



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

JOB DESCRIPTION: ENVIRONMENT OFFICER – NORTH

CORPORATE INFORMATION

1. Position Level : Salary Band H
2. Salary Range : \$37,434.18 to \$47,684.02
3. Duty Station : Labasa, Limited travel to divisions and district required
4. Reporting Responsibilities
 - a) **Reports to:** Senior Environment Officer
 - b) **Liaises with:** Government agencies, Proponents, Consultants, Municipal Councils and other relevant stakeholders.
 - 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 up to 4 years in the field of stakeholders engagement and grievance redress/complaints handling;
2. Demonstrated working experience in scoping exercises in determining environmental concerns and monitoring development;
3. Demonstrated working experience in managing the flow of information, seeking clarification and providing advice and responses to ensure prompt resolution of issues;
4. Demonstrated working experience in addressing/responding to enquiries and complaints and providing solutions where possible, or redirecting to relevant area.

Skills and Abilities

1. Excellent communication skills (both verbal and written);
2. Conflict resolution, managing challenging interactions and customer expectations;
3. Effective time management and organization skills;
4. Managing workloads effectively in a diverse regulatory environment;
5. Accessing or referring to relevant legislation, regulations and policy quickly to provide valid, consistent and authoritative information to the client and identify legislative breaches or proponent misconduct
6. Service orientation approach with a commitment to supporting the operational/corporate environment of the organization.

Personal character and eligibility

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicant must also be Fijian Citizens, under the age of 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up the duty.

The Ministry is an Equal Employment Opportunity Employer. Applicants are encouraged from all eligible, qualified applicants, All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.