



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 GWE 04/2022	Linesman	Labasa	3 years	B - \$5.37/hr - \$6.27/hr	2
DWW GWE 05/2022	Machine Operator	Nausori	3 years	B - \$5.37/hr - \$6.27/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 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
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

ROLE DESCRIPTION: Linesman

CORPORATE INFORMATION

1. Position Level: Band A
2. Salary Range: \$4.60/hour - \$5.37/ hour
3. Duty Station: North/West/Central
4. Reporting Responsibilities:
 - a) **Report to:** Technical Assistant (Survey)
 - b) **Liaises with:** Technical Team
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position is responsible for carrying out engineering survey in the field and drawing the surveyed data and produce plans.

KEY RESPONSIBILITIES

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

1. Carry out welding cross section and long section surveys;
2. Assist in carrying out topographic surveying;
3. Assist to collate field survey data;
4. Assist in drawing of survey plans;
5. Cleanliness and safe keeping of surveying equipment's.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely execution of engineering surveying;
2. Number of surveys carried out;
3. Number of survey plans produced.

PERSON SPECIFICATION

Year 10/Form 4 level education with following knowledge, experience, skills and abilities will be needed to successfully carry out the responsibilities.

Knowledge and Experience

1. Basic knowledge and experience in Engineering Survey
2. Demonstrated ability in measurement and scoping works
3. Understanding of Government initiatives and programmes

Skills and Abilities

1. Understanding of survey assistant requirements to assist in carrying out the survey
2. Ability to work long hours
3. Basic skills in drawing plans and reading of plans

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 will also need to 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

POSITION TITLE: Operator Plant

CORPORATE INFORMATION

5. Position Level: GWE
6. Salary Range: \$ per hour
7. Duty Station: Central Division
8. Reporting Responsibilities:
 - d) **Report to:** Technical Officer Higher Grade
 - e) **Liaises with:** Mechanics, T O's
 - f) **Subordinates:** Nil

POSITION PURPOSE

Operate and upkeep of wheel loader, excavators and bulldozers D4.

KEY RESPONSIBILITIES

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

6. Operate earthmoving machines safely and efficiently
7. Daily check for defects and servicing machinery before starting
8. Ensure machines are regularly serviced and maintained
9. Report on defects and maintenance requirements
10. Keep machines in clean condition

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

4. Timely completion of assigned tasks
5. Operate machines safely and efficiently
6. Well serviced, maintained machine

PERSON SPECIFICATION

Driving license with group 8 & 9 license

Knowledge and Experience

4. At least 1 years' experience in operating earthmoving machines
5. Knowledge on operations of the wheel loader, bulldozer, excavators
6. Basic knowledge on servicing of machines
7. Knowledge on safety and OHS requirements

Skills and Abilities

4. Skills and ability to operate earthmoving machines
5. Basic skills in mechanical repairs
6. Basic skills in preventative maintenance
7. Ability to work with minimum supervision

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.