



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 13/2022	Technical Assistant - Civil	West – Lautoka	3 years	E - \$19,041.75 – 22,215.38	1
DWW GWE 09//2022	Labourer	West _ Lautoka, Ba	3 years	A - \$4.60/hr - \$5.37/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 03 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:

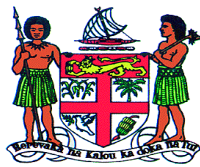
The Permanent Secretary
Waterways and Environment
G P O Box 1292
SUVA

Applications Delivered:

“Vacancy Reference Number”
The Recruitment Officer
318 Bali Towers
Toorak Road
Suva

Application by email:

recruitment.mowe@gmail.com



MINISTRY OF WATERWAYS

JOB DESCRIPTION: Technical Assistant (All Division)

CORPORATE INFORMATION

1. Position Band: E
2. Salary Range: \$19,041.75 - \$24,412.50
3. Duty Station: As per vacancy (Central, West & North)
4. Reporting Responsibilities:
 - a) **Report to:** Technical Officer
 - b) **Liaises with:** Fieldsmen, Technical Officers, Senior Technical Officer Higher Grade, All field workers and All staff within the Division
 - c) **Subordinates:** Laborer

POSITION PURPOSE

This position will plan, organize and carry out regular inspections, technical investigations, monitor and prepare reports in the required templates for drainage, irrigation and flood mitigation schemes.

KEY RESPONSIBILITIES

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

1. Plan, organise and carryout regular inspection, technical investigations and maintenance of the drainage, irrigation and flood mitigation;
2. Create data-base to ensure the work is completed as outlined in the work schedule;
3. Supervise and follow up the work in progress to ensure the work schedule is achieved within the timeframe;
4. Compile agreed reports in the required standards with recommendation within agreed timeframe; and
5. Actively contribute to all requirements of the Ministry's planning, budgeting and reporting requirements.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed activities in inspection, investigations and maintenance of drainage schemes are completed and delivered as outlined in the work schedule;
2. All reports are compiled with appropriate information and submitted within agreed timeframe;
3. All maintenance are supervised within the agreed timeframes and specific requirements; and
4. All data-base and follow ups are carried out as outlined in the work plan with specific requirements.

PERSON SPECIFICATION

Trade Certificate (or equivalent) in Civil Engineering, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

Knowledge and Experience

1. At least an years' experience in the field;
2. Demonstrated experience in construction works;
3. Proven knowledge and experience in report writing with specifications; and
4. Knowledge in OHS safety requirements

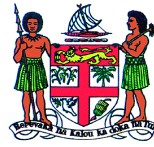
Skills and Abilities

1. Ability to provide professional advice for rational decisions making;
2. Excellent communication and report writing skills;
3. Time management, multi-tasking skills and attention to details;
4. Ability to think innovatively and resourcefully;
5. Capacity to utilise computer programs to support operations;
6. Demonstrated ability to work cooperatively within a team environment;
7. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation;
8. Ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
9. 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

ROLE DESCRIPTION: Laborer

CORPORATE INFORMATION

5. Position Level: Band A
6. Salary Range:\$4.60-\$5.37/ hour
7. Duty Station:
8. Reporting Responsibilities:
 - d) **Report to:** Senior Technical Officer
 - e) **Liaises with:** Clerical Officer, TO's
 - f) **Subordinates:** nil

POSITION PURPOSE

The primary role of the position is to support the construction, maintenance and sustain the infrastructure, waterways path and assist in daily field operations.

KEY RESPONSIBILITIES

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

1. Provide labor support in daily field operation;
2. Assist in construction and maintenance of waterways infrastructure;
3. Sustain the drainage, irrigation and flood mitigation waterways;
4. All Occupational Health and Safety protocols are followed and compliant to the Ministry's operations and reporting procedure;
5. Provision of timely updates of the work progress as per schedule; 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. Efficient provision of labor support in accordance to the instruction given by the immediate supervisors within timeframe;
2. Efficiently support the construction and maintenance schedule and programs in the agreed timeline; and
3. Timely reporting of the progressive briefing to the immediate supervisors.

PERSON SPECIFICATION

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

Knowledge and Experience

5. At least a years' experience in similar role;
6. Proven understanding of landscaping;
7. Demonstrated experience in the construction and maintenance of infrastructure; and
8. Practical knowledge on OHS requirements

Skills and Abilities

1. Ability to use special tools and equipment to support field operation;
2. Practical knowledge on the chemicals and its safe storage under prescribed conditions;
3. Ability to read and understand instruction given on any circumstances; and
4. Ability to communicate well; and
5. Ability to work in team environment

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Applicants will also need to provide their vaccination cards.

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