



## 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
<b>NEW POSITION</b>					
DWW 11/2022	Director Waterways Operations	HQ, Suva	3 years	L - \$67,830.20 - \$79,135.24	1
DWW 12//2022	Human Resources Assistant	HQ, Suva	3 years	C - \$12,081.69 - \$14,095.31	1
<b>RE-ADVERTISED</b>					
DWW GWE 04/2022	Mechanic - North	Dept. of Waterways	3 years	C - \$6.28/hr - \$7.33/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/](http://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 15 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

---

### **JOB DESCRIPTION: DIRECTOR, Waterways OPERATIONS**

#### **CORPORATE INFORMATION**

1. Position Band: K
2. Salary Range: \$67,830.20 - \$79,135.24
3. Duty Station: Suva
4. Reporting Responsibilities:
  - a) **Reports To:** Permanent Secretary for Waterways
  - b) **Liaises with:** All Government Agencies, Stakeholders, Non-Government Organisations and Statutory Bodies.

#### **POSITION PURPOSE**

The position is responsible to the Permanent Secretary on the overall planning, management and reporting of all policy, research and operational functionalities. It will also provide strategic input and quality/timely advice to the Executive Management in terms of projects, impacting the Ministry's mandate.

#### **KEY DUTIES**

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

1. Develop, implement, and monitor day-to-day operational systems and processes that provide output, visibility into the goals, progress made, and barriers for the Ministry's key initiatives
2. Direct and supervise all department heads, manage relationships with external partners, stakeholders (including the public) and vendors making balanced decisions-operational activity and strategic goals
3. Plan, monitor, and analyse key metrics for the day-to-day performance of the policy, research and operations (including engineering services) ensuring efficient/timely completion of tasks and priorities
4. Devise strategies to ensure development of need-based programs Ministry-wide, identify and implement process improvements that will maximize output (under a lean management principle)
5. Development and implementation of policies and standards, ensuring legislation/regulations are followed
6. Work closely with human resources to lead the team(s) with integrity, establish and maintain a trusting, inclusive, and productive work environment.
7. Lead and perform duties of the Commissioner of Irrigation.
8. To produce a wide range of high quality written outputs for various audiences including high-quality, well targeted research reports, policy briefings, speeches, blogs and other outputs
9. Submission of relevant reports and returns as required under relevant legislations/regulations. Facilitation, co-ordination, implementation, monitoring and regular review of the Ministry's strategic documents through the Strategic Plans, Annual Corporate Plan and Business Plan.
10. To develop relationships with funders/donors and identify new funding sources to support the Ministry's initiatives
11. To develop and manage relationships with research institutes, think tanks, policy makers and other third sector organizations for the benefit of the Ministry.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Timely submission of reports and budget monitoring and spending against Ministry's Strategic and Costed Operation Plan;
2. Policies and processes developed, reviewed and implemented across the Ministry, are all completed. Relevant legislations and activities are monitored;
3. Compliance of finance regulations and procurement policies of the Ministry, ensuring timely delivery and monitoring;
4. Relationship management and Service delivery.

## **PERSON SPECIFICATION**

In addition to Bachelors Degree in Civil Engineering, Water Resource Management and preferably with a Masters in Civil Engineering, Water Resource Management and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

### **Knowledge and Experience**

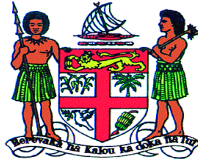
1. 10 to 12 years of relevant work experience with at least 5 years at senior management level.
2. Sound experience in planning, leading and the implementation of strategic plans and processes.
3. Sound experience in managing technical projects

### **Skills and Abilities**

1. Demonstrated leadership skills gained through developing, implementing, monitoring/evaluating and reporting multiple projects (simultaneously).
2. Demonstrated ability to manage and motivate staff at different levels.
3. Excellent analytical and writing skills.
4. Ability to develop and maintain constructive senior level relationships with key partners and stakeholders;
5. Strong organisational and planning skills with an eye for detail and accuracy;
6. Demonstrated ability to plan for and meet tight deadlines in particular with the implementation of Projects.
7. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
8. A strong sense of service approach with a commitment to support service delivery;
9. Strong interpersonal and communication skill
10. Ability to plan, develop and coordinate multiple task/activities;
11. Knowledge of Budgets and Procurement and ability to formulate financial proposals;
12. Ability to do Research and formulate policies;
13. To actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required;
14. Service oriented approach, with a commitment to supporting the strategic, operational, corporate commitments of the Ministry.

### **Personal Character and Political Neutrality**

All applicants for employment in the Ministry of Waterways must be in sound health, with clear police record and remain politically neutral. Applicants shortlisted will be required to provide a medical certificate and police clearance at the time of the interview.



## MINISTRY OF WATERWAYS

---

**JOB DESCRIPTION:** Clerical Officer/HRA

### **CORPORATE INFORMATION**

1. Position Level : Band C
2. Salary Range : \$12,081.69 - \$14,095.31
3. Duty Station : HQ
4. Reporting Responsibilities:
  - a) **Report to:** Manager Human Resources
  - b) **Liases with:** Ministry staff and stakeholders
  - c) **Subordinates:** Nil

### **POSITION PURPOSE**

This position will provide administrative, logistic and financial support to the Division to achieve its Ministerial goals.

### **KEY RESPONSIBILITIES**

1. Provide Human Resource, Accounting and logistic support to the Division within agreed timeframes;
2. Supervise and manage office staff and government wages earner's welfare and benefits;
3. Manages transportation within the division to be in good running conditions;
4. Manages and administers quarters for Division with liaison with respective Commissioners;
5. Prepares quality reports and returns with recommendation of improvement within agreed timeframe;
6. Create, maintain and sustain proper database and records for retrieval and reference in any point in time;
7. Ensure Occupational Health & Safety is maintained within the Division; and
8. 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. All agreed human resource, accounting and logistic support are delivered within the agreed timeframes meeting specific requirement;
2. Effectively and timely management, administration and monitoring of support staff performance, attendance, quarters and vehicles to enable business continuity and delivery of service;
3. Effectively and timely management of OHS, stores and logistic requests and requirements; and
4. Quality reports are submitted and outcomes are actioned in a timely and effective manner.

### **PERSON SPECIFICATION**

In addition to a Diploma in Management and Public Administration, Human Resources, Business Administration or equivalent, the following knowledge, experience, skills and abilities are required:

### **KNOWLEDGE and EXPERIENCE**

1. Demonstrated knowledge and understanding of administrative functions and good governance;
2. Practical knowledge of vehicle management; and
3. Proven knowledge of the constitution of Fiji.

### **SKILLS & Abilities**

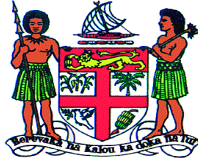
1. Demonstrated ability to communicate well at different level (verbal/written);
2. Proven ability to planning and organizing to support logistic;

3. Capacity to utilize computer programs to support the operations including Microsoft Suite and software related to media management;
4. Service orientated approach, with a commitment to supporting the operational/corporate environment of the organization;
5. Demonstrated ability to work cooperatively within a team environment;
6. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation;
7. Ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
8. Ability to implement policies, procedures and guidelines.

### **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

---

**JOB DESCRIPTION:**      **Mechanic**

### **CORPORATE INFORMATION**

1. Position Band: Band C (Government Wage Earner)
2. Hourly Rate: \$6.28 - \$8.05 (Band C)
3. Duty Station: Suva
4. Reporting Responsibilities:
  - a) **Reports To:**      Senior Technical Assistant [Mechanical]
  - b) **Liaises with:**    STA (Operations), Technical Officers
  - c) **Subordinates:**    None

### **POSITION PURPOSE**

The position is to plan, organize and carry out repair and maintenance of vehicles, plants and machinery.

### **KEY DUTIES**

1. Diagnose mechanical faults and defects, recommend and undertake repairs;
2. Identify and assist in spare parts procurement;
3. Test parts and systems to ensure that they are working properly;
4. Carry out preventative and scheduled maintenance works.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

5. Quality and standard of workmanship;
6. Timeliness of completed works;
7. Record management of repairs undertaken;
8. Minimum breakdowns of plants, vehicles and machines

### **PERSON SPECIFICATION**

In addition to a Trade Certificate Class 1 in Vehicle or Heavy Plant (or equivalent) with minimum of three (3) years relevant work experience, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this role:

#### **Knowledge and Experience:**

1. Detailed knowledge and understanding of mechanical engines and systems;
2. Knowledge and understanding of schematics and drawings;
3. Knowledge of Occupational Health and Safety (OHS) standards;

**Skills and Abilities:**

1. Ability to accurately read mechanical drawings;
2. Skills and ability to detect technical malfunctions;
3. Ability to work in a resource constrained environment.

**Personal Character and Political Neutrality**

Applicants for employment in the Ministry of Waterways 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.