



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 10/2022	Environment Officer – EIA	Dept of Environment	3 years	H - \$34,760.31 - \$40,553.70	1
DE 11/2022	Technical Assistant – ODS	Dept of Environment	3 years	E - \$19,041.75 - \$22,215.38	1
RE-ADVERTISEMENT					
DE 01/2022	Technical Assistant - North	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 **Monday 20 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
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 ENVIRONMENT

JOB DESCRIPTION: **ENVIRONMENT OFFICER – Environment Impact Assessment & Climate Change (EIA& CC)**

CORPORATE INFORMATION

1. Position Level Salary Band H
2. Salary Range - \$34,760.31 - \$40,553.70
3. Duty Station - Suva, Limited travel to divisions and district required
4. Reporting Responsibilities
 - a) **Reports to:** Senior Environment Officer (EIA)
 - b) **Liases with:** Government agencies, Proponents, EIA Consultants, Municipal Councils and internally within the Ministry
 - c) **Subordinates:** Nil

POSITION PURPOSE

This position assists in the effective and efficient enforcement of the Environment Management Act 2005 and the Environment Management (EIA Processes) Regulations 2007.

KEY RESPONSIBILITIES

The position will achieve its purpose through the followings:

1. Carry out application assessments and site inspection to ensure compliance with relevant environment legislations and subsidiary regulations;
2. Timely submission of scientific/technical and site inspection reports with trend analysis and recommendation to management as and when required;
3. Carry out research and development on policy and environmental matters;
4. Facilitate community consultations as and when required;
5. Assist in awareness and capacity building exercises;
6. Ensure compliance with standards, regulations and recommended practices set by representative international agencies; and
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resources activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All assessment of EIA applications is submitted within the agreed timeframes, and meets the standard reporting requirements, including recommendations for improvement.
2. All review process for EIA reports are undertaken and written reports of the review are submitted to management.
3. Monitoring of all EIA approved developments are conducted on a bi-annual basis and reports and recommendations are submitted that meet the standard required templates.

4. All processing of applications received for registration as EIA consultants, and the renewal of consultant registrations, is undertaken within the agreed timeline.

PERSON SPECIFICATION

In addition to a Diploma 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 up 3 years in the field of environment;
2. Demonstrated working experience in scoping exercises in determining environmental concerns and monitoring development;
3. Practical experience in drafting Terms of Reference (TOR) for different types of proposals;
4. Demonstrated understanding and ability to recognize relevant stakeholders for consultation during the review process; and
5. Practical understanding and knowledge of relevant Environmental Acts.

Skills and Abilities

1. Excellent communication skills (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 skills;
4. Demonstrated ability to analyze and interpret diagrams, maps and reports;
5. Capacity to utilize computers program to support the operations of the complex organization;
6. Service orientation approach with a commitment to supporting the operational/corporate environment of the organization.

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 AND ENVIRONMENT

ROLE | JOB DESCRIPTION: **TECHNICAL ASSISTANT- OZONE DEPLETING
SUBSTANCES (ODS) UNIT**

DEPARTMENT OF ENVIRONMENT

CORPORATE INFORMATION

1. **Position level:** Band E
2. **Salary range:** \$19,041.75 - \$24,412.50
3. **Duty Station:** Suva, extensive travel to divisions and districts required.
4. **Reporting Responsibilities:**
 - a) **Reports to:** Senior Environment Officer (ODS)
 - b) **Liases with:** Government agencies, Refrigeration and Air Conditioning Industry, and internally within the Ministry.
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position will provide assistance to inspect and audit as per the specific required legislations to meet the Ministry's goals.

KEY RESPONSIBILITIES

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

1. Assist in carrying out the regulatory inspection in compliance with the required specific legislations including recommendation for improvement;
2. Effective record management of licensing/permitting and equipment assistance database for easy reference and retrieval as and when required;
3. Timely provision of analysis of licensing/permitting and equipment assistance including trends and any recommendation for improvements;
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 having Trade Certificate 4 in Refrigeration and Air-conditioning 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 refrigeration and air-conditioning;

2. Demonstrated working knowledge & experience in carrying out audits and inspections; and
3. Proven experience in the application of the refrigeration and air-conditioning laws.

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.

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MINISTRY OF WATERWAYS AND ENVIRONMENT

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

CORPORATE INFORMATION

5. **Position level:** Band E
6. **Salary range:** \$19,041.75 - \$24,412.50
7. **Duty Station:** Suva, extensive travel to divisions and districts required.
8. **Reporting Responsibilities:**
 - d) **Reports to:** Senior Environment Officer (North)
 - e) **Liases with:** Staffs of the Ministry, line Ministries and Departments, environment/conservation Non-Governmental Organization, Donor/Development Partners, and the general public
 - f) **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:

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

KEY PERFORMANCE INDICATORS

4. Effective required inspection within agreed timeframes meeting specific requirements.
5. All database and records are managed with recommendation within agreed timeframe and easy reference and retrieval; and
6. 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

4. At least 3 years' working experience in the field of environment;
5. Demonstrated Understanding of developments and relative challenges on Fiji's Natural Resources;
6. Practical working knowledge of relevant legislation, acts and policies; and

7. Demonstrated experience in carrying out research and development of environmental policies and matters.

Skills and Abilities

8. Excellent communication and interpersonal skills;
9. Ability to manage records with indexing;
10. Ability to analyze, interpret and report using quality data;
11. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
12. Ability to plan and organize activities, projects and work cooperatively within a team environment;
13. Capacity to utilize computer programs to support daily operations; and
14. 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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