



## MINISTRY OF ENVIRONMENT

The Ministry of Environment invites suitably qualified and eligible applicants for the following position:

Vacancy No	Position Title	Location	Salary Band & Range	# of Position
<b>NEW POSITIONS</b>				
DE 01/2023	Senior Environment Officer – WPC	Dept. of Environment	I - \$43,296.63 - \$50,512.74	1
DE 02/2023	Environment Officer – WPC	Dept. of Environment	H - \$34,760.31 - \$40,553.70	1
DE 03/2023	Environment Officer – PMU	Dept. of Environment	H - \$34,760.31 - \$40,553.70	1
DE 04/2023	Environment Officer – EIA	Dept. of Environment	H - \$34,760.31 - \$40,553.70	1
DE 05/2023	Environment Officer – North	Dept. of Environment	H - \$34,760.31 - \$40,553.70	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/](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 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 the age of 60 years 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 **15 May, 2023**.

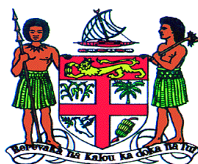
**LATE APPLICATION WILL NOT BE CONSIDERED.**

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:**  
[careers2023Env@gmail.com](mailto:careers2023Env@gmail.com)



## MINISTRY OF ENVIRONMENT

---

**JOB DESCRIPTION:**                      **ENVIRONMENT OFFICER – Environment Impact Assessment & Climate Change (EIA& CC)**

### **CORPORATE INFORMATION**

1.      Position Level Salary Band H
2.      Salary Range -              \$34,760.31 - \$40,553.70
3.      Duty Station -              Suva, Limited travel to divisions and district required
4.      Reporting Responsibilities
  - a) **Reports to:** Senior Environment Officer (EIA)
  - b) **Liaises with:** Government agencies, Proponents, EIA Consultants, Municipal Councils and internally within the Ministry
  - c) **Subordinates:** Nil

### **POSITION PURPOSE**

This position assists in the effective and efficient enforcement of the Environment Management Act 2005 and the Environment Management (EIA Processes) Regulations 2007.

### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the followings:

1. Carry out application assessments and site inspection to ensure compliance with relevant environment legislations and subsidiary regulations;
2. Timely submission of scientific/technical and site inspection reports with trend analysis and recommendation to management as and when required;
3. Carry out research and development on policy and environmental matters;
4. Facilitate community consultations as and when required;
5. Assist in awareness and capacity building exercises;
6. Ensure compliance with standards, regulations and recommended practices set by representative international agencies; and
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resources activities where required.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All assessment of EIA applications is submitted within the agreed timeframes, and meets the standard reporting requirements, including recommendations for improvement.

2. All review process for EIA reports are undertaken and written reports of the review are submitted to management.
3. Monitoring of all EIA approved developments are conducted on a bi-annual basis and reports and recommendations are submitted that meet the standard required templates.
4. All processing of applications received for registration as EIA consultants, and the renewal of consultant registrations, is undertaken within the agreed timeline.

## **PERSON SPECIFICATION**

In addition to a Diploma in Environmental Management/ Science or relevant qualification, or equivalent work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Demonstrated work experience of up 3 years in the field of environment;
2. Demonstrated working experience in scoping exercises in determining environmental concerns and monitoring development;
3. Practical experience in drafting Terms of Reference (TOR) for different types of proposals;
4. Demonstrated understanding and ability to recognize relevant stakeholders for consultation during the review process; and
5. Practical understanding and knowledge of relevant Environmental Acts.

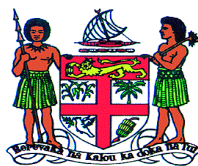
### **Skills and Abilities**

1. Excellent communication skills (both verbal and written);
2. Ability to establish and maintain effective working relationships within the organization, partners, stakeholders and collaborators;
3. Effective time management and organization skills;
4. Demonstrated ability to analyze and interpret diagrams, maps and reports;
5. Capacity to utilize computers program to support the operations of the complex organization;
6. Service orientation approach with a commitment to supporting the operational/corporate environment of the organization.

### **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 60, 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 AND ENVIRONMENT

---

### JOB DESCRIPTION: ENVIRONMENT OFFICER – Northern Division

#### CORPORATE INFORMATION

1. Position Level     Salary Band H
2. Salary Range     \$34,760.31 - \$40,553.70
3. Duty Station     Labasa, Limited travel to district required
4. Reporting Responsibilities
  - a) **Reports to** Senior Environment Officer Northern Division
  - b) **Liaises with:** Government agencies, commercial companies, Municipal Councils and internally within the Ministry
  - c) **Subordinates:** Nil

#### **POSITION PURPOSE**

This position supports the effective and efficient enforcement of the specific legislative act to achieve the Ministerial goals.

#### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the followings:

1. Carry out application assessments and site inspection to ensure compliance with relevant environment legislations and subsidiary regulations;
2. Timely submission of scientific/technical and site inspection reports with trend analysis and recommendation to management as and when required;
3. Carry out research and development on policy and environmental matters;
4. Conduct training and awareness on environment management issues in accordance with the specific legislations;
5. Provide technical and administrative support to other enforcement agencies in accordance to the appropriate legislative act;
6. Monitor, analyze and recommend for improvement for effective implementation of programmes to ensure compliance with the regulations/ standards and legislations; 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 reports are submitted within agreed timeframe, and meet the standard reporting requirement, including recommendation for improvement;
2. Timely and accurate delivery of services that support customer/stakeholders requests and/or requirements, compliant with standard operating procedures;
3. All agreed activities are completed and delivered as outlined in workplan/business plan work schedule; and
4. Timely and accurate advice is provided to ensure consistent approach to operation activities.

## **PERSON SPECIFICATION**

In addition to a Degree in Environmental Management/ Science or relevant qualification, or equivalent work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Demonstrated work experience of 3 years in the field of environment;
2. Practical understanding and knowledge of relevant Environmental Act and subsidiary legislations; and
3. Demonstrated understanding and ability to recognize relevant stakeholders for consultation and training.

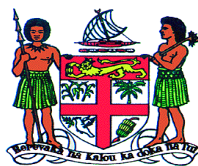
### **Skills and Abilities**

1. Excellent communication (both verbal and written);
2. Ability to establish and maintain effective working relationships within the organization, partners, stakeholders and collaborators;
3. Effective time management and organization skill;
4. Demonstrated ability to analyse and interpret diagrams, maps and reports;
5. Capacity to utilize computers program to support the operations of the complex Organization;
6. Service-orientated approach with a commitment to supporting the operational/corporate environment of the organization; and
7. Ability to provide equitable and timely service to stakeholders and associated agencies.

### **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 60, 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 ENVIRONMENT

---

### JOB DESCRIPTION: ENVIRONMENT OFFICER – Waste Management and Pollution Control (WPC)

#### **CORPORATE INFORMATION**

1. Position Level     Salary Band H
2. Salary Range     \$34,760.31 - \$40,553.70
3. Duty Station     Suva, Limited travel to divisions and district required
4. Reporting Responsibilities
  - a) **Reports to**     Senior Environment Officer Waste Management and Pollution Control
  - b) **Liaises with:** Government agencies, commercial companies, Municipal Councils and internally within the Ministry
  - c) **Subordinates:** Nil

#### **POSITION PURPOSE**

This position supports the effective and efficient enforcement of the specific legislative act to achieve the Ministerial goals.

#### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the followings:

1. Carry out application assessments and site inspection to ensure compliance with relevant environment legislations and subsidiary regulations;
2. Timely submission of scientific/technical and site inspection reports with trend analysis and recommendation to management as and when required;
3. Carry out research and development on policy and environmental matters;
4. Conduct training and awareness on environment management issues in accordance with the specific legislations;
5. Provide technical and administrative support to other enforcement agencies in accordance to the appropriate legislative act;
6. Monitor, analyze and recommend for improvement for effective implementation of programmes to ensure compliance with the regulations/ standards and legislations; 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 reports are submitted within agreed timeframe, and meet the standard reporting requirement, including recommendation for improvement;
2. Timely and accurate delivery of services that support customer/stakeholders requests and/or requirements, compliant with standard operating procedures;
3. All agreed activities are completed and delivered as outlined in workplan/business plan work schedule; and

4. Timely and accurate advice is provided to ensure consistent approach to operation activities.

## **PERSON SPECIFICATION**

In addition to a Degree in Environmental Management/ Science or relevant qualification, or equivalent work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Demonstrated work experience of 3 years in the field of environment;
2. Practical understanding and knowledge of relevant Environmental Act and subsidiary legislations;
3. Demonstrated working experience on improper waste management on the natural environment and on human health; and
4. Demonstrated understanding and ability to recognize relevant stakeholders for consultation and training.

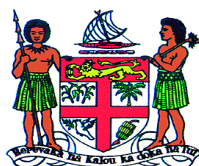
### **Skills and Abilities**

1. Excellent communication (both verbal and written);
2. Ability to establish and maintain effective working relationships within the organization, partners, stakeholders and collaborators;
3. Effective time management and organization skill;
4. Demonstrated ability to analyse and interpret diagrams, maps and reports;
5. Capacity to utilize computers program to support the operations of the complex Organization;
6. Service-orientated approach with a commitment to supporting the operational/corporate environment of the organization; and
7. Ability to provide equitable and timely service to stakeholders and associated agencies.

### **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 60, 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 ENVIRONMENT

---

### JOB DESCRIPTION:

DEPARTMENT OF ENVIRONMENT

ENVIRONMENT OFFICER – PROJECT MANAGEMENT UNIT (PMU)

### CORPORATE INFORMATION

1. Position Level - Salary Band H
2. Salary Range - \$34,760.31 - \$44,564.50
3. Duty Station - Suva, travel to divisions and district as/when required
4. Reporting Responsibilities
  - a) **Reports to** : Senior Environment Officer (PMU)
  - b) **Liaises with**: Government agencies, GEF accredited agencies, other relevant organizations, internally within the Ministry
  - c) **Subordinates**: Nil

### POSITION PURPOSE

This position is responsible for coordinating and supporting administrative responsibilities of the Project Management Unit and the monitoring and evaluation of all environmental projects.

### KEY RESPONSIBILITIES

The position will achieve its purpose through the followings:

1. Coordinate and support administrative activities of the PMU
2. Monitoring and evaluation of all environmental projects in Fiji
3. Undertake awareness and educational activities on GEF support and systems
4. Coordinate with all units within the department and carry out research and development activities for environmental projects
5. Timely providing efficient advice on policies and processes to the management in effective decision within the agreed timeframe
6. Timely preparation of all reports (meeting the standard reporting requirement)

### PERSON SPECIFICATION

In addition to a Degree or equivalent work experience in Environmental Management/ Environmental Science or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### Knowledge and Experience

1. At least 3-5 years' experience working in Environmental Management or similar



2. Practical, working knowledge of Fiji's Environmental laws and policies on Environmental Management
3. Sound understanding of the status of Fiji's natural environment and resources and its significance.
4. Excellent strategic planning, critical analysis and reporting skills
5. Demonstrated understanding and ability to recognize relevant stakeholders and donor agencies
6. Ability to work independently on own initiative

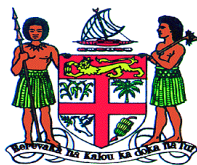
#### **Skills and Abilities**

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 60, 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 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) **Liaises 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 60, 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.