



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 15/2022	Senior Environment Officer – Waste Management & Pollution Control(WPC) Unit	Dept. of Environment	3 years	I - \$43,296.63 - \$50,512.74	1
DE 16/2022	Environment Officer – Project Management Unit	Dept. of Environment	3 years	H - \$34,760.31 - \$40,553.70	1
DE GWE 01/2022	Messenger/Cleaner	Dept. of Environment	3 years	A - \$4.60/hr - \$5.90/hr	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 3 October 2022**.

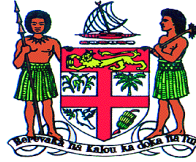
LATE APPLICATION WILL NOT BE CONSIDERED.

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:
recruitment.mowe@gmail.com



MINISTRY OF WATERWAYS AND ENVIRONMENT

JOB DESCRIPTION: SENIOR ENVIRONMENT OFFICER- WASTE MANAGEMENT AND POLLUTION CONTROL (WPC) UNIT

CORPORATE INFORMATION

1. Position level: Band I
2. Salary range: \$43,296.63 - \$50,512.74
3. Duty Station : Head Quarters, Suva.
4. Reporting Responsibilities:
 - a) **Reports to** – Principal Environment Officer WPC
 - b) **Liases with** – Staffs of the Ministry, line Ministries and Departments, environment/conservation Non-Governmental Organisation, Donor/Development Partners, and the general public.
 - c) **Subordinate** – Environment Officer, Technical Officer, Technical Assistant
 - d)

POSITION PURPOSE

This position manages the Waste Management and Pollution Control Unit of the Department and ensures effective implementation and efficient enforcement of relevant environment management laws and policies.

KEY RESPONSIBILITIES

1. Provides evidence based policy guidance and advise on all development proposals assessed by subordinates;
2. Coordinate the daily operation of the unit and monitor performance with recommendation for improvements;
3. Provide timely and expert advice on Waste Management related matters to Senior Management of the Department of Environment.
4. Coordinate with the community, general public and non-governmental agencies in relation Waste Management issues;
5. Carry out research and development of programmes on improving waste management;
6. Establish, maintain and sustain a database on all assessment, approvals issued by the Department in relation to waste management issues; and
7. 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:

1. All agreed plans are developed, approved and implemented within the agreed timeframes in compliant with relevant agreements, legislations and policies;
2. All reports are compiled with appropriate information and submitted within agreed timeframes meeting the standard reporting requirements, including recommendation;
3. All agreed strategic and business objectives of the Ministry are aligned with government's priorities; and
4. Provision of timely and accurate advice that meets the requirement of stakeholders, partners and collaborators requests.

PERSON SPECIFICATION

In addition to a Post Graduate Certificate (or equivalent) in Environmental Management/ Science or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 5 years' experience in the field of environment;
2. Practical working knowledge of relevant legislation, acts and policies;
3. Demonstrated Understanding of waste management issues and relative challenges on Fiji's natural resources ; and
4. Demonstrated experience in carrying out research and development of environmental policies and matters;

SKILLS AND ABILITIES

- 1) Excellent interpersonal skills and the ability to communicate with national, regional and international stakeholders, partners and collaborators;
- 2) Ability lead, negotiate and provide guidance to subordinates;
- 3) Ability to monitor and provide analytical advisories with a demonstrated ability to establish coordination within agencies;
- 4) Ability to analyse, interpret environmental matters, write reports with relevant important information to reach a conclusion with attention to details and accuracy;
- 5) Capacity to utilize computer programs to support daily operations;
- 6) Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization; and
- 7) Ability to follow instructions, protocols and guidelines meeting deadlines when under pressure critical situation.

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.

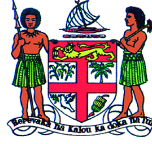
Skills and Abilities

1. Excellent communication (both oral and written) and computer skills
2. Ability to establish and maintain effective working relationships with outside agencies, international and regional donors, government agencies, development partners
3. Excellent coordinator and an organizer with excellent analytical skills and ability to read
4. Interpret many complex charts, diagrams, maps and reports
5. Results-oriented, team player, articulate analyst with attention to details, persuasive communicator, and good writer
6. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.
7. Demonstrates commitment to hard work, loyalty and a high regard and adherence to civil service code of conduct

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 & ENVIRONMENT

ROLE DESCRIPTION: Messenger/Cleaner

CORPORATE INFORMATION

1. Position Level: Band A
2. Salary Range:\$4.60-\$5.90/ hour
3. Duty Station:
4. Reporting Responsibilities:
 - a) **Report to:** Administrative Officer
 - b) **Liaises with:** All Staff
 - c) **Subordinates:** Nil

POSITION PURPOSE

The primary role of the position is to provide reception, messenger duties and cleaning services at the levels assigned to maintain a clean and hygiene environment to support the Human Resources operations.

KEY RESPONSIBILITIES

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

1. Provide reception and messenger duties to ensure that all documents are dispatched to destinations with high confidentiality and customers are greeted and directed to accordingly;
2. Provide general cleaning services ensuring the working environment is hygiene at all times;
3. Prepare the meeting rooms and refreshment as directed by the authorities;
4. Safe storage of the cleaning equipment, chemicals and supplies as recommended;
5. All Occupational Health and Safety protocols are followed and compliant to the Ministry's operations and reporting procedure; and
6. Actively contribute to all corporate requirements of the Ministry activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

- 1) All agreed cleaning services are provided within the agreed timeframe as outlined in the work plan;
- 2) All meeting rooms are prepared and refreshments are provided within agreed timeframes;
- 3) Timely receiving customers and directing them and dispatching all necessary documents with confidentiality; and
- 4) All tools, equipment and chemicals are stored with specific requirements.

PERSON SPECIFICATION

In addition to Fiji School Leaving Certificate Examination/Year 12, the following knowledge, experience, skills and abilities are required to successfully undertake these roles:

Knowledge and Experience

1. 2 years' experience in similar role;
2. Knowledge of Occupation Health and Safety requirement and its implications;
3. Understanding of basic hazardous chemical and its effects while using; and
4. Knowledge of setting up room for Management meetings;

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.