



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
NEW POSITIONS				
DE 13/2023	Principal Environment Officer – WPC	Dept. of Environment	K - \$59,945.18 - \$69,936.05	1
DE 14/2023	System Analyst	Dept. of Environment	G - \$28,605.45 - \$34,707.95	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 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 26 June, 2023.

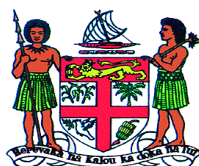
LATE APPLICATION WILL NOT BE CONSIDERED.

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



MINISTRY OF ENVIRONMENT

JOB DESCRIPTION:

DEPARTMENT OF ENVIRONMENT
PRINCIPAL ENVIRONMENT OFFICER – WASTE AND POLLUTION
CONTROL (WPC) UNIT

CORPORATE INFORMATION

1. Position Level - Salary Band K
2. Salary Range - \$59,945.18 - \$69,936.05
3. Duty Station - Suva, travel to divisions and district as/when required
4. Reporting Responsibilities
 - a) **Reports to** : Director Environment
 - b) **Liaises with**: Government agencies, commercial companies, Municipal Councils and internally within the Ministry
 - c) **Subordinates**: Senior Environment Officer, Environment Officers, Technical Officers and Technical Assistant

POSITION PURPOSE

This position is responsible for the overall management and strategic planning for the WPC Unit and the effective and efficient enforcement of Part 5 of the Environment Management Act 2005, the Environment Management (Waste Disposal and Recycling) Regulations 2007 and the Litter Act 2008.

KEY RESPONSIBILITIES

The position will achieve its purpose through the followings:

1. Carrying out the functions of the WPC Unit as specified under section 14 of the Environment Management Act 2005
2. Carrying out functions as specified under Part 5 of the Environment Management Act 2005 and the Environment Management (Waste Disposal and Recycling) Regulations 2007
3. Actively provide advice and technical support on issues relating to Waste Management and Pollution Control
4. Formulating and Implementing Policies relating to Waste Management and Pollution Control
5. Regularly organizes awareness and roundtables with businesses and the general public for the purposes of awareness raising on the proper waste disposal and the requirements under the Environment Management Act 2005 and the Environment Management (Waste Disposal and Recycling) Regulations 2007
6. Attends to all complaints received from the General Public in a timely manner
7. Actively contributes to the Ministry and/or Corporate requirements.

PERSON SPECIFICATION

In addition to a Post Graduate Diploma or equivalent work experience 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 5-7 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. Demonstrable knowledge and practice in translating policy into operational goals
4. Excellent strategic planning, critical analysis and reporting skills
5. Good knowledge of Contract Management and Administrative skills
6. Ability to work independently on own initiative and be able to lead a team

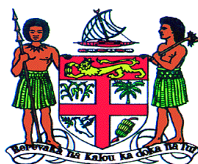
Skills and Abilities

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 and interpret many complex charts, diagrams, maps and reports
4. Confident decision-maker and problem solver
5. Results-oriented, team player, articulate analyst with attention to details, persuasive communicator and good writer
6. Consistent with a desire to provide equitable and timely service to stakeholders and associated agencies with a positive outlook and a professional approach
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 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 AND ENVIRONMENT

JOB DESCRIPTION: SYSTEM ANALYST

CORPORATE INFORMATION

1. Position Level Salary: Band G
2. Salary Range: \$28,605.45 - \$38,140.60
3. Duty Station: HQ - Suva
4. Reporting Responsibilities
 - a) **Reports to:** Director Environment through Manager Human Resource;
 - b) **Liaises with:** All staff of Ministry of Waterways & Environment, Department of Information of Technology and Computing Services
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position is responsible for designs, maintains and monitors digital solutions for manual processes. In addition to the core functions, it also prepares both the developers and user manuals.

KEY RESPONSIBILITIES

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

1. Deliver and drive all agreed development plan is implemented according to specified requirements for respective digital solutions – the new and/or improvements;
2. Exhibits assigned developments are integration proof with other subordinate responsibilities;
3. Discuss and update monthly on development progress;
4. Provide tangible evidence monthly on development progress;
5. Produce developed solutions by ensuring these are tested against specified requirements on test and production environment respectively;
6. Support Open Merit-based Recruitment and Selection;
7. Collate and compile Periodical and Ad Hoc reports; and
8. Actively contribute to the corporate requirements of the Ministry.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All assigned development responsibilities clearly adhered and compliant to functional requirement(s);
2. Effective and innovative best practices for development are employed and implemented;
3. Effective and timely management of assigned tasks and digital solutions are delivered well before the deadline with the required documentation and manuals; and

4. All reports are submitted within the agreed timeframe, and meet the standard reporting requirements, including analytical trends and any recommendations for improvements.

PERSON SPECIFICATION

A Bachelor qualification in Computing Science, Information Systems, Software Engineering or equivalent or experience in a relevant field; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

- 1) At least 5 years relevant work experience in a similar role;
- 2) Practical, working knowledge of the ASP.NET Framework, SQL Server Management Studio and ORACLE or equivalent;
- 3) Good practical knowledge in application development using various programming languages: C++, C#, VB.net, php and python;
- 4) Good practical knowledge of website development and maintenance using various Content Management System;
- 5) Understanding of teams and how to work in a high performing teams with or without supervision; and
- 6) Understanding of relevant and applicable legislations, procedures and regulations.

Skills and Abilities

1. Excellent communication skills and the ability to communicate and deal with diverse background;
2. Demonstrated skills to work within the given period for building an application;
3. Demonstrated innovative skills to prepare and deliver relevant training modules for the built applications;
4. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
5. Possess a pro-active and professional attitude, neutrality, able to prioritize, multi-task, complete work accurately in a timely manner and capacity to work diplomatically with others to meet tight deadlines;
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

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