



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

JOB DESCRIPTION: Technical Officer

CORPORATE INFORMATION

1. **Position Level:** Band F
2. **Salary Range:** \$24,989.57 - \$31,534.46
3. **Duty Station:** Suva, Limited travel to divisions and district required
4. **Reporting Responsibilities**
 - a) **Reports to** : Senior Environment Officer
 - b) **Liaises with** : Internal - Ministry Staff
External – Other Government Ministries, stakeholders
 - c) **Subordinates** : Nil

POSITION PURPOSE

This position supports the effective management and operations of the Department of Environment under the provisions of the Environment Management Act and related regulations.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Assist in carrying out assessments and site inspection and ensure compliance with relevant environmental legislations, subsidiary regulations.
2. Timely submission of scientific/technical and site inspection reports with trend analysis and recommendation to management as and when required.
3. Assist in providing technical and administrative support to other enforcement agencies in accordance to the appropriate legislative act; and
4. Actively contributes to all 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 landfill contractual obligations, customer/stakeholders requests and/or requirements that are compliant with the landfill contract agreement and the standard operating procedures;
3. All agreed activities are completed and delivered as outlined in the landfill contract agreement and/or work plan/business plan work schedule; and

4. Timely and accurate advice is provided to ensure consistent approach to operational activities.

PERSON SPECIFICATION

In addition to a Diploma or 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 at least 2 years in the field of environmental management.
2. Some practical understanding and knowledge of relevant Environmental Act and subsidiary legislations.
3. Demonstrated working experience on improper waste management in the natural environment/ Landfill operations 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 analyze 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 by all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as these criteria will be considered in assessing the relative suitability of applicants.