



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

ROLE DESCRIPTION: SENIOR ENGINEER

CORPORATE INFORMATION

1. Position level: Band H
2. Salary range: \$37,434.18 to \$44,564.50 [Step 1- 3]
3. Duty Station : Head Quarters, Suva.
4. Reporting Responsibilities:
 - a) **Reports to** – Principal Environment Officer – PMU
 - b) **Liaises with Internal:** Staffs of the Ministry,
External: Other Government Ministries, Non-Governmental Organization, Donor/Development Partners, and the general public.
5. **Subordinate** – Environment Officer – Landfill

POSITION PURPOSE

This position is to provide professional and Technical Advice to the Director Environment for all engineering plans, drawings and contract management relating to Landfill.

KEY RESPONSIBILITIES

1. Monitoring of projects programme as planned and budgeted through the timely acquisition of the necessary engineering services.
2. Monitor and report the performance of the consultants and contractors with the requirements of the Ministry including making payment claims where due as per the RIE Process.
3. Coordinate and supervise the overall phases for the development of Landfill development including but not limited to land acquisition, Scheme Planning, EIA, Engineering plans, Civil Works and Survey plans.;
4. Design landfill facilities, including liners, leachate collection systems, landfill caps and gas collection in compliance with environmental regulations and engineering standards.
5. Conduct site investigations, feasibility studies, and geotechnical assessments to assess site suitability, soil conditions and environmental impact.
6. Prepare and produce the Tender Documents for the Landfill development projects and coordinate the tender process within the project timeframe.
7. Monitor landfill operations, maintenance activities and closure plans to ensure compliance with regulatory.
8. Conduct inspections, assessments and audits of landfill facilities to identify potential issues, risks and opportunities for improvement.

9. 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. Timely preparation of project tender and contract documentation;
2. Effective management of Landfill Programme projects as per the Annual Work Plan, planned activities and budget.
3. Effective monitoring and reporting of the performance of the contracted providers of engineering and civil works with appropriate reporting format.
4. Timely submission Project Documentation at the relevant project phase to be done and submitted to Management.

PERSON SPECIFICATION

In addition to a Degree (or equivalent) in Civil and Structural Engineering or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 2-3 years' experience in civil engineering, with focus on landfill designs, construction and operations.
2. Strong knowledge of environmental regulations, geotechnical engineering and landfill design principles;

SKILLS AND ABILITIES

- 1) Excellent interpersonal skills and the ability to communicate with national, regional and international stakeholders, partners and collaborators;
- 2) Strong project management skills, including the ability to prioritize tasks, meet deadlines, and manage resources effectively.
- 3) Ability to monitor and provide analytical advisories with a demonstrated ability to establish coordination within agencies;
- 4) Capacity to utilize computer programs to support daily operations;
- 5) 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 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.