



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
RE-ADVERTISEMENT					
DE 17/2022	Technical Officer – Waste Management & Pollution Control (WPC) Unit	Dept. of Environment	3 years	F - \$22,528.74 - \$26,283.53	1
NEW POSITION					
DE 18/2022	Clerical Officer	Dept. of Environment	3 years	C - \$12,081.69 - \$14,095.31	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 31st 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:

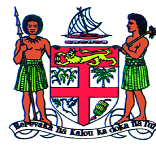
The Permanent Secretary
Ministry of Environment
G P O Box 1292
SUVA

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

ROLE | JOB DESCRIPTION: **TECHNICAL OFFICER**
Waste Management & Pollution Control]

DEPARTMENT OF ENVIRONMENT

CORPORATE INFORMATION

1. **Position level:** Band F
2. **Salary range:** \$22,528.71 - \$28,883.00
3. **Duty station:** Suva
4. **Reporting Responsibilities:**
 - a) **Reports to:** Senior Environment Officer (WMPC)
 - b) **Liases with:** Government agencies, Non-Government Agencies, Local Authorities (both Municipal Councils and Rural Local Authorities), Donor Agencies, Private Sectors, General Public and internally in the Ministry.
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position is to provide efficient and effective technical support to assist in the implementation of all legislative act.

KEY RESPONSIBILITIES

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

1. Assist in conducting customized trainings on in accordance with the specific legislation;
2. Assist in carrying out application assessments and site inspection to ensure compliance with relevant environment legislations and subsidiary regulations;
3. Provide technical and administrative support to other enforcement agencies in accordance to the appropriate legislative act;
4. Assist in conducting environmental technical audits to ensure compliance with the regulations/ standards and legislations
5. Plan, coordinate, community consultations and provide appropriate reports to Management;
6. Timely submission of technical reports with trend analysis and recommendation to management as and when required for rational decision making; 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

1. Effective enforcement of all environment laws within agreed timeframes meeting specific requirements.
2. Effective management of activities in the division within agreed timeframe including recommendation for improvement.
3. Timely preparation of all reports meeting the standard reporting requirement including recommendation for improvement.
4. All agreed support services; functions and advice are delivered within agreed timeframes and meet specific requirements.

PERSON SPECIFICATION

In addition to having a Diploma in Environment Management or equivalent from a recognized institution, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 5 years' working experience in the field of environment management;
2. Practical understanding and experience in identifying customer needs; and
3. Practical knowledge and understanding of the specific legislative act.

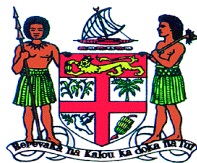
Skills and Abilities

1. Excellent communication and interpersonal skills;
2. Ability to analyze, interpret and report using quality data;
3. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
4. Ability to plan and organize activities, projects and work cooperatively within a team environment;
5. Capacity to utilize computer programs to support daily operations; and
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

Personal Character and Eligibility

Applicants for employment 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.

The Ministry is an Equal Employment Opportunity Employer. Applications 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: Clerical Officer

CORPORATE INFORMATION

1. Position Level : Band C
2. Salary Range : \$12,081.69 - \$14,095.31
3. Duty Station : HQ, Central, Western & Northern
4. Reporting Responsibilities:
 - a) **Report to:** Senior Management
 - b) **Liaises with:** Ministry staff and stakeholders
 - c) **Subordinates:** Telephone Operator, Cleaner/Messenger, Pool Drivers, Watchmen, Store men

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.

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