

MINISTRY OF WATERWAYS AND ENVIRONMENT

JOB DESCRIPTION:

DEPARTMENT OF ENVIRONMENT

PRINCIPAL ENVIRONMENT OFFICER – PROJECT MANAGEMENT UNIT
(PMU)

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, GEF accredited agencies, other relevant organizations, 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 monitoring (to ensure effective implementation) of all Global Environment Facility (GEF) and other donor funded projects implemented by the Department of Environment.

KEY RESPONSIBILITIES

The position will achieve its purpose through the followings:

1. Overseeing the efficient and effective management of all projects implemented by the Department
2. Carrying out monitoring of projects on regular basis and reporting progress
3. Formulating project concept papers and assisting Government Ministries in accessing Global Environment Facility (GEF) funds and other donor funds
4. Undertaking project evaluations to ensure alignment to Government National priorities, Strategic documents, and policies
5. Ensuring that all reporting requirements (Financial and non-financial) are met (as per the approved project documents/annual work plans)
6. Providing strategic guidance on translating policy into operational goals and ensures government priorities are taken into consideration
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/ Environmental 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

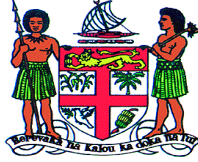
Skills and Abilities

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 ENVIRONMENT

JOB DESCRIPTION: Driver

CORPORATE INFORMATION

1. Position Level : Band B
2. Salary Range : \$5.37-\$6.27/hr
3. Duty Station : HQ, Suva/Central [Nausori/Navua]/West [Ba/Lautoka]/North [Dreketi/Labasa]
4. Reporting Responsibilities:
 - a) **Report to:** Administrative Officer/Clerical Officer in respective Divisions
 - b) **Liaises with:** Ministry staff and stakeholders
 - c) **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

1. At least a 3 years' experience in similar role with full license;
2. Proven knowledge and experience geographical locations and road networks;
3. Proven knowledge of Rode Code and LTA regulations; and

4. Practical knowledge on OHS requirements.

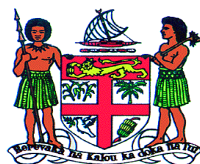
SKILLS & Abilities

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.

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MINISTRY OF ENVIRONMENT

JOB DESCRIPTION: **ENVIRONMENT OFFICER – Awareness & Climate Change (AWARENESS & 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:** Principal Environment Officer- Public Relations and Communications;
 - b) **Liaises with:** Government agencies, partners, stakeholders, communities, schools and media agencies
 - c) **Subordinates:** Nil

POSITION PURPOSE

This position will provide education, awareness and public relations support on environmental issues in achieving the Ministerial goals.

KEY RESPONSIBILITIES

The position will achieve its purpose through the followings:

1. Design awareness package and conduct outreach programs on environmental matters in accordance with the specific legislations and regulations guide;
2. Draft media releases, articles and assist in designing and layout of Ministries Annual Reports
3. Draft talking points (speeches) for executive management
4. Formulate and implement annual communication action plan that promotes environment protection and natural resource management;
5. Plan, coordinate, organize and facilitate the celebration of all world environment related days with the identified theme for the year;
6. Effective support the different units within the department in raising awareness in specific areas to achieve the set targets;
7. Facilitate transfer of technical training on return of investment for capacity building to enhance knowledge, skills and abilities on environmental management and protection of natural resources;
8. Provide advice on advocacy needs and compile reports on transferring new knowledge on environment related programs; and
9. 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. Timely and quality Implementation of awareness and development programs meeting with the required standards;
2. Timely submission of media releases and articles;
3. Effectively and efficiently manage and maintain records management systems to ensure timely access and retrieval of awareness document and material;
4. Timely plan, design and implement awareness and transferring knowledge programs in accordance with the department's objectives; and
5. All reports are submitted within the agreed timeframe, and meet the standard reporting requirements, including analytical trends, analysis of data and any recommendations for improvements.

PERSON SPECIFICATION

In addition to a Degree in Environmental Management/ Science/ Public Relations/International Relations 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. Demonstrated working experience in development of environment advocacy programs;
3. Proven experience in identifying the environmental awareness needs; and
4. Practical understanding and knowledge of Fiji's Natural Resources, associates effects and impacts.

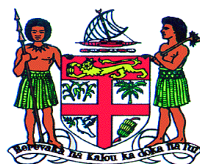
Skills and Abilities

1. Excellent communication skills (both verbal and written);
2. Ability to present and deliver the environment related awareness with relevant information;
3. Ability to establish and maintain effective working relationships within the organization, partners, stakeholders and collaborators;
4. Effective time management and organization skills;
5. Demonstrated ability to create graphical communication plans to attract the audience;
6. Capacity to utilize computers program to support the operations of the complex organization;
7. 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 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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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.

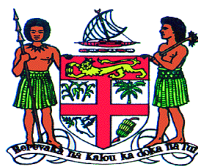
Skills and Abilities

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.

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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.

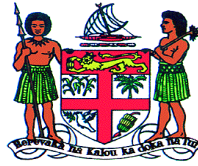
Skills and Abilities

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.

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MINISTRY OF ENVIRONMENT

JOB DESCRIPTION: MEDIA LIASION OFFICER

CORPORATE INFORMATION

1. Position Level Salary: Band G
2. Salary Range: \$28,605.45 - \$38,140.60 per annum
3. Duty Station: HQ - Suva
4. Reporting Responsibilities
 - a) **Reports to:** Principal Environment Officer- PR&C;
 - b) **Liases with:** Director Environment, Department of Information, Media bodies, Statutory Bodies
 - c) **Subordinates:** Nil

POSITION PURPOSE

This position will build, sustain and promote an excellent image of the Ministry through planned publicity/promotions as well as ensure the relevant Ministry's Public Relations entails a wide range of media and stakeholder relationship management.

KEY RESPONSIBILITIES

The position will achieve its purpose through the followings:

1. Provide timely proactive media handling advice to Director Environment and other relevant executive staff in accordance with the media legislation;
2. Design promotional materials for the Ministry;
3. Plan, organize, coordinate and monitor media interviews, social media posts and publicity to support the Ministry and the Government's position to provide swift, accurate information to public;
4. Plan, organize, coordinate and facilitate publicity/promotion campaigns, responding to breaking news and public relation activities on Ministries key objectives;
5. Collate, compile and formulate media strategies to raise awareness and highlight Ministerial events on media platforms;
6. Write speeches, announcements, media statements, briefing and plan, analyze, organize and report on media coverage with recommendation to the Director;
7. Organize and attend media conferences, ministerial events, exhibitions and ministerial community visits;
8. Capture all the Ministerial highlight and post the website for coverage and newsletters;
9. 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 media services are delivered within agreed timeframe meeting specific requirement;
2. All media related reports are compiled and submitted within timeframe with recommendation for improvements;
3. All authorized media releases, publications activities are carried out within the agreed timeframe; and
4. All promotional materials are designed and printed within the agreed timeframe.

PERSON SPECIFICATION

In addition to a Degree in Journalism/ Business Communication/ Media Studies and Public Relations, Graphic Design (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

- 1) At least 3 years demonstrated experience in the communication and/or Public Relations role;
- 2) Professional knowledge of software such as Adobe InDesign, Photoshop and Illustrator
- 3) Proven knowledge and understanding of media platforms, communication channels and media crisis;
- 4) Practical knowledge of media/journalism business and different outlets; and
- 5) Proven knowledge of 2013 Fijian Constitution.

Skills and Abilities

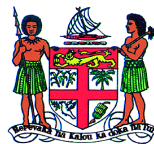
1. Demonstrated ability to write coordinate and promote effective communication strategies, and to write high quality, effective media releases, promotional materials and information bulletins;
2. Demonstrated ability to layout and design high quality promotional materials such as brochures, factsheets and annual reports;
2. Demonstrated ability to effectively organize appropriate meetings and events to promote activities and inform stakeholders;
3. Ability to analyze media trends and provide advice on appropriate responses and strategies for ensuring accurate information and messages for stakeholders;
4. Client service focus with the demonstrated ability to effectively work within a team in order to deliver timely outputs;
5. Demonstrated ability to analyze and contribute creatively to deliver timely solutions to complex problems, in a resource constrained environment;
6. Effective communication, interpersonal and representational skills;
7. Capacity to utilize computer programs to support the operations including Microsoft Suite and software related to media management
8. Service orientated 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 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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skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.



DEPARTMENT OF ENVIRONMENT

ROLE DESCRIPTION: RECEPTIONIST RETITLE TO GENERAL ASSISTANT

CORPORATE INFORMATION

1. Position Level: Band B
2. Salary Range \$5.37/hour-6.89/hour
- 3.
4. Duty Station:
5. Reporting Responsibilities:
 - a) **Report to:** Administration Officer
 - b) **Liaises with:** All Staff
 - c) **Subordinates:** Nil

POSITION PURPOSE

The primary role of the position is to co-ordinate and facilitate the proper administration of the office. The incumbent will be required to manage the front desk on a daily basis and to perform a variety of clerical tasks in the areas of Administration, Human Resources and Finance.

KEY RESPONSIBILITIES

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

1. Direct visitors to the appropriate person and office;
2. Answer, screen and forward incoming phone calls;
3. Ensure reception area is tidy and presentable, with all necessary stationery and material;
4. Provide basic and accurate information in-person and via phone/email;
5. Receive, sort and distribute daily mail/deliveries;
6. Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook);
7. Perform other clerical receptionist duties such as filing, updating vehicle log book, requesting for quotations.
8. Perform other duties required by Finance and Human resource divisions.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

- 1) Timely receiving customers and directing them and dispatching all necessary documents with confidentiality
- 2) Attending to phone calls/queries in a timely manner;
- 3) All documents and logs to be neatly filed and sorted in an easy to find manner; and
- 4) Timely distribution of mails.
- 5) Timely delivery of clerical's tasks related to Administration, Human Resources and Finance.

PERSON SPECIFICATION

In addition to Certificate in Business Management, Secretarial Studies or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake these roles:

Knowledge and Experience

1. 2 years' experience in similar role;
2. Proficiency in Microsoft Office Suite
3. Ability to be resourceful and proactive when issues arise

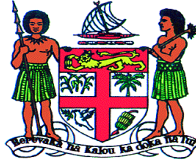
4. Multitasking and time-management skills, with the ability to prioritize tasks

Skills and Abilities

1. Demonstrated ability to listen carefully and take instructions;
2. Proven ability to identify things to be done and without instruction carry out task;
3. Proven ability to read, understand and interpret instructions and cautions on the labels products and supplies;
4. Excellent interpersonal and communicate skills at all levels and suppliers;
5. Demonstrated ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
6. Demonstrated ability to work cooperatively within a team environment

Personal Character and Eligibility

Applicants to be Fijian citizen, under age of 60, 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.



DEPARTMENT OF ENVIRONMENT

JOB DESCRIPTION: SENIOR ACCOUNTS OFFICER

CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Range: FJ\$34,760.31 to FJ\$40,553.70 per annum,
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Principal Accounts Officer
 - b) **Liaises with:** Ministries and Departments, Internal Units, Project Suppliers, General Public, Statutory Bodies, Financial Institution
 - c) **Subordinates:** Assistant Accounts Officers and Clerical Officers

POSITION PURPOSE

The purpose of the position is to facilitate timely payments for Projects and Grants funds. The position will also be responsible for ensuring that Salary, Wages and Trust payment are processed on a timely basis in accordance with the relevant legislations and other governing laws

KEY DUTIES

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

1. Proper & timely processing of all payments in accordance to Ministry of Waterways and Environment Finance Manual and other governing Laws (Pass for payment, certifying payments, signing off cheques).
2. Approving Local purchase amounting to \$3000 (maximum) through FMIS system.
3. Facilitate RIE and Virement of funds as and when required.
4. Facilitate the change of signatories for Drawings account and Trust Fund Account as and when required.
5. Conducting of monthly reconciliation for the following Trust account:
 - A). Retention Fund Account – Waterways and Vetting of all Reconciliation and Journal vouchers raised by subordinates and ensuring timely clearance.
6. Assist Principal Accounts Officer in compiling accounts monthly report, preparation of Annual budget submission, Agency Financial Statement and quarterly report. Attend to all accounts related queries assigned by Principal Accounts Officer
7. Facilitate and coordinate the timely processing of salaries and wages (check, verify and endorse all salary & wages changes) and Petty Cash.

8. Facilitate and coordinate the formulation of the Ministries of Waterways Annual Procurement Plan, annual review of Ministry of Waterways and Environment Finance Manual.
9. Facilitating Annual Provisional Tax Return and uploading in FRCS portal

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Activities in the Accounts Annual Business Plan and Individual work plan completed and delivered as planned;
2. All Accounting functions are carried out in compliance with the policy and procedures outlined in Ministry of Waterways Financial Manual, applicable Legislation and governing laws.
3. All authorised payments are processed within agreed timeframes, and compliant with financial management instructions, policy and procedures
4. Monthly and quarterly reports are submitted within agreed timeframes and meet the standard reporting requirements, including analyses of data and any recommendations for improvement

PERSON SPECIFICATION

In addition to a Bachelor's Degree in Accounting, Finance or Commerce from an accredited University with three (3) years related work experience. In addition to the qualifications, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role: Post Graduation qualification would be an added advantage.

Knowledge and Experience

1. Knowledge of accounting principles and practices and data analysis
2. Significant proven experience in finance section
3. Experience in managing a dedicated team
4. Basic knowledge of capital project management
5. Capacity to manage, motivate and up skill staffs

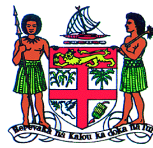
Skills and Abilities

1. Ability to interpret, plan, produce reports and time management skills.
2. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
3. Strong interpersonal and communication skills and the ability to work effectively with all staff;
4. Provide supervisory role to subordinates and ability to prioritise in order to meet strict deadlines
5. Ability to work on multiple tasks simultaneously to ensure timely completion of work activities;
6. Skill in written and oral communication to prepare briefings or recommendation to the Head of Divisions;
7. Ability to communicate and interact with officials effectively
8. Ability to utilize computer skills to carry out functions of the position.

Personal Character and Political Neutrality

All applicants for employment in the Ministry of Waterways be Fiji Citizens, under the age of 55 years, 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. Terms of employment under Fijian law require the successful applicant to have at least received their first COVID19 vaccination



MINISTRY OF ENVIRONMENT

ROLE | JOB DESCRIPTION:

**TECHNICAL OFFICER
[WESTERN DIVISION]**

DEPARTMENT OF ENVIRONMENT

CORPORATE INFORMATION

1. **Position level:** Band F
2. **Salary range:** \$22,528.71 - \$28,883.00
3. **Duty Station:** Lautoka.
4. **Reporting Responsibilities:**
 - a) **Reports to:** Senior Environment Officer (West)
 - b) **Liaises 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 the 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.**