



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 POSITIONS					
DE 12/2022	Environment Officer – Awareness	Dept. of Environment	3 years	H - \$34,760.31 - \$40,553.70	1
DE 13/2022	Environment Officer – North	Dept. of Environment	3 years	H - \$34,760.31 - \$40,553.70	1
DE 14/2022	Technical Officer - EIA	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 25 July, 2022**.

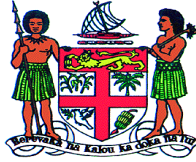
LATE APPLICATION WILL NOT BE CONSIDERED.

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 – Awareness & Climate Change (AWARENESS &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:** Principal Environment Officer- Public Relations and Communications;
 - b) **Liaises with:** Government agencies, partners, stakeholders, communities, schools
and media agencies
 - c) **Subordinates:** Nil

POSITION PURPOSE

This position will provide education, awareness and public relations support on environmental issues in achieving the Ministerial goals.

KEY RESPONSIBILITIES

The position will achieve its purpose through the followings:

1. Design awareness package and conduct outreach programs on environmental matters in accordance with the specific legislations and regulations guide;
2. Draft media releases, articles and assist in designing and layout of Ministries Annual Reports
3. Draft talking points (speeches) for executive management
4. Formulate and implement annual communication action plan that promotes environment protection and natural resource management;
5. Plan, coordinate, organize and facilitate the celebration of all world environment related days with the identified theme for the year;
6. Effective support the different units within the department in raising awareness in specific areas to achieve the set targets;
7. Facilitate transfer of technical training on return of investment for capacity building to enhance knowledge, skills and abilities on environmental management and protection of natural resources;
8. Provide advice on advocacy needs and compile reports on transferring new knowledge on environment related programs; and
9. 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. Timely and quality Implementation of awareness and development programs meeting with the required standards;
2. Timely submission of media releases and articles;

3. Effectively and efficiently manage and maintain records management systems to ensure timely access and retrieval of awareness document and material;
4. Timely plan, design and implement awareness and transferring knowledge programs in accordance with the department's objectives; and
5. All reports are submitted within the agreed timeframe, and meet the standard reporting requirements, including analytical trends, analysis of data and any recommendations for improvements.

PERSON SPECIFICATION

In addition to a Degree in Environmental Management/ Science/ Public Relations/International Relations 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 3 years in the field of environment;
2. Demonstrated working experience in development of environment advocacy programs;
3. Proven experience in identifying the environmental awareness needs; and
4. Practical understanding and knowledge of Fiji's Natural Resources, associates effects and impacts.

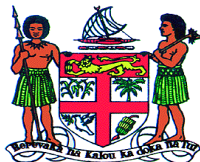
Skills and Abilities

1. Excellent communication skills (both verbal and written);
2. Ability to present and deliver the environment related awareness with relevant information;
3. Ability to establish and maintain effective working relationships within the organization, partners, stakeholders and collaborators;
4. Effective time management and organization skills;
5. Demonstrated ability to create graphical communication plans to attract the audience;
6. Capacity to utilize computers program to support the operations of the complex organization;
7. 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

JOB DESCRIPTION: ENVIRONMENT OFFICER – Northern Division

CORPORATE INFORMATION

1. Position Level Salary Band H
2. Salary Range \$34,760.31 - \$40,553.70
3. Duty Station Labasa, Limited travel to district required
4. Reporting Responsibilities
 - a) **Reports to** Senior Environment Officer Northern Division
 - b) **Liaises with:** Government agencies, commercial companies, Municipal Councils and internally within the Ministry
 - c) **Subordinates:** Nil

POSITION PURPOSE

This position supports the effective and efficient enforcement of the specific legislative act to achieve the Ministerial goals.

KEY RESPONSIBILITIES

The position will achieve its purpose through the followings:

10. Carry out application assessments and site inspection to ensure compliance with relevant environment legislations and subsidiary regulations;
11. Timely submission of scientific/technical and site inspection reports with trend analysis and recommendation to management as and when required;
12. Carry out research and development on policy and environmental matters;
13. Conduct training and awareness on environment management issues in accordance with the specific legislations;
14. Provide technical and administrative support to other enforcement agencies in accordance to the appropriate legislative act;
15. Monitor, analyze and recommend for improvement for effective implementation of programmes to ensure compliance with the regulations/ standards and legislations; and
16. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, awareness outreach and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

6. All reports are submitted within agreed timeframe, and meet the standard reporting requirement, including recommendation for improvement;
7. Timely and accurate delivery of services that support customer/stakeholders requests and/or requirements, compliant with standard operating procedures;
8. All agreed activities are completed and delivered as outlined in workplan/business plan work schedule; and
9. Timely and accurate advice is provided to ensure consistent approach to operation activities.

PERSON SPECIFICATION

In addition to a Degree 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 3 years in the field of environment;
2. Practical understanding and knowledge of relevant Environmental Act and subsidiary legislations; and
3. Demonstrated understanding and ability to recognize relevant stakeholders for consultation and training.

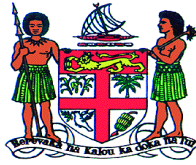
Skills and Abilities

1. Excellent communication (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 skill;
4. Demonstrated ability to analyse and interpret diagrams, maps and reports;
5. Capacity to utilize computers program to support the operations of the complex Organization;
6. Service-orientated approach with a commitment to supporting the operational/corporate environment of the organization; and
7. Ability to provide equitable and timely service to stakeholders and associated agencies.

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.

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MINISTRY OF ENVIRONMENT

JOB DESCRIPTION: **TECHNICAL OFFICER – Environment Impact Assessment (EIA)**

CORPORATE INFORMATION

1. Position Level Salary Band F
2. Salary Range - \$22,528.71 - \$28,883.00
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:

17. Assist in conducting customized trainings on Environment Impact Assessment in accordance with the specific legislation;
18. Assist in carrying out application assessments and site inspection to ensure compliance with relevant environment legislations and subsidiary regulations;
19. Provide technical and administrative support to other enforcement agencies in accordance to the appropriate legislative act;
20. Assist in conducting environmental technical audits to ensure compliance with the regulations/ standards and legislations
21. Plan, coordinate, community consultations and provide appropriate reports to Management;
22. Timely submission of technical reports with trend analysis and recommendation to management as and when required for rational decision making; and
23. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, awareness outreach and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

10. Effective enforcement of all environment laws within agreed timeframes meeting specific requirements.
11. Effective auditing and monitoring of developments within agreed timeframe including recommendation for improvement.
12. Timely preparation of all reports meeting the standard reporting requirement including recommendation for improvement.

13. All agreed trainings and community consultations are delivered within agreed timeframes and meet specific requirements.

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

5. Demonstrated work experience of up 3 years in the field of environment;
6. Demonstrated working experience in scoping exercises and drafting Terms of Reference (TOR) for different types of proposals;
7. Practical experience in conducting audits and monitoring of developments; and
8. Practical understanding and knowledge of relevant Environmental Acts.

Skills and Abilities

8. Excellent communication skills (both verbal and written);
9. Ability to establish and maintain effective working relationships within the organization, partners, stakeholders and collaborators;
10. Effective time management and organization skills;
11. Demonstrated ability to analyze and interpret diagrams, maps and reports;
12. Capacity to utilize computers program to support the operations of the complex organization;
13. 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.

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