



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

ROLE | JOB DESCRIPTION: **ASSITANT INSPCTOR –OZONE DEPLETING
SUBSTANCES (ODS)
DEPARTMENT OF ENVIRONMENT**

Corporate information

1. **Position level:** Band E
2. **Salary range:** \$20,506.50-\$25,877.25
3. **Duty Station:** Suva, limited travel to divisions and districts required.
4. **Reporting Responsibilities:**
 - a) **Reports to:** Senior Environment Officer (ODS)
 - b) **Liaises with:** Government agencies, Refrigeration and Air Conditioning Industry, Fiji Revenue and Customs Services and other Public and Private Agencies.
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position will support the implementation and enforcement of the specific legislative act to achieve the Ministerial goals.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

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 customized trainings on proper codes of practice in handling refrigerants in accordance with the specific legislation;
5. Provide technical and administrative support to other enforcement agencies in accordance to the appropriate legislative act;
6. Conduct environmental technical audits 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

1. Effective enforcement of ODS laws and monitor ODS phase out within agreed timeframes meeting specific requirements.
2. Timely providing efficient advice policy and process to the management in effective decision within the agreed timeframe.
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 Trade Certificate Level 4 in Refrigeration and Air-conditioning from a recognized institution, the following Knowledge, Work Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Demonstrated work experience of 2 year in the field of environment;
2. Practical understanding and knowledge of relevant Environmental Act and subsidiary legislations;
3. Demonstrated working experience on handling Ozone Depleting Substance and non-Ozone Depleting Substance refrigerants/equipment; and
4. Demonstrated understanding and ability to recognize relevant stakeholders for consultation during the review process.

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 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.