



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 08/2022	Engineer – Drainage Urban	HQ, Suva	3 years	G - \$28,605.45 - \$34,707.95	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 06 June, 2022**.

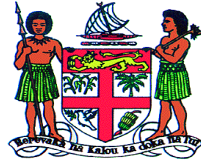
LATE APPLICATION WILL NOT BE CONSIDERED.

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

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) **Liaises 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

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