



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 06/2022	Clerical Officer - Registry	Dept. of Waterways	3 years	C - \$12,081.69 - \$14,095.31	1
DWW 07/2022	Technical Officer Civil - Lautoka	Dept. of Waterways	3 years	F - \$22,528.74 - \$26,283.53	1
READVERTISED POSITION					
DWW 02/2022	Clerical Officer - Accounts	HQ, Suva	3 years	C - \$12,081.69 - \$14,095.31	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 23 MAY, 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:

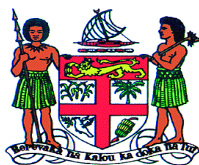
The Permanent Secretary
Waterways and Environment
G P O Box 1292
SUVA

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 AND ENVIRONMENT

JOB DESCRIPTION: Clerical Officer

CORPORATE INFORMATION

1. Position Level : Band C
2. Salary Range : \$12,081.69 - \$14,095.31
3. Duty Station : HQ, Central, Western & Northern
4. Reporting Responsibilities:
 - a) **Report to:** Senior Management
 - b) **Liaises with:** Ministry staff and stakeholders
 - c) **Subordinates:** Telephone Operator, Cleaner/Messenger, Pool Drivers, Watchmen, Store men

POSITION PURPOSE

This position will provide administrative, logistic and financial support to the Division to achieve its Ministerial goals.

KEY RESPONSIBILITIES

1. Provide Human Resource, Accounting and logistic support to the Division within agreed timeframes;
2. Supervise and manage office staff and government wages earner's welfare and benefits;
3. Manages transportation within the division to be in good running conditions;
4. Manages and administers quarters for Division with liaison with respective Commissioners;
5. Prepares quality reports and returns with recommendation of improvement within agreed timeframe;
6. Create, maintain and sustain proper database and records for retrieval and reference in any point in time;
7. Ensure Occupational Health & Safety is maintained within the Division; and
8. Actively contribute to all requirements of the Ministry's including planning, budgeting, and reporting where required

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed human resource, accounting and logistic support are delivered within the agreed timeframes meeting specific requirement;
2. Effectively and timely management, administration and monitoring of support staff performance, attendance, quarters and vehicles to enable business continuity and delivery of service;
3. Effectively and timely management of OHS, stores and logistic requests and requirements; and
4. Quality reports are submitted and outcomes are actioned in a timely and effective manner.

PERSON SPECIFICATION

In addition to a Diploma in Management and Public Administration, Human Resources, Business Administration or equivalent, the following knowledge, experience, skills and abilities are required:

KNOWLEDGE and EXPERIENCE

1. Demonstrated knowledge and understanding of administrative functions and good governance;
2. Practical knowledge of vehicle management; and
3. Proven knowledge of the constitution of Fiji.

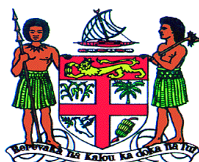
SKILLS & Abilities

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. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation;
7. Ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
8. Ability to implement policies, procedures and guidelines.

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.



MINISTRY OF WATERWAYS

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

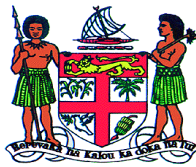
9. Demonstrated ability to communicate well at different level (verbal/written);
10. Proven ability to planning and organizing to support logistic;
11. Capacity to utilize computer programs to support the operations including Microsoft Suite and software related to media management;
12. Service orientated approach, with a commitment to supporting the operational/corporate environment of the organization;
13. Demonstrated ability to work cooperatively within a team environment;
14. Ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
15. 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 AND ENVIRONMENT

JOB DESCRIPTION: TECHNICAL OFFICER (CIVIL)

CORPORATE INFORMATION

1. Position Level Salary: Band F
2. Salary Range: \$22,528.74 - \$26,283.53
3. Duty Station: HQ - Suva
4. Reporting Responsibilities
 - a) **Reports to:** Senior Technical Officer through Technical Officer Higher Grade;
 - b) **Liases with:** Principal Engineer, Engineers, Surveyors and Stakeholders;
 - c) **Subordinates:** Surveyors, Technical Officers, Technical Assistant and GWE's

POSITION PURPOSE

This position will assist in planning and construction of drainage, irrigation and waterways infrastructure to support the operations in meeting the ministerial goals.

KEY RESPONSIBILITIES

The position will achieve its purpose through the followings:

1. Assist Engineers in the construction management through leading, coaching and mentoring during the investigation and scoping of engineering works;
2. Assist in supervision of the drainage, irrigation and flood mitigation construction projects ensuring compliance with standards and specification;
3. Conducts quality check and verification of field data, progressive reports and claims;
4. Maintain proper records management system for future reference;
5. Carry out internal audit to ensure compliance with specifications and mitigating risk;
6. Ensuring all Occupational Health and Safety procedures are followed in compliant with departmental operational plan;
7. Timely preparation of progressive report within agreed timeframe; and
8. Actively contribute to all requirements of the Ministry's including planning, budgeting, and reporting where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Manage and maintain an effective and effective record management system to ensure timely access and retrieval of document;
2. All agreed engineering functions and activities are carried out in compliance with the standard operating procedures, business service standards and applicable legislations;
3. All engineering assessment reports are submitted within agreed timeframe including analytical assessment of performance progress and achievement with recommendations for improvement; and
4. All engineering expertise and monitoring of performance activities is completed to achieve the work plan outcomes.

PERSON SPECIFICATION

In addition to Diploma in Civil Engineering (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3 years demonstrated experience in the similar role;
2. Proven knowledge and experience in scoping of drainage, irrigation and coastal protection works;
3. Practical knowledge and understanding of tendering;
4. Proven knowledge and understanding of architectural drawings; and
5. Practical knowledge and experience in using of AUTOCAD

Skills and Abilities

1. Ability to provide professional advice for rational decisions making;
2. Excellent communication and report writing skills;
3. Time management, multi-tasking skills and attention to details;
4. Ability to think innovatively and resourcefully;
5. Capacity to utilise computer programs to support operations;
6. Demonstrated ability to work cooperatively within a team environment;
7. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation;
8. Ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
9. Ability to implement policies, procedures and guidelines.

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.