



## MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

---

### JOB DESCRIPTION: ENVIRONMENT OFFICER

#### CORPORATE INFORMATION

1. Position Level: Salary Band H
2. Salary Range: \$38,557.21 - \$49,114.54
3. Duty Station: Suva or to divisions and districts if required
4. Reporting Responsibilities:
  - a) **Reports to:** Senior Environment Officer
  - b) **Liases with:** Government agencies, commercial companies, Municipal Councils and internally within the Ministry
  - c) **Subordinates:** Technical Officers

#### **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 work plan/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 3 years in the field of environment;
2. Practical understanding and knowledge of relevant Environmental Act and subsidiary legislations;
3. Demonstrated working experience on improper waste management on the natural environment and on human health; and
4. Demonstrated understanding and ability to recognize relevant stakeholders for consultation and training.

### **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 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.