



MINISTRY OF
PUBLIC WORKS,
METEOROLOGICAL SERVICES,
AND TRANSPORT

MINISTRY OF PUBLIC WORKS, METEOROLOGICAL SERVICES AND TRANSPORT JOB ADVERTISEMENT

The Ministry of Public Works, Meteorological Services and Transport is an equal employment opportunity employer and vacancies are open to all Fiji citizens. The process followed for appointment is an open, transparent and competitive selection process based on merit.

The Ministry invites applications from suitably qualified, experienced and eligible candidates for the following positions in its various departments;

ADVERTISED POSITION(S)					
Vacancy No	Position Title	Salary Range (Step 1-4)	No. of Position(s)	Duration	Duty Station
Department of Meteorological Services					
DMET 20/23-24	Scientific Officer (Climate)	Band H \$34,760.31 to \$44,564.50	1	Open Contract	Nadi
DMET 21/23-24	Media Liaison Officer	Band F \$22,528.74 to \$28,883.00	1	Open Contract	Nadi
DMET 22/23-24	Assistant Programmer	Band F \$22,528.74 to \$28,883.00	1	Open Contract	Nadi
DMET 23/23-24	Technical Assistant (RNF)	Band E \$19,041.75 to \$24,412.50	1	Open Contract	Nadi
Department of Corporate Services					
DCS 15/23-24	Clerical Officer (HR-General)	Band C \$12,081.69 to \$15,489.35	Pool Recruitment	Open Contract	Suva/ Labasa/ Lautoka
DCS 16/23-24	Clerical Officer (Accounts-General)	Band C \$12,081.69 to \$15,489.35	Pool Recruitment	Open Contract	Suva/ Labasa/ Lautoka
Department of Water and Sewerage					
DWS 09/23-24	Lab Technician (Re-advertised)	Band E \$19,041.75 to \$24,412.50	1	Open Contract	Samabula
Divisional Engineer (Works) Western					
DEWW 11/23-24	Leading Hand (Electrician)	Band E \$19,041.75 to \$24,412.50	1	Open Contract	Lautoka
DEWW 12/23-24	Driver	Band B \$5.37/hr. to \$6.89/hr	1	Open Contract	Lautoka
Department of Government Shipping Services					
DGSS 13/23-24	Radio Operator	Band B \$5.37/hr. to \$6.89/hr	1	Open Contract	Watu Bay
WITHDRAWAL OF VACANCIES					
DMET 04/24-25	Assistant Programmer		1		Nadi

APPLICATION PROCESS:

1. Register and Login to the online recruitment portal through the link <http://www.recruitmentportal.gov.fj>;
2. Role Description can be obtained from the recruitment portal;
3. Complete the online application by clicking on the relevant category and then the position you wish to apply for;
4. Explain how you meet each of the Knowledge, Experience, Skills and Abilities (KESA) or Selection Criteria for the vacancy;
5. UPLOAD current CV outlining Qualifications, Experience, and Referees contact details;
6. For Clinic/Technical Positions only (Whenever Applicable), Upload a Certified Copy or Registration and/or Valid Practising License;
7. UPLOAD Certified Copies of Qualifications;
8. Applicants must declare whether they have been the subject of an investigation or disciplinary action, if so, to provide details;
9. Applicants who **DO NOT** submit the "Required Information" and "Documentation" WILL NOT be considered;
10. ONLY shortlisted candidates will be contacted.

Submission

Completed "Online Applications" must be submitted by Friday, 05 July 2024, 11:59pm (Fiji Time).

"IMPORTANT NOTE"

The online application platform will close as per the vacancy closing date and time. **LATE, EMAILED AND HARDCOPY APPLICATIONS WILL NOT BE ACCEPTED.**

The appointment process for the advertised positions will be in accordance with the Fijian Civil Service Open Merit Recruitment and Selection Guideline.

For further clarifications, please contact the Recruitment Team on telephone No: 3384-111 or email talavini.waqavasi@moit.gov.fj

- 3) Timely and accurate delivery of services that support customer/stakeholders request and/or requirements compliant with standard operating procedures; and
- 4) Timely provision of evidence-based outputs on research and development.

PERSON SPECIFICATION

In addition to undergraduate degree in meteorology, climatology or equivalent the following knowledge, experience, skills and abilities are required to successfully undertake these roles are;

KNOWLEDGE AND EXPERIENCE

1. 3 years practical work experience in climate related field;
2. Demonstrated experience in scientific research;
3. Broad knowledge of climatology especially in the Pacific island region;
4. Knowledge in computer programming (Fortran or R) and GIS are an advantage.
5. Actively participate in quality management systems, planning, development and other activities for the benefit of the Department; and
6. Proven experience to work and collaborate with a multi-disciplinary team environment and maintaining effective relationship with diverse groups including different levels of government, NGO's and diverse group of stakeholders.

SKILLS AND ABILITIES

1. Excellent interpersonal skills and ability to communicate at all levels;
2. Capacity to use computer programs to support operations of the Division;
3. Service oriented approach, with commitment to supporting the operational/corporate environment of the organization;
4. Demonstrated ability to think strategically and apply to conceptual and analytical skills; and
5. Ability to follow instructions and meet set deadlines when under pressure and managing stressful situations.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment in the Ministry of Public Works, Meteorological Services and Transport must be Fijian Citizens, under age of 60, in good health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Public Works, Meteorological Services and Transport is an Equal Employment Opportunity Employer. Applicants are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability.

MINISTRY OF PUBLIC WORKS, METEOROLOGICAL SERVICES & TRANSPORT

JOB DESCRIPTION: **TECHNICAL ASSISTANT
(REPORTING NETWORK FACILITIES)
DEPARTMENT OF METEOROLOGY**

CORPORATE INFORMATION

1. Position Level Band E
2. Salary Range \$19,041.75-\$30,515.63
3. Duty Station FMS HQ, Nadi
4. Reporting Responsibilities
 - a. Reports to: Senior Technical Officer (Outer Station)
 - b. Subordinates: Nil
 - c. Liaises with: All RNF staff, NWFC staffs, Meteorologist, Climatologist, Hydrologist and Technical Officers.

POSITION PURPOSE

This primary role of this position is to maintain and sustain Outer Island Meteorological Stations. This position also supports operation of National Weather Forecasting Center through weather watch and provision of surface meteorological observations.

KEY RESPONSIBILITY AREA (KRA)

This position will achieve its purpose through the following key responsibilities;

- 1) Provide evidence based meteorological observations to assist forecasters in producing weather forecast within agreed timeframe and meeting the standard requirement in accordance with International Civil Aviation Organization;
- 2) Maintain and sustain the Outer Island Meteorological Station as necessary;
- 3) Conduct awareness to the communities and schools within the Island Station;
- 4) Timely keeping abreast with the global changing weather patterns to be competent; and
- 5) Actively contribute to all corporate requirements of the Ministry's activities when required.

KEY PERFORMANCE INDICATORS (KPI)

Performance will be measured through the following indicators;

- 1) All observations and activities carried out in compliance to world meteorological organization, International Civil Aviation Authority standards within the agreed timeframe;
- 2) All reports are compiled with appropriate information and submitted within agreed timeframe;
- 3) Effective and regular monitoring of facilities to enable smooth operations and delivery of quality service on agreed timeframe; and
- 4) Provide timely and expert advice on all meteorological phenomena.

PERSON SPECIFICATION

Applicants need to have successfully completed a Basic Instruction Package in Meteorology for Technicians plus the following knowledge, skills and abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

- 1) Proven knowledge of changing global weather and climate patterns; and
- 2) Basic understanding of international standards and compliance.

SKILLS AND ABILITIES

- 1) Excellent interpersonal skills and the ability to communicate with employees;
- 2) Capacity to utilize computer programs to support the operations of the organization;
- 3) Ability to analyse and interpret data with attention to all details and high level of accuracy;
- 4) Service oriented approach with commitment to supporting the operational/corporate environment of the organization;
- 5) Demonstrated ability to work cooperatively within a team environment; and
- 6) Ability to follow instructions, quality assurance standards, and meet deadlines when under pressure and during critical situations.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment in the Ministry of Public Works, Meteorological Services & Transport must be Fijian Citizens, under age of 55, in good health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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**MINISTRY OF PUBLIC WORKS, METEOROLOGICAL
SERVICES & TRANSPORT**

JOB DESCRIPTION: Assistant Programmer – Nadi

DEPARTMENT OF METEOROLOGY

CORPORATE INFORMATION

5. Position Level Band F
6. Salary Range \$22,528.74-\$36,103.75
7. Duty Station Nadi Office
8. Reporting Responsibilities
 - a. Reports to: Reports to Principal System Analyst through Senior Systems Analyst (Applications)
 - b. Subordinates: None
 - c. Liaises with: Vendors & Suppliers and other Government Agencies

POSITION PURPOSE

Plan, design, execute and document projects related to Digital Media development and support, maintain and sustain hydrological application to ensure that business requirements of the department are met in a timely and efficient manner to avoid any hindrances to operations and to represent Fiji Meteorological Service in Regional and International tasks.

KEY RESPONSIBILITY AREA (KRA)

This position will achieve its purpose through the following key responsibilities;

1. Design, Develop, Implement and Support Digital Media applications in a timely and efficient manner;
2. Support, maintain and sustain hydrological applications
3. Provide user level support, training and documents on digital media applications and hydrological applications
4. Timely and accurately produce reports on agreed timeframe with recommendation for improvements
5. Actively contribute to all requirements of the Ministry's, National, Regional and International including planning, budgeting, reporting, discipline, performance assessment and selection activities where required

KEY PERFORMANCE INDICATORS (KPI)

Performance will be measured through the following indicators;

1. Roll out Digital Media application and hydrological applications as per requirement integrated with continuity of business capability;
2. Develop and Maintain documentation of programs development and subsequent amendments for future references; and
3. All reports are compiled with appropriate information and submitted within agreed timeframes.

4. Provide, advice and support for any Ministry, National, Regional and International assigned tasks

PERSON SPECIFICATION

In addition to Degree in IT or Computer Science (or equivalent) to other Programming certification, the following knowledge, experience, skills and abilities are required to successfully undertake these roles are;

KNOWLEDGE AND EXPERIENCE

1. Have 3 years of experience in application development with PHP, Python, MySql and other open source technologies
2. Good understanding of Photoshop, Flash and other similar applications
3. Knowledge of the theory, principles and practices of web applications programming.
4. Knowledge of web security procedures

SKILLS AND ABILITIES

1. Ability to quickly adapt to new programming environment and provide appropriate solutions in a timely and efficient manner.
2. Critical Thinking -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
3. Complex Problem Solving -- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
4. Active Learning -- Understanding the implications of new information for both current and future problem-solving and decision-making.
5. Troubleshooting -- Determining causes of operating errors and deciding what to do about it.
6. Coordination -- Adjusting actions in relation to others' actions.
7. Quality Control Analysis -- Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

PERSONAL CHARACTER AND ELIGIBILITY

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MINISTRY OF PUBLIC WORKS, METEOROLOGICAL SERVICES & TRANSPORT

JOB DESCRIPTION: MEDIA OFFICER, DEPARTMENT OF METEOROLOGY

CORPORATE INFORMATION

1. Position Level: Band F
2. Salary Range: \$23,460 - \$29,530
3. Duty Station: Meteorological Office, Namaka, Nadi
4. Reporting Responsibilities:
 - a) **Reports To:** Director Meteorology, Nadi
 - b) **Liaises with:** Senior Scientific Officer, Principal Scientific Officer (Forecasting Hydrology & Climate), Technical Officers (Nausori & Nadi)
 - c) **Subordinates:** Nil

POSITION PURPOSE

The primary role of the position is to strengthen the communication of service delivery for FMS to the general public which will provide visibility, relevance and credibility to the organization in providing timely and reliable weather, climate and hydrological updates to the wider audience and develop awareness & commercial products for FMS.

KEY RESULTS AREA (KRA)

The position will achieve its purpose through the following key duties:

1. Provide concise and updated weather reports to the general public via any media channels;
2. Maintaining and updating media conference/interviews, digital records;
3. Developing, coordinating, monitoring and reviewing the Public Relations strategy for the Department;
4. Developing and maintaining a media information database;
5. Coordinating and coverage of upcoming events, projects, seminars, meetings etc.;
6. Timely submission of media alerts and release of severe weather; projects; write ups for Department's publicity;
7. Identifying and exploit PR opportunities to maximize publicity and monitoring of press coverage on issues affecting core business of FMS; and
8. Production of both photographic and video content to back up news stories ensuring that the Department website remain current and contemporary.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Ability to correctly interpret technical weather, climate and hydrological reports to common language for general public;
2. Ability to simplify and package weather, climate and hydrological information in public dissemination;
3. Ability to develop commercial products and services;

4. Ability to translate information into one of the main vernacular languages

PERSON SPECIFICATION

In addition to Bachelor's Degree in Media & Journalism or equivalent from a recognized institution; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

Knowledge and Experience

1. At least 5 years' experience in a similar role;
2. Good understanding of the 2013 Constitution of the Republic of Fiji;
3. Proficient with MS Office and TV production/Editing Tool
4. Experience in drafting press release/speeches, advertorials and articles and responding to parliamentary questions and preparing newsletters, etc.
5. Knowledge and understanding of various media and communication processes and also the crisis communication.

Skills and Abilities

1. Ability to do video production, including video presentations, recording, editing and dissemination on social media including YouTube.
2. Must have knowledge and skills in using a video editing software & Basic graphic designs and must possess the ability to develop infographics.
3. Ability to translate scientific and technical information into simple layman language.
4. Must possess knowledge and experience in crisis communications and possess Social media management skills.
5. Planning and organizational skills and must have pleasant personality
6. Good communication and writing skills, proficient in the three main languages(English/Itaukei/Hindustani), attention to details with high level of accuracy;
7. Ability to work under enormous pressure and meeting deadlines at all times;
8. Demonstrate ability to maintain confidentiality and neutrality in a sensitive environment;
9. Service oriented approach with a commitment to support the operational and corporate environment of the Department

Personal Character and Eligibility

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