



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

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

CORPORATE INFORMATION

1. **Position level:** Band F
2. **Salary range:** \$24,261.72 - \$28,883
3. **Duty Station:** Lautoka.
4. **Reporting Responsibilities:**
 - a) **Reports to:** Senior Environment Officer (West)
 - b) **Liases 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 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.