



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
NEW POSITION					
DWW 03/2022	Principal Engineer	Dept. of Waterways	3 years	K - \$59,945.18 - \$69,936.05	1
DWW 04/2022	Senior Technical Officer - Central	Dept. of Waterways	3 years	H - \$34,760.31 - \$40,553.70	1
DWW 05/2022	Technical Officer - Hydrology	Dept. of Waterways	3 years	F - \$22,528.74 - \$26,283.53	1
DWW GWE 04/2022	Mechanic - North	Dept. of Waterways	3 years	C - \$6.28/hr - \$7.33/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/. 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 21 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
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

MINISTRY OF WATERWAYS

JOB DESCRIPTION: Senior Technical Officer (Central)

CORPORATE INFORMATION

1. Position Band: H
2. Salary Range: \$34,760.31 - \$44,564.50
3. Duty Station: Central
4. Reporting Responsibilities:
 - a) **Report to:** Director Operations
 - b) **Liaises with:** Director Policy, FPO, Provincial office, Commissioner Northern, Drainage Board, Contractors, Public
 - c) **Subordinates:** Clerical officer, Technical officers, Government Wage Earners

POSITION PURPOSE

Responsible in undertaking Civil Engineering activities in terms of Land & Water Resource Management, Project Management and Construction Management and perform regulatory functions under the Drainage Act and Irrigation Act. The position will also manage and supervise staff and resource in the respective Division.

KEY RESPONSIBILITIES

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

1. Coordinate and facilitate the implementation of divisional business plan activities
2. Liaise and coordinate with stakeholders, agencies on work programs.
3. Provide agricultural advice on land and water resource management.
4. Prepare annual work program, business plan and prepare project submissions for budget
5. Manage finance as per financial regulations
6. Compile divisional performance reporting requirements, ensuring timely and accurate submission of information.
7. Staff selection, recruitment, training and performance assessment.
8. Perform as Engineers Representative of projects

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Divisional work activities completed and delivered as planned
2. Timely submission of reporting requirements
3. Accountability for the effective use of operational funds

PERSON SPECIFICATION

In addition to a Degree/Diploma (or equivalent) in Civil Engineering or similar with 5 years of relevant work experience at Engineering Management level, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of Civil Engineering Contract Management
2. Experience in construction projects and project management
3. Knowledge of Drainage Act and Irrigation Act
4. Knowledge of Fijian Constitution (2013)

5. Understanding of Government initiatives and programmes

Skill; and Abilities

1. Ability to provide advice in terms of Land and Water Resource Management
2. Demonstrated ability to manage, control and motivate staff at all levels
3. Ability to work under pressure and meet strict deadlines in terms of reporting, evaluation and preparing of detailed data analysis
4. Ability to work in a resource constraint environment
5. Ability to foster and maintain positive working relationships with staff and stakeholders
6. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
7. Ability to plan, multi-task and coordinate activities and develop improvements and innovations to enhance performance of the ministry

Personal Character and Eligibility

Applicants to be Fijian citizen, 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 condition of employment.

MINISTRY OF WATERWAYS

JOB DESCRIPTION: **Mechanic**

CORPORATE INFORMATION

1. Position Band: Band C (Government Wage Earner)
2. Hourly Rate: \$6.28 - \$8.05 (Band C)
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Senior Technical Assistant [Mechanical]
 - b) **Liaises with:** STA (Operations), Technical Officers
 - c) **Subordinates:** None

POSITION PURPOSE

The position is to plan, organize and carry out repair and maintenance of vehicles, plants and machinery.

KEY DUTIES

1. Diagnose mechanical faults and defects, recommend and undertake repairs;
2. Identify and assist in spare parts procurement;
3. Test parts and systems to ensure that they are working properly;
4. Carry out preventative and scheduled maintenance works.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Quality and standard of workmanship;
2. Timeliness of completed works;
3. Record management of repairs undertaken;
4. Minimum breakdowns of plants, vehicles and machines

PERSON SPECIFICATION

In addition to a Trade Certificate Class 1 in Vehicle or Heavy Plant (or equivalent) with minimum of three (3) years relevant work experience, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this role:

Knowledge and Experience:

1. Detailed knowledge and understanding of mechanical engines and systems;
2. Knowledge and understanding of schematics and drawings;
3. Knowledge of Occupational Health and Safety (OHS) standards;

Skills and Abilities:

1. Ability to accurately read mechanical drawings;

2. Skills and ability to detect technical malfunctions;
3. Ability to work in a resource constrained environment.

Personal Character and Political Neutrality

Applicants for employment in the Ministry of Waterways 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.

MINISTRY OF WATERWAYS

JOB DESCRIPTION: Principal Engineer Design - HQ

CORPORATE INFORMATION

- 5. Position Band: Band K
- 6. Salary Range: \$59,945.18 - \$76,852.80
- 7. Duty Station: HQ, Suva
- 8. Reporting Responsibilities:
 - d) **Report to:** Director Operations
 - e) **Liaises with:** Director and Principal level staff, and stakeholders
 - f) **Subordinates:** Senior Engineers, Engineers and Senior Surveyors

POSITION PURPOSE

The position coordinates and manages the planning, design and implementation of irrigation, drainage, watershed management, coastal protection, and other flood mitigation works and provides advice on disaster risk reduction and mitigation to support waterways development works.

KEY RESPONSIBILITIES

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

1. Provide high level of professional engineering expertise and technical advisory service on surface water management which includes (watershed management, drainage, irrigation, coastal protection);
2. Manage, coordinate, resolve, implement and closely monitor capital projects, work program, maintaining required specifications whilst managing the projects and the design and project related issues;
3. Provide leadership and administer staff, performance, mentoring and coaching to maintain high performing civil servants ensuring a focused customer service-oriented work environment;
4. Oversee, review, and approve engineering designs, drawings, specifications, contract documents, to meet desired compliance with engineering principles, standards, codes and regulations;
5. Co-ordinate, monitor and evaluate work programs, designs, budget allocation, and submit project proposal with projections within the agreed timelines;
6. Convene and chair the Tender Evaluation Committee meetings and prepare meeting reports for submission to the Government Tender Board; and
7. Actively contribute to all corporate requirements of the Ministry including planning, budgeting, recruitment and selection, discipline and performance assessment activities.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Proficient and timely advise with complete compliance to relevant legislative and policy requirements;
2. Effective management, regular monitoring and evaluation of work programs, design, project proposals to enable business continuity, delivery of services and achievement of the intended outcomes;
3. All agreed reports, work programs, design, project proposals, performance and financial commitments are complete and delivered within agreed timeframes with specific

requirements analytical trends, analyses of data and any other recommendations for improvement; and

4. All strategic and business objectives of the irrigation, drainage, watershed management, and coastal erosion are implemented, monitored and managed within the agreed timeframe to achieve the Ministerial goals.

PERSON SPECIFICATION

In addition to Degree in Civil Engineering with Masters or Post Graduate qualification or (equivalent) in water resource discipline the following knowledge, experience, skills and abilities are required to successfully undertake these roles are:

Knowledge and Experience

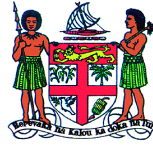
6. At least 5 years' experience in the role of Senior Engineer with demonstrated managerial experience in the field of civil engineering;
7. Demonstrated experience in hydraulic structures design, planning and construction;
8. Proven experience in negotiation and building stakeholder relationship with sound understanding and experience in contract management, costs containment and contract management;
9. Practical work experience in project management, particularly in leading and managing complex change oriented projects that are strategic in nature and national in scope;
10. Demonstrated understanding and experience in developing strategies and operational plans; and
11. Proven knowledge and experience in work programs, contract, financial and project management.

Skills and Abilities

8. Demonstrated ability to develop, implement, monitor, review and evaluate project for effective management and control measures;
9. Demonstrated ability to manage and motivate staff at different levels with multi disciplines;
10. Excellent research, analytical, managerial and organizational skills;
11. Excellent leadership, strong interpersonal and communication skills with service oriented approach with a commitment to supporting the operational/corporate environment of the organization;
12. Ability to build and sustain relationship with stakeholders, negotiate, analyze and ability to solve complex problems; and
13. Capacity to plan and coordinate multiple tasks/activities to meet tight and fixed deadlines, in particular with regard to planning and reporting.

Personal Character and Eligibility

All applicants for employment in the Ministry of Waterways must be of good character with a commitment to the Public Service Values contained in the Fijian Constitution. Applicants must be under age of 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 pre-requisite condition for employment.



MINISTRY OF WATERWAYS

ROLE | JOB DESCRIPTION: TECHNICAL OFFICER - HYDROLOGY **CORPORATE INFORMATION**

1. **Position level:** Band F
2. **Salary range:** \$22,528.71 - \$28,883.00
3. **Duty station:** HQ – Dept of Waterways.
4. **Reporting Responsibilities:**
 - a) **Reports to:** Environment Officer (HQ)
 - b) **Liaises 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.
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position provides efficient and effective technical, scientific support for Environmental oversight, program and policy concerns relating to the environment.

KEY RESPONSIBILITIES

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

1. Assist in regular site inspections and environmental sampling as and when needed;
2. Provide technical and administrative support on environmental matters, to present environmental credentials at project specific presentations, public consultations and workshops;
3. Assist in conducting environmental technical audits to ensure compliance with the regulations/ standards and legislations
4. Plan, coordinate, community consultations and provide appropriate reports to Management;
5. Facilitate Government Tender Process on Environment impact Assessment (EIA) study and input into tender bids where Environment Management input is required as appropriate
6. Timely review of technical (EIA) reports with trend analysis and recommendation to management as and when required for rational decision making; 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

1. Effective enforcement of all environment laws within agreed timeframes meeting specific requirements.
2. Effective management of activities in the division within agreed timeframe including recommendation for improvement.
3. Timely preparation of all reports meeting the standard reporting requirement including recommendation for improvement.
4. All agreed support services; functions and advice are delivered within agreed timeframes and meet specific requirements.

PERSON SPECIFICATION

In addition to a Diploma in Civil Engineering, Hydrology or equivalent 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 civil engineering or hydrology;
2. Practical understanding and experience in the identifying customer needs;
3. Practical knowledge and understanding of the specific legislative act;
4. Demonstrated experience and knowledge in project management; and
5. Practical knowledge and experience in writing effective progress reports

Skills and Abilities

1. Excellent communication and interpersonal skills;
2. Ability to analyze, interpret and report using quality data;
3. Ability to plan and organize activities, projects and work cooperatively within a team environment;
4. Capacity to utilize computer programs to support daily operations; and
5. 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.**