



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 07/2022	Heavy Plant Operator	Nausori	3 years	D - \$7.50/hr - \$8.75/hr	1
DWW GWE 08/2022	Heavy Plant Operator	Lautoka	3 years	D - \$7.50/hr - \$8.75/hr	2

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 01 August, 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:

[recruitment.mowe@
gmail.com](mailto:recruitment.mowe@gmail.com)



MINISTRY OF WATERWAYS

ROLE DESCRIPTION: Heavy Plant Operator

CORPORATE INFORMATION

1. Position Level: Band D
2. Salary Range: \$7.50/hour - \$8.75/ hour
3. Duty Station: Central/Eastern [Maritime Zone], West & North
4. Reporting Responsibilities:
 - a) **Report to:** Director Waterways
 - b) **Liaises with:** Senior Technical Officers, Engineers
 - c) **Subordinates:** Nil

POSITION PURPOSE

The primary role of the position is to operate and upkeep of wheel loader, excavators & bulldozers.

KEY RESPONSIBILITIES

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

1. Operate earthmoving machines safely and efficiently
2. Daily check for defects and servicing machinery before starting
3. Ensure machines are regularly serviced and maintained
4. Report on defects and maintenance requirements
5. Keep machines in clean condition

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely completion of assigned tasks
2. Operate machines safely and efficiently
3. Well serviced, maintained machine

PERSON SPECIFICATION

In addition to driving license in Group 2, 6, 7, 8 & 9, the following knowledge, experience, skills and abilities are required to successfully undertake these roles:

Knowledge and Experience

1. At least 3 years' experience in operating earthmoving machines
2. Knowledge on operations of the wheel loader, bulldozer, excavators
3. Basic knowledge on servicing of machines
4. Knowledge on safety and OHS requirements

Skills and Abilities

1. Demonstrated ability to listen carefully and take instructions;
2. Proven ability to identify things to be done and without instruction carry out task;
3. Proven ability to read, understand and interpret instructions and cautions on the labels products and supplies;
4. Excellent interpersonal and communicate skills at all levels and suppliers;

5. Demonstrated ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
6. Demonstrated ability to work cooperatively within a team environment

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. The applicants should also be fully vaccinated to be eligible for employment in the Civil Service.