



## 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 13/2022	Research Assistant (Research Policy & Planning)	HQ, Suva	3 years	E - \$19,041.75 – 22,215.38	1
DWW 14/2022	Clerical Officer	North	3 years	C - \$12,081.69 - \$14,095.31	1
DWW GWE 10/2022	Draughtsman (AUTOCAD)	Central	3 years	A - \$4.60/hr - \$5.37/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 31<sup>st</sup> 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](mailto:recruitment.mowe@gmail.com)

# Ministry of Waterways

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**JOB DESCRIPTION: RESEARCH ASSISTANT (RESEARCH, POLICY & PLANNING)**

## **CORPORATE INFORMATION**

1. Position Band: E
2. Salary Range: \$19,041.75 - \$24,412.50
3. Duty Station: Suva
4. Reporting Responsibilities:
  - a) **Reports To:** Director Research (Research, Policy & Planning)
  - b) **Liaises with:** Government Agencies and Statutory Bodies, Private sector, Civil Society, Non-Government Organizations' and General Public.
  - c) **Subordinates:** Nil

## **POSITION PURPOSE**

The position assists the Research Officer in regular research in the resolution of Waterways related issues to support decision making and assist with building strategic capability of the Office. The incumbent will also assist in the compilation of project documents, reports, and databasing of information.

## **KEY DUTIES**

1. Assists with regular research and analysis to enhance capacity in dealing with Waterways related issue;
2. Assist with the collection and analysis of the project data; Assist in providing reports and briefing material/information as and when required;
3. Participate in the development of framework, methods and tools to support process improvement of the Ministry;
4. Maintains accurate database of all Projects of the Ministry;
5. Assists with the research on the Project under the direction of the Ministry; and
6. Initiates and builds networks with stakeholders and engages with communities.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Research and analyze information and make recommendations based on relevant evidence.
2. Identify issues that may hinder completion of tasks and alleviation project developments and schemes and find appropriate solutions.
3. Identify ways to improve systems or processes which are used by the Ministry.

## **PERSON SPECIFICATION**

In addition to a Degree (or equivalent work experience) in Economic, Statistics, Management & Public Administration, and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

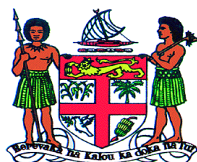
1. Some experience conducting research and analysis.
2. Experience in maintaining good relationship with communities and stakeholders;
3. Understanding of the Fijian Constitution (2013);

### **Skills and Abilities**

1. Ability to develop and interpret statistical data for reporting purposes;
2. Strong interpersonal, communication and presentation skills to consult with and relate /relay information to members of every/all communities;
3. Capacity to plan and coordinate multiple tasks/activities to meet tight and fixed deadlines, in particular with regard to planning and reporting;
4. Service oriented approach with a commitment to supporting the operational environment of the Ministry;
5. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment; and
6. Capacity to utilize computer programs to support the operations of the Ministry.

### **Personal Character and Eligibility**

Applicants for employment in the Ministry of Waterways must be Fijian citizens, under age of 55, in sound health, with clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.



## MINISTRY OF WATERWAYS AND ENVIRONMENT

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**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.

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

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## JOB DESCRIPTION

**POSITION TITLE:** Draftsman (AUTOCAD)

### CORPORATE INFORMATION

5. Position Level: GWE
6. Salary Range:
7. Duty Station: Central Division
8. Reporting Responsibilities:
  - d) **Report to:** Senior Technical Assistant (Survey)
  - e) **Liaise with:** Senior Engineer, Technical officers
  - f) **Subordinates:**

### POSITION PURPOSE

To carry out drafting of survey and engineering plans using AUTOCAD software and produce plans.

### KEY RESPONSIBILITIES

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

1. Collate field survey data and reduce level books
2. Draw survey plans and engineering plans using AUTOCAD software
3. Keep register of all survey plans
4. Safe custody of plans

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Number of survey plans plotted and produced
2. Safe custody of survey plans
3. Up to date register for survey plans

### PERSON SPECIFICATION

Form 6 level education with following knowledge, experience, skills and abilities will be needed to successfully carry out the responsibilities.

#### Knowledge and Experience

1. At least 1 years' experience in similar role
2. Knowledge of AUTOCAD software
3. Experience in using AUTOCAD for drafting

#### Skills and Abilities

1. Skill and ability to use Auto CAD application software
2. Ability to be an effective team member
3. Ability to work long hours and meet dead lines

#### 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.