

DEPARTMENT OF ENVIRONMENT

JOB DESCRIPTION: DIRECTOR - DEPARTMENT OF ENVIRONMENT

Position Level: Salary Band (M)

Salary Range*: \$74,710.90 - \$87,162.71

POSITION PURPOSE

The position oversees and ensures enforcement of all Environmental legislations under the Department of Environment (Environment Management Act 2005, ODS Act 1998, EPS Act 2002 and the litter Act 2008) to ensure compliance and Sustainable Development and that Fiji meets its obligations under the different environmental conventions and Protocols that Fiji is a party to.

Under general administrative direction from the Permanent Secretary, the position leads planning, directing, managing and overseeing the activities and service operations of the department of Environment within the Ministry. This includes growth management programs, environmental compliance, development entitlements, and grant programs, special projects and administrative support programs; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the Permanent Secretary.

The position reports to the Permanent Secretary providing leadership through strategy, research, consultation, policy advice, formulation and implementation – covering the department's mandate.

The incumbent will work closely with decision-making authorities and all stakeholders on development to ensure that environmental considerations are integrated into the decision making process for new development proposals.

- The incumbent's span of control includes coordinating and providing advice and guidance on environmental management approaches to promote sustainable development that will ensure wise utilization of natural resources and the protection of Fiji's environment. This includes environmental management policy formulation with line Ministries and environment compliance to the relevant multilateral agreements that Fiji is party to, manage departmental and overall governmental resources (including Human and Material resources) in good stewardship

- The incumbent will be operating within the ambit of the Environment Management Act 2005, Endangered Protected Species Act 2002, Litter Act 2008 and Ozone Depletion Substance Act 1998 and the subsequent regulations.

KEY RESPONSIBILITIES

The position will achieve its purpose/objective through the following:

1. Actively manage and, monitor and assess staff performance to enable business continuity, and the delivery of quality environmental outcomes aligned with individual and business objectives
2. Administer and manage compliance with the Environment Management Act 2005, ODS Act 1998, EPS Act 2002 and the litter Act 2008.
3. Ensure that Fiji meets its obligations under the Multilateral Environmental Agreements (Convention on Biological Diversity, Convention on Migratory Species, Ramsar Convention on Wetlands, Montreal Protocol, Nagoya Protocol, Convention on the trade of Endangered Species, Waigani Convention, Stockholm Convention)
4. Oversee the timely/effective implementation of all Projects (including grants) under the Department
5. provide highly responsible and complex administrative support to the Permanent Secretary as the GEF and SPREP focal points
6. Coordinate and manage the formulation and implementation of effective environmental management capability, including growth management programs, policies and meaningful public involvement in the protection of Fiji's environment in a sustainable manner.
7. Actively contribute to the Ministry and Corporate requirements,, including planning, budgeting and human resource activities where required (this is a mandatory KRA and replaces other duties as required)

This role description is subject to alteration from time to time as the business needs may arise / shift and will be done in consultation with the incumbent.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Improved delivery of service and all outcomes aligned with individual and business objectives and Ministry's Strategic Plan and priorities.
2. Compliance relating to the Environment Management Act 2005, ODS Act 1998, EPS Act 2002 and the litter Act 2008.
3. Fiji meets all its obligations (including reporting requirements) under the Multilateral Environmental Agreements (Convention on Biological Diversity, Convention on Migratory

Species, Ramsar Convention on Wetlands, Montreal Protocol, Nagoya Protocol, Convention on the trade of Endangered Species, Waigani Convention, and Stockholm Convention).

4. All Projects (including grants) timelines met as per the Project Documents.

QUALIFICATION

The position requires least a Master's Degree in Environmental Studies/Science and or related fields.

PERSON SPECIFICATION

In addition to a Master's Degree (or equivalent) in the field of Environmental Studies/Science or similar the following knowledge, Experience, Skills and abilities are required to successfully undertake the role:

Knowledge, Experience Skills & Abilities:

1. At least 7 to 10 years' experience at Senior level advising on environmental matters;
2. Practical, working knowledge of human resource management and financial functions;
3. Negotiating Program Funding and assistance;
4. Demonstrated ability to lead a team of environmental specialists;
5. Implementation of strategies, guidelines and policies;
6. Outstanding Communication skills, and representational skills;
7. Appropriate computer literacy to support the operations of complex organization; and
8. Strong Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

Personal Character and Eligibility

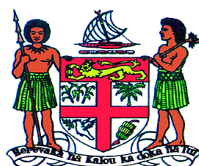
Applicants for employment in the Department of Environment must be Fijian Citizens, under the age of 60, in sound health, with a clear police record. The successful applicant will be required to provide a Medical Certificate and Police Clearance as a condition of employment.

The Department of Environment is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:	Standard office setting.
Physical:	Primary functions require sufficient physical ability to work in an office setting and operate office equipment.
Vision:	See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
Hearing:	Hear in the normal audio range with or without correction.



MINISTRY OF ENVIRONMENT

JOB DESCRIPTION:

DEPARTMENT OF ENVIRONMENT
PRINCIPAL ENVIRONMENT OFFICER – OZONE DEPLETING
SUBSTANCES (ODS) 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 Assistants

POSITION PURPOSE

This position is responsible for the overall management and strategic planning for the ODS Unit and the effective and efficient enforcement of all Ozone Depleting Substances laws, policies, projects and international agreements.

KEY RESPONSIBILITIES

The position will achieve its purpose through the followings:

1. Carrying out the functions of the ODS Unit as specified under ODS Act 2008
2. Formulating and Implementing Policies relating to Ozone Layer Protection
3. Regularly organizes awareness and roundtables with businesses and the general public for the purposes of awareness raising on the need to protect ozone layer and the requirements under the ODS Act 2008
4. Conducts Training of the Industry stakeholders on regular basis
5. Manages all Projects under the ODS Unit
6. Develops Project Proposals for funding
7. Attends to all complaints received from the General Public in a timely manner
8. 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

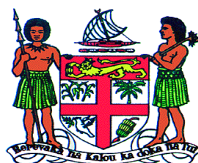
Skills and Abilities

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 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: SENIOR ENVIRONMENT OFFICER -Multilateral Environment Agreement (MEA)

CORPORATE INFORMATION

1. Position Level Salary: Band I
2. Salary Range: \$43,296.63 - \$50,512.74
3. Duty Station: Suva, Limited travel to divisions and district required
4. Reporting Responsibilities
 - a) **Reports to:** Principal Environment Officer – Resource Management Unit
 - b) **Liases with:** MEA Conventional Focal Point, Global Environment Facility (GEF) Operational Focal Point, Non-Governmental Organization and other relevant stakeholders.
 - c) **Subordinates:** Nil

POSITION PURPOSE

This position manages and administers the implementations of Fiji's obligations to all Multilateral Environment Agreements.

KEY RESPONSIBILITIES

The position will achieve its purpose through the followings:

1. Provides evidence based policy and advise on international and regional treaties, conventions and agreements relating to the environment;
2. Provide guidance to national convention focal points ensuring commitments made at regional and international fora on environment and development are implemented;
3. Facilitate forums for consultation with relevant stakeholder, partners and collaborators;
4. Monitor, evaluate and critically analyze the implementation of Fiji obligations on regional and international environmental agreements;
5. Carry out research and development on matters relating to national activities under all specific agreements;
6. Keeping abreast with environmental matters globally and its effects on the nation and the region;
7. Establish and sustain effective working relationships with relevant agencies and regional partners to optimize engagement, consultation and facilitation of performance review to align with the changing Environmental issues; and
8. 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 international and regional treaties, convention, agreements and government's priorities; and
4. Provision of timely and accurate advise 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

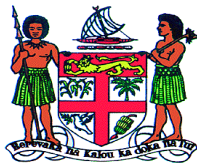
1. At least 5 years' experience in the field of environment;
2. Proven scientific and technical knowledge of Fiji's obligation to all multi-lateral environmental agreement;
3. Practical, working knowledge of National Environmental legislation, acts and policies; and
4. Demonstrated experience in carrying 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 the national convention focal points;
- 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.



MINISTRY OF ENVIRONMENT

JOB DESCRIPTION: TECHNICAL OFFICER- RESOURCE MANAGEMENT UNIT (RMU)

CORPORATE INFORMATION

1. Position level: Band F
2. Salary range: \$22,528.71 - \$26,283.53
3. Duty Station : Head Quarters, Suva.
4. Reporting Responsibilities:
 - a) **Reports to** – Senior Environment Officer (RMU)
 - b) **Liaises with** – Staffs of the Ministry, line Ministries and Departments, environment/conservation Non-Governmental Organization, Donor/Development Partners, and the general public.
 - c) **Subordinate** - Nil

POSITION PURPOSE

This position provides technical support to the Resource Management Unit of the Department and ensures effective and efficient implementation of resource conservation and management laws and policies.

KEY RESPONSIBILITIES

1. Assists in policy guidance and advise on the protection of Fiji's Natural Resources;
2. Assists in implementation of government's commitment to international, regional treaties, conventions and agreements relating to natural resource conservations;
3. Compiles the Natural Resource Inventory and National Resource Management Plan with specific requirements and standards;
4. Carries out periodic inspection of suspected Resources Management irregularities and provide analytical recommendation within agreed timeframe;
5. Coordinates with the community, general public and non-governmental agencies in relation to resource management issues;
6. Carry out research and development on matters relating to Natural Resources Management and Conservations;
7. Assists in Establishing, maintaining and sustaining a coastal sensitivity atlas for disaster response planning and management; and
8. 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 Degree 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 3 years' experience in the field of environment;
2. Proven scientific and technical knowledge of Fiji's obligation to all multi-lateral environmental agreement;
3. Practical, working knowledge of National Environmental legislation, acts and policies; and
4. Demonstrated experience in carrying out research and development of environmental policies and matters;

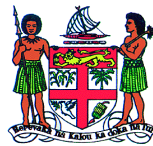
SKILLS AND ABILITIES

- 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 the national convention focal points;
- 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.



MINISTRY OF ENVIRONMENT

ROLE | JOB DESCRIPTION: TECHNICAL OFFICER [NORTHERN DIVISION]

CORPORATE INFORMATION

1. **Position level:** Band F
2. **Salary range:** \$22,528.71 - \$26,283.53
3. **Duty station:** Labasa.
4. **Reporting Responsibilities:**
 - a) **Reports to:** Senior Environment Officer (North)
 - 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 Degree 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

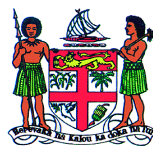
1. At least 5 years' working experience in the field of environment management;
2. Practical understanding and experience in the identifying customer needs; and
3. Practical knowledge and understanding of the specific legislative act.

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 60, 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.



MINISTRY OF ENVIRONMENT

ROLE | JOB DESCRIPTION: **TECHNICAL ASSISTANT- NORTH**

CORPORATE INFORMATION

1. **Position level:** Band E
2. **Salary range:** \$19,041.75 - \$22,215.38
3. **Duty Station:** Suva, extensive travel to divisions and districts required.
4. **Reporting Responsibilities:**
 - a) **Reports to:** Senior Environment Officer (North)
 - b) **Liaises with:** Staffs of the Ministry, line Ministries and Departments, environment/conservation Non-Governmental Organization, Donor/Development Partners, and the general public
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position will provide assistance to the Northern Division Office of the Department and ensures effective implementation and efficient enforcement of relevant environment management laws and policies.

KEY RESPONSIBILITIES

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

1. Assist in evidence based policy guidance and advise on all development proposals;
2. Ensure that key deadlines are met;
3. Timely advice on key environmental matters to the senior management;
4. Provide logistic for the facilitation of the customized training;
5. Assist in evaluation of applications and carry out audits in accordance with the specific guidelines and regulations; and
6. Actively contribute to all corporate requirements of the Ministry where required.

KEY PERFORMANCE INDICATORS

1. Effective required inspection within agreed timeframes meeting specific requirements.
2. All database and records are managed with recommendation within agreed timeframe and easy reference and retrieval; and
3. All assessments and audits are submitted within agreed timeframe.

PERSON SPECIFICATION

In addition to a Diploma (or equivalent) in Environmental Management/Science 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 3 years' working experience in the field of environment;
2. Demonstrated Understanding of developments and relative challenges on Fiji's Natural Resources;
3. Practical working knowledge of relevant legislation, acts and policies; and
4. Demonstrated experience in carrying out research and development of environmental policies and matters.

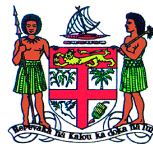
Skills and Abilities

1. Excellent communication and interpersonal skills;
2. Ability to manage records with indexing;
3. Ability to analyze, interpret and report using quality data;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
5. Ability to plan and organize activities, projects and work cooperatively within a team environment;
6. Capacity to utilize computer programs to support daily operations; and
7. 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 60, 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.



MINISTRY OF ENVIRONMENT

ROLE | JOB DESCRIPTION: **TECHNICAL OFFICER [WESTERN DIVISION]**

CORPORATE INFORMATION

1. **Position level:** Band F
2. **Salary range:** \$22,528.71 - \$26,283.53
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 Degree 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

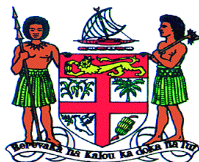
1. At least 5 years' working experience in the field of environment management;
2. Practical understanding and experience in the identifying customer needs; and
3. Practical knowledge and understanding of the specific legislative act.

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 60, 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.



MINISTRY OF ENVIRONMENT

JOB DESCRIPTION: Clerical Officer

CORPORATE INFORMATION

1. Position Level : Band C
2. Salary Range : \$12,081.69 - \$14,095.31
3. Duty Station : HQ
4. Reporting Responsibilities:
 - a) Report to: Administration Officer
 - b) Liaises with: Ministry staff and stakeholders
 - c) Subordinates: Receptionist, Cleaner/Messenger, Pool Drivers

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. Prepares quality reports and returns with recommendation of improvement within agreed timeframe;
5. Create, maintain and sustain proper database and records for retrieval and reference in any point in time;
6. Ensure Occupational Health & Safety is maintained within the Division; and
7. 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.

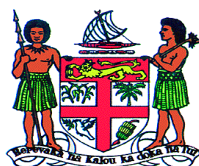
SKILLS & Abilities

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. Ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
7. 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 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

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

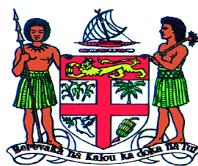
Skills and Abilities

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 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 - LANDFILL– 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, Principal 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 management and operations of the Naboro Landfill.

KEY RESPONSIBILITIES

The position will achieve its purpose through the followings:

1. Carry out assessments and site inspection of the Landfill and ensure compliance with relevant environment legislations, 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 relating to the Landfill;
4. Verify waste tonnage and revenue collected by the Landfill contractor as per the contractual agreements and provide monthly assessment reports;
5. Provide technical and administrative support in accordance to the appropriate legislative act and contractual agreements such as, but not limited to, timely payments to the landfill contractor, community levies and ensuring contracts/agreements are prepared and completed in a timely manner;
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 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 landfill contractual obligations, customer/stakeholders requests and/or requirements that are compliant with the landfill contract agreement and the standard operating procedures;
3. All agreed activities are completed and delivered as outlined in the landfill contract agreement and/or work plan/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 environmental management;
2. Practical understanding and knowledge of relevant Environmental Act and subsidiary legislations;
3. Demonstrated working experience on improper waste management on the natural environment/ Landfill operations and on human health; and
4. Demonstrated understanding and ability to recognize relevant stakeholders for consultation and training.

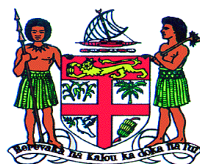
Skills and Abilities

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: ENVIRONMENT OFFICER – Environment Impact Assessment

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.

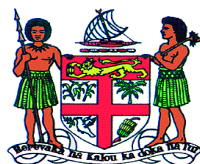
Skills and Abilities

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 – AWARENESS

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.

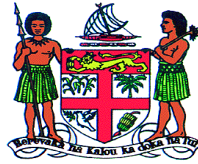
Skills and Abilities

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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DEPARTMENT OF ENVIRONMENT

JOB DESCRIPTION: MEDIA LIAISON 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:** The Hon. Minister;
 - b) **Liaises with:** Ministers, Permanent Secretaries, Department Information & Communications, 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 the Minister, the Permanent Secretary and other relevant executive staff in accordance with the media legislation;
2. 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;
3. Plan, organize, coordinate and facilitate publicity/promotion campaigns, responding to breaking news and public relation activities on Ministries key objectives;
4. Collate, compile and formulate media strategies to raise awareness and highlight Ministerial events on media platforms;
5. Write speeches, announcements, media statements, briefing and plan, analyze, organize and report on media coverage with recommendation to the Hon. Minister and Permanent Secretary;
6. Organize and attend media conferences, ministerial events, exhibitions and ministerial community visits;
7. Capture all the Ministerial highlight and post the website for coverage and newsletters;
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 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 media strategies are plan and delivered within the agreed timeframe.

PERSON SPECIFICATION

In addition to a Degree in Journalism/ Business Communication/ Media Studies and Public Relations (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) Proven knowledge and understanding of media platforms, communication channels and media crisis;
- 3) Practical knowledge of media/journalism business and different outlets; and
- 4) Proven knowledge of 2013 Fijian Constitution.

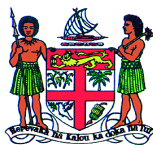
Skills and Abilities

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 effectively organize appropriate meetings and events to promote activities and inform stakeholders;
3. Ability to analyse 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 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: TECHNICAL ASSISTANT – WEST

[WESTERN DIVISION] – DEPARTMENT OF ENVIRONMENT

Corporate information

1. Position Level - Salary Band E
2. Salary Range - \$19,041.75 – \$22,215.38
3. Duty Station - DOE West (Namaka)
4. Reporting Responsibilities
 - a) **Reports to:** Senior Environment Officer West
 - b) **Liaises with:** All Units of the Department
 - c) **Subordinates:** None

POSITION PURPOSE

To provide the necessary technical support services and administrative assistant required to assist the Senior Environment Officer, Environment Officer and Technical Officer to execute functions of Environment Management Act 2005 and Related Environmental Regulations and Policies. Assist with reviewing of environmental impact assessments of proposed developments and monitor compliance with the EMA Regulations and recommendations of the EIA report. This is to protect the environment by identifying the effects and addressing them. This process is established in the Environment Management Act 2005.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Liaise closely with SEO West and EO West to determine responsibilities and execute function of the EMA 2005 and related Environmental Regulation and Policies.
2. Ensure valid documents are submitted together with applications for EIA Screening, Waste Disposal Permit, CITES and ODS License.
3. Make timely and well researched recommendations on developments applications.
4. Carry out site inspections for both EIA and WDP/WRP in the Western Division.
5. Receiving ODS Application, Coordinating with ODS Officer on the physical verification of the ODS at the port of Entry.
6. Conduct Environmental Awareness to community level when required.
7. Perform any other duties or carry out any other Environmental work as when required by SEO West.

KEY PERFORMANCE INDICATORS

1. Timely and efficient processing of Waste Disposal Permit (WDP) and Waste Recycling Permit (WRP) applications for Western Division
2. Timely processing of Environment Impact Assessment (EIA) applications received for Western Division
3. Number of decisions and permits endorsed and released, site inspections and awareness conducted.
4. Number of environmental complaints attended to and resolved.

PERSON SPECIFICATION

Diploma in Environmental Studies or similar or have technical field background of a minimum of 3 – 5 years work experience with an ability to demonstrate practical competencies. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Substantial knowledge and skill in implementation and enforcement of the EMA 2005, EIA Regulation, Waste Management Regulation, Ozone Depleting Substance Regulation, Endangered Protected Species Act
2. Computer Literacy esp. Excel, Word, Power-point and GIS is an advantage.
3. Good knowledge on effects of pollution on human health and the environment
4. Capability to do site inspections and writing reports

Skills and Abilities

1. Competent, understanding of all environment legislations;
2. Highly developed organizational skills;
3. Strong oral and written communication skills;
4. Demonstrated ability to work as a team and to follow instructions to meet tight and immovable deadlines.

Personal Character and Eligibility

All applicants for employment must be Fijian Citizens, under Age 60, 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.

MINISTRY 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 Environment be Fiji Citizens, under the age of 60 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