



MINISTRY OF WATERWAYS & ENVIRONMENT

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 17/2022	Recorder / Typist	HQ, Suva	3 years	B - \$5.37/hr - \$6.89/hr	1
RE-ADVERTISED					
DWW 18/2022	Technical Officer Higher Grade (Civil)	West	3 years	F- \$28,605.45 - \$34,707.95	1
DWW GWE 12/2022	Driver	HQ, Central	3 years	B - \$5.37/hr - \$6.27/hr	3

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 **Wednesday 28th December 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:

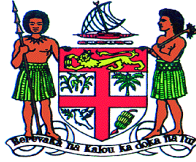
The Permanent Secretary
Waterways and Environment
G P O Box 1292
SUVA

Applications Delivered:

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

Application by email:

recruitment.mowe@gmail.com



MINISTRY OF WATERWAYS AND ENVIRONMENT

JOB DESCRIPTION: TECHNICAL OFFICER HIGHER GRADE(CIVIL)

CORPORATE INFORMATION

1. Position Level Salary: Band F
2. Salary Range: \$28,605.45 - \$34,707.95
3. Duty Station: Central, West and North
4. Reporting Responsibilities
 - a) **Reports to:** Senior Technical Officer (Central, West & North);
 - b) **Liases with:** Principal and senior level staff, Divisional Commissioners and Stakeholders ;
 - c) **Subordinates:** Surveyors, Technical Officers, Technical Assistant

POSITION PURPOSE

This position will manage and coordinate the divisional work plan in implementation of drainage, irrigation, river dredging, coastal protection and any other water resources project management to support the operations in meeting the ministerial goals.

KEY RESPONSIBILITIES

The position will achieve its purpose through the followings:

1. Manage, supervise, provide leadership, coaching, mentoring and professional engineering expertise planning, designing and construction with required specification;
2. Coordinates work programs with other divisions, departments, agencies and stakeholders;
3. Provides technical advisory services on land and water resource management resolving technical issues and engineering complex problems;
4. Monitor program implementation creating database maintain records for current and future reference in terms of contract and payments etc.,;
5. Accurately and timely preparation of reports with appropriate information and submitted including analytical trends and recommendation for improvements;
6. Carry out internal audit to ensure compliance with specifications and mitigating risk;
7. Ensuring all Occupational Health and Safety procedures are followed in compliant with departmental operational plan; 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. Manage and maintain an effective and effective record management system to ensure timely access and retrieval of document;
2. All agreed engineering functions and activities are carried out in compliance with the standard operating procedures, business service standards and applicable legislations;

3. All engineering assessment reports are submitted within agreed timeframe including analytical assessment of performance progress and achievement with recommendations for improvement; and
4. All engineering expertise and monitoring of performance activities is completed to achieve the work plan outcomes.

PERSON SPECIFICATION

In addition to Diploma in Civil Engineering (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 5 years demonstrated experience in the similar role;
2. Proven knowledge and experience in scoping of drainage, irrigation and coastal protection works;
3. Proven experience of relevant Legislation and Acts
4. Practical knowledge and understanding of contract management;
5. Proven knowledge and understanding of architectural drawings; and
6. Practical knowledge and experience in using of AUTOCAD

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 & ENVIRONMENT

ROLE DESCRIPTION: Recorder/Typist (HQ)

CORPORATE INFORMATION

1. Position Level: Band B
2. Salary Range: \$5.37 - \$6.89/ hour
3. Duty Station: HQ
4. Reporting Responsibilities:
 - a) **Report to:** Principal Engineer
 - b) **Liases with:** Senior Engineer, Engineer's, TO's
 - c) **Subordinates:** nil

POSITION PURPOSE

The primary role of the position is to carry out record keeping, filing and general typing duties as required by the engineering and planning section.

KEY RESPONSIBILITIES

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

1. Provide customer service to internal and external stakeholders;
2. Carry out typing and photocopying duties;
3. Assist in compilation of monthly records;
4. Making arrangements for Technical meetings with various stakeholders;
5. Record keeping and filing of all tender documents; 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 customer care in accordance to the instruction given by the immediate supervisors within timeframe;
2. Efficiently computer skills in typing with minimum errors; and
3. Timely reporting and record keeping of documents for immediate supervisors.

PERSON SPECIFICATION

In addition to Certificate (or equivalent) in Management/Office Administration or similar with three (3) years of relevant work experience, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge in general administration work;
2. Knowledge of overtime guidelines;
3. Experience in compiling monthly reports and record keeping;
4. Knowledge of Fijian Constitution (2013); and
5. Understanding of Government initiatives and programs

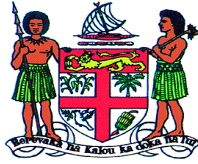
Skills and Abilities

1. Must be honest, reliable, energetic and able to multitask and deliver on competing priorities;
2. Demonstrated ability to plan and organize activities, projects and work cooperatively within a team environment;
3. Sound communication, interpersonal and representational skills;
4. Ability to follow guidelines and appropriately apply processes;
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 Ministry

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.



MINISTRY OF WATERWAYS AND ENVIRONMENT

JOB DESCRIPTION: **Driver**

CORPORATE INFORMATION

5. Position Level : Band B
6. Salary Range : \$5.37-\$6.27/hr
7. Duty Station : HQ, Suva/Central [Nausori/Navua]/West [Ba/Lautoka]/North [Dreketi/Labasa]
8. Reporting Responsibilities:
 - d) **Report to:** Administrative Officer/Clerical Officer in respective Divisions
 - e) **Liases with:** Ministry staff and stakeholders
 - f) **Subordinates:** NIL

POSITION PURPOSE

This position role is to safely provide transportation needs to the safely and use the government resources with due economy to support the Ministerial goals.

KEY RESPONSIBILITIES

1. Provide transportation needs safely to the destination as per instructions by the Vehicle Trolling Officers in the respective Divisions;
2. Perform daily "A" Service, safety and maintenance checks and report defeats if any;
3. Maintain proper records of the running sheets, fuel, service and repair receipts and timely submitting to HR;
4. Report any charges or anticipates being charged for a traffic offence committed whilst on duty without delay the Supervisor of Transport;
5. Compliance with Transport Rules and Regulations;
6. All Occupational Health and Safety protocols are followed and compliant to the Ministry's operations and reporting procedure; and
7. 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 vehicle care, cleanliness, servicing and maintenance are conducted within the agreed timeframes meeting specific requirement;
2. Timely and responsively reporting the damages, incidents, accidents in support of investigations;
3. All vehicle running sheets and log books are updated and submitted within agreed timeframe; and
4. Timely transportation of staff from each destination within agreed timeframe as per instructions.

PERSON SPECIFICATION

In addition to a Year 12, Fiji School Leaving Certificate or equivalent, with group 2, 4 and 6 driving license and a valid defensive driving certificate, the following knowledge, experience, skills and abilities are required:

KNOWLEDGE and EXPERIENCE

6. At least a 3 years' experience in similar role with full license;
7. Proven knowledge and experience geographical locations and road networks;
8. Proven knowledge of Rode Code and LTA regulations; and
9. Practical knowledge on OHS requirements.

SKILLS & Abilities

1. Excellent interpersonal and communication skills to interact at all levels;
2. Ability to follow instructions and meet deadlines when under pressure managing stressful situation;
3. Demonstrated ability to work cooperatively within a team environment; and
4. Willingness to work long hours and attention to details.

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.