



## MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

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**ROLE DESCRIPTION:** DEPARTMENT OF ENVIRONMENT  
PRINCIPAL ENVIRONMENT OFFICER – NATURAL  
RESOURCE MANAGEMENT & CLIMATE CHANGE (NRM  
& CC)

### CORPORATE INFORMATION

1. Position Level - Salary Band K
2. Salary Range - \$64,556.35 to \$82,232.50
3. Duty Station - Suva, travel to divisions and district as/when required
4. Reporting Responsibilities
  - a) **Reports to** : Director Environment
  - b) **Liases with: Internal** Ministry Staff
  - External** Government agencies, commercial companies, Municipal Councils
  - 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 Resource Management Unit and the effective and efficient enforcement of Part 3 of the Environment Management Act 2005 and the Endangered and Protected Species (EPS) Act 2002.

### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the followings:

1. Carrying out the functions of the Resource Management Unit as specified under section 13 of the Environment Management Act 2005
2. Enforcement of the EPS Act 2002
3. Actively provide advice and technical support on issues relating to Natural Resource Management and Conservation
4. Formulating and Implementing Policies relating to Natural Resource Management and Conservation
5. Regularly organizing awareness and roundtables with all relevant stakeholders and the general public (for the purposes of awareness raising on environment protection and conservation)

6. Attends to all complaints received from the General Public in a timely manner
7. Actively contributes to the Ministry and/or Corporate requirements.

## **PERSON SPECIFICATION**

In addition to a Post Graduate Diploma or equivalent work experience in Environmental/Resource 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 natural resource management, conservation or similar
2. Practical, working knowledge of Fiji's Environmental laws and policies on natural resource management and conservation
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.