate legislative act;
10. Assist in conducting environmental technical audits to ensure compliance with the regulations/ standards and legislations
11. Plan, coordinate, community consultations and provide appropriate reports to Management;
12. Timely submission of technical reports with trend analysis and recommendation to management as and when required for rational decision making; and
13. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, awareness outreach and human resource activities where required.

KEY PERFORMANCE INDICATORS

4. Effective enforcement of all environment laws within agreed timeframes meeting specific requirements.
5. Effective management of activities in the division within agreed timeframe including recommendation for improvement.
6. Timely preparation of all reports meeting the standard reporting requirement including recommendation for improvement.

7. All agreed support services; functions and advice are delivered within agreed timeframes and meet specific requirements.

PERSON SPECIFICATION

In addition to having a Diploma in Environment Management or equivalent from a recognized institution, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

5. At least 5 years' working experience in the field of environment management;
6. Practical understanding and experience in identifying customer needs; and
7. Practical knowledge and understanding of the specific legislative act.

Skills and Abilities

8. Excellent communication and interpersonal skills;
9. Ability to analyze, interpret and report using quality data;
10. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
11. Ability to plan and organize activities, projects and work cooperatively within a team environment;
12. Capacity to utilize computer programs to support daily operations; and
13. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

Personal Character and Eligibility

Applicants for employment 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.

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MINISTRY OF WATERWAYS AND ENVIRONMENT

JOB DESCRIPTION: ENVIRONMENT OFFICER – WEST

[WESTERN DIVISION] – DEPARTMENT OF ENVIRONMENT

Corporate information

1. Position Level -
2. Salary Range -
3. Duty Station - DOE West (Namaka)
4. Reporting Responsibilities
 - a) **Reports to:** Senior Environment Officer West
 - b) **Liaises with:** All Units of the Department
 - c) **Subordinates:** Technical Assistant West

POSITION PURPOSE

This position assist the Senior Environment Officer in developing plans and procedures for environment management. Assist in coordinating the implementation of the plans and procedures by Government Departments, industrial and commercial facilities, and other stakeholders as required of them. Assist Senior Environment Officer in supervising of Environment Management Units and Committees, formulate and implement awareness packages on environment management and other work as required by this position.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Facilitate inspections and assessments of waste disposal and recycling applications for permits under the Environment Management (Waste Disposal and Recycling) Regulations 2007
2. Process Environment Impact Assessment (EIA) applications
3. Participation at National and International environmental related programs and activities
4. To undertake day-to-day work to assist the ODS Unit and the RMU in the enforcement of the Ozone Depleting Substances (ODS) Act 1998 and the Endangered and Protected Species (EPS) Act and their regulations
5. Prepare and submit financial report for west office
6. Contribute and assist with the Annual Corporate Plan and budget preparations of the Department

KEY PERFORMANCE INDICATORS

1. Timely and efficient processing of Waste Disposal Permit (WDP) and Waste Recycling Permit (WRP) applications for Western Division
2. Timely processing of Environment Impact Assessment (EIA) applications received for Western Division

3. Monitoring and Compliance of the EMA 2005, EPS Act, ODS Act, Litter Decree and regulations
4. Accurate and timely reporting of revenue collection and revenue excel database

PERSON SPECIFICATION

Degree in Environmental Science or similar, or have technical field background of a minimum of 2-4 years work experience with an ability to demonstrate practical competencies and management. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Good knowledge of the local state of the natural environment
2. Substantial knowledge on effects of pollution on human health and the environment
3. Capability to do site inspections and of writing reports
4. Ability to translate scientific data
5. Capability to do public speaking on environmental issues
6. Good knowledge of Microsoft Word and Microsoft Excel

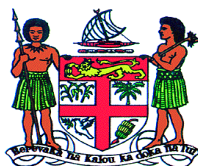
Skills and Abilities

1. Competent, understanding of all environment legislations
2. Technical and management skills with good general social skills
3. Also good written and verbal communication as well as basic computer and financial skills

Personal Character and Eligibility

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MINISTRY OF WATERWAYS AND ENVIRONMENT

JOB DESCRIPTION: DEPARTMENT OF ENVIRONMENT
ENVIRONMENT OFFICER – PROJECT MANAGEMENT UNIT (PMU)

CORPORATE INFORMATION

1. Position Level - Salary Band H
2. Salary Range - \$34,760.31 - \$44,564.50
3. Duty Station - Suva, travel to divisions and district as/when required
4. Reporting Responsibilities
 - a) **Reports to** : Senior Environment Officer (PMU)
 - b) **Liaises with:** Government agencies, GEF accredited agencies, other relevant organizations, internally within the Ministry
 - c) **Subordinates:** Nil

POSITION PURPOSE

This position is responsible for coordinating and supporting administrative responsibilities of the Project Management Unit and the monitoring and evaluation of all environmental projects.

KEY RESPONSIBILITIES

The position will achieve its purpose through the followings:

1. Coordinate and support administrative activities of the PMU
2. Monitoring and evaluation of all environmental projects in Fiji
3. Undertake awareness and educational activities on GEF support and systems
4. Coordinate with all units within the department and carry out research and development activities for environmental projects
5. Timely providing efficient advice on policies and processes to the management in effective decision within the agreed timeframe
6. Timely preparation of all reports (meeting the standard reporting requirement)

PERSON SPECIFICATION

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

Knowledge and Experience

1. At least 3-5 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.
4. Excellent strategic planning, critical analysis and reporting skills
5. Demonstrated understanding and ability to recognize relevant stakeholders and donor agencies
6. Ability to work independently on own initiative

Skills and Abilities

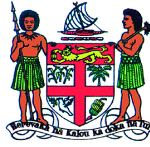
1. Excellent communication (both oral and written) and computer skills

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
4. Interpret many complex charts, diagrams, maps and reports
5. Results-oriented, team player, articulate analyst with attention to details, persuasive communicator, and good writer
6. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.
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.

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MINISTRY OF WATERWAYS AND ENVIRONMENT

ROLE | JOB DESCRIPTION: ENVIRONMENT OFFICER –OZONE DEPLETING SUBSTANCES
(ODS) INSPECTOR
DEPARTMENT OF ENVIRONMENT

Corporate information

9. **Position level:** Band H
10. **Salary range:** \$34,760.71-\$44,564.50
11. **Duty Station:** Suva, limited travel divisions and districts required.
12. **Reporting Responsibilities:**
 - a) **Reports to:** Senior Environment Officer (ODS)
 - b) **Liaises with:** Government agencies, Refrigeration and Air Conditioning Industry, Fiji Revenue and Customs Services and other Public and Private Agencies.
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position will support the implementation and enforcement of the specific legislative act to achieve the Ministerial goals.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

14. Carry out application assessments and site inspection to ensure compliance with relevant environment legislations and subsidiary regulations;
15. Timely submission of scientific/technical and site inspection reports with trend analysis and recommendation to management as and when required;
16. Carry out research and development on policy and environmental matters;
17. Conduct customized trainings on proper codes of practice in handling refrigerants in accordance with the specific legislation;
18. Provide technical and administrative support to other enforcement agencies in accordance to the appropriate legislative act;
19. Conduct environmental technical audits to ensure compliance with the regulations/standards and legislations; and
20. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, awareness outreach and human resource activities where required.

KEY PERFORMANCE INDICATORS

8. Effective enforcement of ODS laws and monitor ODS phase out within agreed timeframes meeting specific requirements.
9. Timely providing efficient advice policy and process to the management in effective decision within the agreed timeframe.
10. Timely preparation of all reports meeting the standard reporting requirement including recommendation for improvement.
11. All agreed support services; functions and advice are delivered within agreed timeframes and meet specific requirements.

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 3 years in the field of environment;
2. Practical understanding and knowledge of relevant Environmental Act and subsidiary legislations;
3. Demonstrated working experience on handling ODS and non-ODS refrigerants/equipment; and
4. Demonstrated understanding and ability to recognize relevant stakeholders for consultation during the review process.

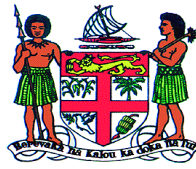
Skills and Abilities

1. Excellent communication (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 skill;
4. Demonstrated ability to analyse and interpret diagrams, maps and reports;
5. Capacity to utilize computers program to support the operations of the complex Organization;
6. Service-orientated approach with a commitment to supporting the operational/corporate environment of the organization; and
7. Ability to provide equitable and timely service to stakeholders and associated agencies.

Personal Character and Eligibility

Applicants for employment 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 is an Equal Employment Opportunity Employer. Applications 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.

**JOB DESCRIPTION: SENIOR ENVIRONMENT OFFICER- OZONE DEPLETING SUBSTANCES (ODS) UNIT****CORPORATE INFORMATION**

13. Position level: Band I
14. Salary range: \$43,296.63 - \$50,512.74
15. Duty Station : Head Quarters, Suva.
16. Reporting Responsibilities:
 - g) **Reports to** – Director of Environment
 - h) **Liases with** – Staffs of the Ministry, Donor/Development Partners, and the general public, Government agencies, Refrigeration and Air Conditioning Industry, Fiji Revenue and Customs Services and other Public and Private Agencies..
 - i) **Subordinate** – Environment Officer, Technical Officer, Technical Assistant and relevant Project Officers

POSITION PURPOSE

This position manages, coordinates and ensures effective implementation and efficient enforcement of relevant environment management laws and policies.

KEY RESPONSIBILITIES

1. Provides evidence based policy guidance and advise on all development proposals assessed by subordinates;
2. Coordinate the daily operation of the unit and monitor performance with recommendation for improvements;
3. Provide timely and expert advice on Ozone Depleting Substances related matters to Senior Management;
4. Coordinate with the community, general public and non-governmental agencies in relation Ozone Depleting Substances issues;
5. Carry out research and development of programmes on improving waste management;
6. Establish, maintain and sustain a database on all assessment, approvals issued by the Department in relation to waste management issues; and
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, awareness outreach and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed plans are developed, approved and implemented within the agreed timeframes in compliant with relevant agreements, legislations and policies;
2. All reports are compiled with appropriate information and submitted within agreed timeframes meeting the standard reporting requirements, including recommendation;
3. All agreed strategic and business objectives of the Ministry are aligned with government's priorities; and
4. Provision of timely and accurate advice that meets the requirement of stakeholders, partners and collaborators requests.

PERSON SPECIFICATION

In addition to a Post Graduate Certificate (or equivalent) in Environmental Management/ Science or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

7. At least 5 years' experience in the field of environment;
8. Practical working knowledge of relevant legislation, acts and policies;
9. Demonstrated Understanding of ozone depleting substances issues and relative challenges on Fiji's natural resources ; and
10. Demonstrated experience in carrying out research and development of environmental policies and matters;

SKILLS AND ABILITIES

- 1) Excellent interpersonal skills and the ability to communicate with national, regional and international stakeholders, partners and collaborators;
- 2) Ability lead, negotiate and provide guidance to subordinates;
- 3) Ability to monitor and provide analytical advisories with a demonstrated ability to establish coordination within agencies;
- 4) Ability to analyse, interpret environmental matters, write reports with relevant important information to reach a conclusion with attention to details and accuracy;
- 5) Capacity to utilize computer programs to support daily operations;
- 6) Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization; and
- 7) Ability to follow instructions, protocols and guidelines meeting deadlines when under pressure critical situation.

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.

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