



MINISTRY OF FORESTRY EMPLOYMENT OPPORTUNITY

We're Hiring

The Ministry of Forestry invites suitably qualified and eligible candidates to apply for the vacancies detailed below:

Vacancy No	Position title - Station	Salary Band Salary Range (Step1-3)	No. of Position	Contract Period
MFor 24/21	Senior Resource Assessment & Monitoring Officer	Band I (\$43,296.63 - \$50,512.74)	1	N/A
MFor 24/22	Principal Executive Support Officer – Headquarters	Band H (\$34,760.31 - \$40,553.70)	1	N/A
MFor 24/23	Senior System Analyst – Headquarters	Band H (\$34,760.31 - \$40,553.70)	1	N/A
MFor 24/24	Administrative Officer (HR) - Headquarters	Band F (\$22,528.74 - \$26,283.53)	1	N/A
MFor 24/25	Auto Cad Operator (Wood Utilization Project)- Nasinu	Band E (\$19,041.75 - \$22,215.38)	1	3 years (subject to availability of funds)
MFor 24/26	Forest Guard (Timber Inspector) - Nasinu	Band E (\$19,041.75 - \$22,215.38)	1	N/A
MFor 24/27	Forest Guard (Extension) - Labasa	Band E (\$19,041.75 - \$22,215.38)	1	N/A
MFor 24/28	Furniture Finisher (Wood Utilization Project)- Nasinu	Band D (\$7.50/hr - \$8.75 /hr)	1	3 years (subject to availability of funds)
MFor 24/29	Joiner Assistant (FPTT) - Nasinu	Band B (\$5.37 – \$6.27/hour)	1	N/A
RE-ADVERTISEMENT (Applicants who have previously applied for the position need not re-apply)				
MFor 24/30	Sawmill Mechanic - Nasinu	Band D (\$7.50/hr - \$8.75 /hr)	1	N/A
MFor 24/31	Sawmill Operator (Docking Saw Operator) - Nasinu	Band B (\$5.37 – \$6.27/hour)	1	N/A
MFor 24/32	Field Assistant (FRD) - Coloisuva	Band A (\$4.60 – \$5.37/hour)	1	N/A

The appointment process for these positions will be in accordance with the Public Service Commission Open Merit Recruitment and Selection Guideline

Eligibility

All applicants for employment in the Ministry of Forestry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 60 and with a clear police record. The selected applicant will be required to provide police clearance prior to taking up duty.

Application Process

To apply and be eligible for consideration, applicants must follow the process below:

1. Register and login to the online recruitment portal through the link <https://recruitmentportal.gov.fj>
2. Refer to the Role Description which 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. You must address each selection criteria (Knowledge, Experience, Skills, and Abilities) stipulated in the Role Description.
5. Upload your current CV/Resume with referee contact details (one of them should be your current employer).
6. Upload certified copies of transcripts with GPA, Certificates, and other supporting documents.
7. Applicants must declare whether they have been the subject of an investigation or disciplinary action, and if so, provide details.
8. Applicants who do not submit the required information and documentation **WILL NOT** be considered.

Submission

Applications must be submitted by 4.30pm on Monday 29th April 2024; late applications will not be accepted.

For further information please go to the Ministry website www.forestry.gov.fj. Any queries can be directed to Ms. Evelyn Sami on phone No: 3301 611 Ext 333 135 or email evelyn.sami@mff.gov.fj

SUSTAINABLE FORESTS, OUR FUTURE



MINISTRY OF FORESTRY

ROLE DESCRIPTION: SENIOR RESOURCE ASSESSMENT & MONITORING OFFICER

CORPORATE INFORMATION

1. Position Level: Band I
2. Salary Range: \$43,296.63 - \$50,512.74
3. Duty Station: Colo-i-Suva Forestry Station
4. Reporting Responsibilities:
 - a) Reports to: Director Forest Resource Assessment and Conservation
 - b) Liaises with: The Team Leader for REDD+, Divisional Directors, other Government ministries and agencies, SPC/SOPA, development partners, forest industry
 - c) Subordinates: Forestry Officer(s), Foresters, Forest Guards, GWEs and support staff

POSITION PURPOSE

The position ensures the provision of accurate and timely information to Forestry management and stakeholders regarding the current status of Fiji's forests for sound decision and direction on the sustainability of Fiji's forest resources.

KEY RESPONSIBILITIES

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

1. Actively contributes to the Ministry's efforts to secure its Permanent Forest Estates to address forest sustainability and Climate Change issues.
2. Works with the Ministry's Operational Divisions and other stakeholders on all activities related to the collection, analysis and reporting of forest information, including assisting in the timely production of the National Forest Inventory report, and the monitoring of forestry environment management requirements.
3. Coordinates all forest inventory activities, including the measuring, monitoring, reporting, and verification of forest carbon stocks, remote sensing, and GIS deliverables.
4. Coordinates and manages the operation and updating of the National Forest Monitoring System database and other Ministry databases to contribute to reporting requirements for UNFCCC, CBD, FAO FRA, the national emissions reductions programme, the national greenhouse inventory, and other national environmental processes.
5. Leads and manages all Remote Pilot operational and training matters ensuring the safety of Remotely Piloted Aircraft Systems (RPAS) operations of the Ministry.
6. Assists in the development of cost estimates for budgeting, tracks expenditure and ensures all procurements are responsibly managed and policy compliant.
7. Actively attend to all corporate outcomes, contribute, and follow financial and human resource management guidelines, regulations, principles, and standards in all aspects of work, including staff management, the Annual Operational Plan and Ministry development.
8. Provides timely information and advice to the Director Forest Resource Assessment and Conservation, Executive Director Research and Development, Conservator of

Forests and Permanent Secretary of Forestry, including contributions to Cabinet Papers, parliamentary responses, and speeches.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Effective management of unit personnel performance to enable business continuity, delivery of services, and achievement of work plan outcomes.
2. Timely and accurate delivery of services that support internal and external customer/stakeholders' requests and/or requirements, compliant with standard operating procedures.
3. All strategies and business objectives, policy advice, work activities and plans, and policies are delivered within agreed timeframes and compliant with relevant processes, legislation, Acts and policies.
4. Submission of reports within the agreed timeframes that meet the required standards of reporting.

PERSON SPECIFICATION:

In addition to an postgraduate degree in Forestry, Geography or Environmental Science from a recognised institution, the following knowledge, experience, skills, and abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least three years relevant work experience in forestry, or GIS.
2. Demonstrated knowledge and understanding of programming languages such as Java, Javascript, and R GIS concepts, remote sensing, spatial data, PogrSQL and PostGIS to be able to manage the National Forest Monitoring System.
3. Practical and working knowledge of the relevant local and international forestry and environment legislation, regulations, policies, and procedures.
4. Demonstrated experience in working with Unmanned Aerial Systems, its safe operations and management.
5. Having a remote pilot license would be an added advantage.

SKILLS AND ABILITIES

1. Demonstrated leadership skills including the ability to plan, set and achieve goals and key responsibilities and inspire a positive attitude to work within the team.
2. Strong written and verbal communication English language skills with the ability to produce quality reports on mapping, inventories, and forest status reports.
3. Good GIS and data analysis skills in ESRI products such as (ArcGIS Pro, ArcGIS Online, Drone2Map) with attention to detail to ensure accuracy.
4. Results oriented with the ability to work under pressure.
5. Ability to establish and maintain effective working relationships with staff, stakeholders' other professionals, and the public.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.
7. Valid Class 2 Drivers license (manual).

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Forestry must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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 duty.



MINISTRY OF FORESTRY

ROLE DESCRIPTION: PRINCIPAL EXECUTIVE SUPPORT OFFICER

CORPORATE INFORMATION

5. Position Level: Band H
6. Salary Range: \$34,760.31 – \$40,553.70
7. Duty Station: HQ, Takayawa Building
8. Reporting Responsibilities:
 - d) Reports to: Conservator of Forests
 - e) Liaises with: Management and staff, other Government agencies, development partners, media organisations.
 - f) Subordinates: Media Liaison Officer, Senior Secretaries, Secretaries, Receptionist.

POSITION PURPOSE

The position is responsible for providing executive and policy support through the drafting of Cabinet papers, speeches, and briefs, supporting policy development and reviews, and ensuring the effective implementation of the Ministry's communications strategy.

KEY RESPONSIBILITIES

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

1. Draft speeches, statements, press releases and Cabinet Papers and ensure their timely submissions.
2. Work with the management team and relevant agencies on the development and review of MOA's, MOUs, policies and legislation. This will include undertaking research, organising and attending meetings, and drafting quality policy papers and briefs.
3. Oversee the efficient and effective management of the executive support team to ensure quality support services are always provided, responses to queries by members of the public and media are timely, and that all logistics and travel arrangements for engagements, meetings, launches and tours for the executive office are well planned, secretariat support is provided and that follow up on outcomes is carried out. When required, act as MC for events and functions.
4. Ensure the implementation of the Ministry's communications strategy including the awareness and involvement of management and staff. Maintain quality standards of communications and assist in writing newspaper and social media releases when required.
5. Ensure that data and information for reporting on performance is collected and analysed, particularly for communications. All records, information, and data are up to date and secure, and appropriate information is made available to management and staff.
6. Motivate and lead the executive support team ensuring they have clear direction and support, understand their roles and responsibilities and their work performance is effectively managed.
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed activities are completed and delivered as outlined in the work plan/business plan work schedule.
2. All cabinet papers, speeches, statements, policies, briefs, MOUs and MOAs are compiled with appropriate information, quality, and submitted within agreed timeframes.
3. Communications strategy implemented successfully according to indicators.
4. Timely submission of staff performance assessments and provision of appropriate training and action to address performance gaps.

PERSON SPECIFICATION:

In addition to an undergraduate degree in Management, Public Administration, Public Policy, Journalism with relevant post graduate qualifications, or equivalent, the following knowledge, experience, skills, and abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Previous relevant work experience in undertaking research, analyzing data and information, and writing policy and Cabinet papers and/or media communications.
2. Knowledge of national development plans and policy frameworks and objectives relevant to environment conservation or natural resource management.
3. Understanding of Government machinery, structures, and systems.

SKILLS AND ABILITIES

1. Strong written communication skills with the ability to write well in different styles including speeches.
2. Self-starter with the capacity to plan and coordinate multiple tasks/activities to meet tight and fixed deadlines.
3. Demonstrated ability to motivate and develop team members to ensure effective working relationships and achievement of targeted results.
4. Able to collate and analyse data and information to produce sound reports.
5. Ability to build relationships and work well with others.
6. Capacity to effectively utilise computer programs to support operations particularly Word, Excel and PowerPoint.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Forestry must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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 duty.



MINISTRY OF FORESTRY

ROLE DESCRIPTION: SENIOR SYSTEMS ANALYST – PROGRAMMER

CORPORATE INFORMATION

9. Position Level: Band H
10. Salary Range: \$34,760.31 – \$40,553.70
11. Duty Station: HQ, Takayawa Building
12. Reporting Responsibilities:
- g) Reports to: Director Corporate Services
 - h) Liaises with: Directors and Staff, ITC services, IT Service Providers and Vendors
 - i) Subordinates: 3 (Network Administrator and Network Technicians)

POSITION PURPOSE

The role analyzes, designs, develops, and documents computer information systems, serves as project leader to guide systems through programming, testing, and implementation, investigates, and recommends solutions and provides support and leadership through implementation.

KEY RESPONSIBILITIES

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

1. Manage and coordinate all ICT activities and operations within the Ministry including oversight of the National Forest Monitoring System (NFMS) and related databases.
2. Apply system-analyst techniques and procedures, including consulting with users to determine hardware, software or systems functional specifications while ensuring compatibility and interoperability with existing systems and applications.
3. Arrange project requirements in programming sequence by analyzing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic.
4. Ensure the security and integrity of data and the availability of computer resources by managing disaster prevention and recovery efforts caused by events like power outages, hardware failures, etc.
5. Ensure the Ministry IT infrastructure is properly maintained and the website is kept updated.
6. Provide training, guidance, and resource support for end users and IT staff.
7. Effectively supervise staff ensuring they have clear direction, support and understand their roles, work-plans and Ministry policies.
8. Contribute to the organization through provision of quality customer services, participating in initiatives to promote organizational improvement, team work and employee health, safety and participation in selection panels.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Work plan activities and digital solutions with related documentation and reporting are delivered within timelines.
2. Maintain 99% availability for all ICT systems and operations.

3. Ministry website is maintained and updated.
4. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.

PERSON SPECIFICATION:

In addition to a Bachelor of Science in Computer Science/Information Systems or Information Technology or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 3 years of relevant work experience in designing and managing applications.
2. Proven experience in design, development and implementation of software and hardware solutions, systems or products including business and technical requirements analysis, elicitation, modelling, verification and methodology development.
3. Practical, working knowledge of the SQL Server Management Studio, PostgreSQL, MySQL Access Databases, Joomla, WordPress and Windows Server Operating Systems.
4. Fluent in HTML, PHP, CSS, Bootstrap, Java Script and Java programming languages.

SKILLS AND ABILITIES

1. Well-developed communication and interpersonal skills together with the ability to liaise and collaborate effectively with both internal and external stakeholders at all levels.
2. Demonstrated ability to lead, plan and organize activities/projects to meet timelines and mentor staff effectively to achieve business outcomes.
3. Demonstrated ability to solve problem and innovate.
4. Ability to analyze and document procedures; conduct research and prepare and present findings in a clear and concise manner, both orally and in writing.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organisation with high level of customer satisfaction.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Forestry must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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 duty.



MINISTRY OF FORESTRY

ROLE DESCRIPTION: ADMINISTRATIVE OFFICER – HUMAN RESOURCE

CORPORATE INFORMATION

13. Position Level: Band F
14. Salary Range: \$22,528.74 - \$26,283.53
15. Duty Station: HQ, Takayawa Building
16. Reporting Responsibilities:
- j) Reports to: Manager Human Resource
 - k) Liaises with: Ministry staff, HR officers in other Government ministries, Ministry of Economy
 - l) Subordinates: Executive Officer, Clerical Officers

POSITION PURPOSE

The position is responsible for providing day to day support and supervision in various human resources functions, which includes selection and recruitment, contract management, staffing capacity, and leave management in compliance with statutory obligations.

KEY RESPONSIBILITIES

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

1. Provide generalist HR support services and advice to supervisors and staff on HR policies, practices, and procedures, ensuring compliance with regulations and employment policies and procedures.
2. Administration, co-ordination and support for recruitment and selection activities.
3. Ensure timely facilitation for approval and issue of contracts and relieving and acting appointments.
4. Ensure timely updating and effective monitoring of the staff establishment and that HR metrics information are accurately recorded.
5. Ensure that monthly reconciliation of staff establishment against payroll and HRMIS is carried out.
6. Oversee leave and absence management processes and ensure accuracy in employee records.
7. Provide reporting staff with effective supervision and support to enable achievement of targeted results.
8. Regularly updating and providing reports on recruitment activity and leave and absence management including making recommendations for process improvements.
9. Participating as part of a team in the development and implementation of policies and projects in relation to human resource issues, initiatives and programs.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely achievement of targets in the individual work plan.
2. Full compliance with applicable legislation, policies, procedures and standards.
3. Timely submission of reports.
4. Timely submission of staff performance assessments.

PERSON SPECIFICATION:

In addition to a Bachelor's Degree in HR, Management, Public Administration or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 3 years related work experience in human resources management.
2. Knowledge and understanding of principles and procedures for recruitment and selection, employee relations and performance management.
3. Understanding of the Fiji Constitution (2013) and relevant administrative legislations, policies and procedures.

SKILLS AND ABILITIES

1. Strong organisation skills and ability to meet timelines in delivery of services.
2. Able to produce results both individually and through effective team work.
3. Demonstrates excellent verbal and written communication skills.
4. Good analytical and problem solving skills.
5. Service oriented approach with commitment to supporting the operation/ corporate environment of the ministry.
6. Have a high level of ethics and integrity and able to maintain confidentiality and take responsibility for actions.
7. Proficient in the use of computer software applications particularly MS Excel and MS Word.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Forestry must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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 duty.



MINISTRY OF FORESTRY

ROLE DESCRIPTION: AUTOCAD OPERATOR – WOOD UTILISATION PROJECT (WUP)

CORPORATE INFORMATION

- 17. Position Level: Band E
- 18. Salary Range: \$19,041.75 – \$22,215.38
- 19. Duty Station: Forest Products, Trade & Training Division (FPTT) - Nasinu
- 20. Reporting Responsibilities:
 - m) Reports to: Project Coordinator
 - n) Liaises with: Project team, Ministry staff, clients
 - o) Subordinates: None

POSITION PURPOSE

The position supports the Wood Utilization Project in the design and document preparation of commercial, retail and other wood related design projects.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Preparation of furniture design and other construction design documents using various AutoCAD programs.
2. Work with project team and clients on design specifications.
3. Ensure quality and accuracy of design and documents as per required specifications.
4. Assist the Project Team in other areas when required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed activities are completed according to agreed work plans and timelines.
2. Quality and accuracy of design documents that will allow the clients to construct the project efficiently and with minimal changes to scope of work.

PERSON SPECIFICATION:

In addition to a relevant technical qualification or equivalent from a recognized tertiary institution the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Previous experience in AutoCAD design preferably in relation to the production of wood products.
2. Practical working knowledge of wood working tools and computer aided machinery.

SKILLS AND ABILITIES

1. Competent in the use of AutoCAD software.
2. Good communication and problem solving skills.
3. Creative flair in designing wood based projects.

4. Organizational skills and able to meet deadlines.
5. Able to follow instructions and work cooperatively in a team environment.
6. Service oriented approach, with a commitment to supporting the operational goals of the project and organization.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Forestry must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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 duty.



MINISTRY OF FORESTRY

ROLE DESCRIPTION: FOREST GUARD - TIMBER INSPECTOR

CORPORATE INFORMATION

21. Position Level: Band E
22. Salary Range: \$19,041.75 – \$22,215.38
23. Duty Station: Forest Products, Trade & Training Division (FPTT) - Nasinu
24. Reporting Responsibilities:
- p) Reports to: Forestry Officer Trade
 - q) Liaises with: Ministry staff, other Government Ministries and Agencies, Resource owners, Forest Industry
 - r) Subordinates: None

POSITION PURPOSE

The position is responsible for the implementation of timber trade and licensing activities.

KEY RESPONSIBILITIES

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

1. Support trade of wood commodities by ensuring all compliance standards are met through inspection of facilities and products and through participation in trade shows.
2. Facilitate issuance of export license for all commodities that have met standards and are graded for the export market.
3. Ensure information in the Forest Export Monitoring System (FEMS) and wood directory for the Northern, Western and Central Division is accurate and up to date.
4. Arbitrate during timber trade disputes.
5. Promote standards compliance and product development through provision of assistance and advice to wood processors.
6. Work with other sections on matters related to market and trade for wood products.
7. Support initiatives to promote organizational improvement, team work and employee health and safety.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Facilitation of applications for licenses.
2. Effective monitoring for compliance.
3. Promotion of value-adding techniques in production and utilisation.
4. Submission of complete and timely data and reports.

PERSON SPECIFICATION:

In addition to an Advanced Certificate in Forestry Technician or Diploma in Forestry or equivalent from a recognized tertiary institution the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Good working knowledge of the Forest Decree 1992, Fiji Sawmills Regulations 1968, Preservative Timber Treatment Regulation 1996.

2. Knowledge in wood processing.
3. Knowledge of sawmilling technique both static and portable mill.
4. Some knowledge in timber trade, arbitration and product development.

SKILLS AND ABILITIES

1. Have a high level of honesty, ethics and integrity and able to take responsibility for actions.
2. Able to communicate effectively and work well with others.
3. Demonstrated organization skills with ability to meet deadlines.
4. Able to collect and record data and write reports.
5. IT/Computer literate.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Forestry must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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 duty.



MINISTRY OF FORESTRY

ROLE DESCRIPTION: FOREST GUARD – EXTENSION

CORPORATE INFORMATION

25. Position Level: Band E
26. Salary Range: \$19,041.75 – \$22,215.38
27. Duty Station: Northern Division
28. Reporting Responsibilities:
s) Reports to: Divisional Forestry Officer
t) Liaises with: Ministry staff, communities, Non-Governmental Organisations (NGO), Other Government Ministries
u) Subordinates: Chargehands

POSITION PURPOSE

The post is to undertake supervision of all field extension operations to achieve the divisions annual targeted output through the demand by our stakeholders and other target groups so as to fulfil the department's policies and the division's Operational plan.

KEY RESPONSIBILITIES

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

1. Responsible for the planning of operations and the implementation of nursery activities.
2. Delegation of duties to workmen and women.
3. Proper management of funds and stores.
4. Conducts training and all NGO's awareness, tree planting and nursery Establishment programme on main land and maritime areas.
5. To undertake any other duties commensurate with Divisional Forestry Officer.
6. Contribute to the operation of the organization through provision of quality customer services, participating in initiatives to promote organizational improvement, team work and employee health, safety.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Completion of tasks outlined in the work plan.
2. Number of seedlings raised in nurseries.
3. Area of degraded forest land replanted.
4. Conducts training on reforestation activities and programs to all stakeholders.
5. Timely submission of reports on basis/monthly basis.

PERSON SPECIFICATION:

In addition to a Forest Technician certificate or Diploma in Forestry or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Knowledge and experience of working in the Forest.
2. Knowledge of Community Forestry.
3. Knowledge of nursery management and raising of seedlings.

4. Demonstrate knowledge and understanding of the Forest Decree 1992, and the Fiji Forest Harvesting Code of Practice 2013.
5. Occupational, Health and Safety standard in workplace.

SKILLS AND ABILITIES

1. Demonstration of good written and oral communication skills.
2. Able to read maps and use of basic tools such as compass, clinometers and GPS.
3. Time management skills, organizational skills and the ability to meet tight deadlines.
4. Ability to work alone and as part of a team with interpersonal skills.
5. Flexible in approach.
6. Innovative and creative in meeting the needs of customer.
7. Valid Class 2 Drivers license (manual).

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Forestry must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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 duty.



MINISTRY OF FORESTRY

ROLE DESCRIPTION: FURNITURE FINISHER - WOOD UTILISATION PROJECT

CORPORATE INFORMATION

29. Position Level: Band D
30. Salary Range: \$14,428.13 - \$16,832.82
31. Duty Station: Timber Industry Training Centre (TITC) Nasinu
32. Reporting Responsibilities:
v) Reports to: Project Coordinator
w) Liaises with: Project team, Ministry staff, clients
x) Subordinates: None

POSITION PURPOSE

The position is responsible for finishing and refinishing new and damaged products under the Wood Utilization Project.

KEY RESPONSIBILITIES

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

1. Examine furniture and other wood products to determine the extent of damage or deterioration, and to decide on the best method for repair or restoration.
2. Select appropriate finishing ingredients such as paint, stain, lacquer, shellac, or varnish, depending on factors such as wood hardness and surface type.
3. Use solvents and tools to customize and repair furniture and other wood products including building components.
4. Mix solvents to required mixture and colour.
5. Follow blueprints to produce specific designs.
6. Recommend woods, colours, finishes, and furniture styles, using knowledge of wood products, fashions, and styles.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed activities are completed within the agreed timeframe and meet the requirements of the work plan.
2. Quality of finish of furniture and wood products.
3. Concepts and designs adopted by stakeholders.

PERSON SPECIFICATION:

In addition to a relevant technical qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Relevant work experience in furniture finishing.
2. Working knowledge of finishing types, finishing techniques and mixture as well as materials which may include wood, metal, plastic and textiles.
3. Knowledge of drawing design and joinery.

SKILLS AND ABILITIES

1. Demonstrated ability to use hand tools, powered tools and wood work machinery.
2. Demonstrated ability to match materials for colour, grain and texture giving attention to the features of wood.
3. Demonstrated ability to be creative and improve furniture items already manufactured.
4. Good communication and organizational skills and able to meet deadlines.
5. Able to follow instructions and work cooperatively in a team environment.
6. Service oriented approach, with a commitment to supporting the operational goals of the project and organization.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Forestry must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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 duty.



MINISTRY OF FORESTRY

ROLE DESCRIPTION: JOINER ASSISTANT

CORPORATE INFORMATION

33. Position Level: Band B
34. Salary Range: \$5.37 - \$6.27/hour
35. Duty Station: Forest Products, Trade & Training Division (FPTT) - Nasinu
36. Reporting Responsibilities:
y) Reports to: TMA Production Supervisor
z) Liaises with: Timber Trade & Manufacturing Account (TMA) Team
Subordinates: Joiner 'B' & Wood Turner

POSITION PURPOSE

The position is responsible for the daily running of the furniture workshop and ensuring healthy and safe working environment in compliance to OHS regulations. The incumbent is also responsible for the daily supervision of all operations within the workshop and ensures and high quality standard of work is maintained at all times.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Ensure all required joinery and workshop materials are readily available at all times.
2. Ensure that safe keeping, operation and maintenance of all tools and machines.
3. Responsible for the security of the workshop by opening and closing of the workshop and also making sure that all necessary utilities are switched off when necessary.
4. Ensures that all workers understand job specifications and time frames.
5. Ensure training and capacity building for all workshop staff.
6. Ensure the proper opening job cards and the signing off on the job cards on the completion of work upon verification of job card accuracy.
7. Forwards job card to the Divisional Clerk for the processing of invoice.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

6. Completion of tasks outlines in the work plan.
7. Quality and timeliness of completing assigned work.

PERSON SPECIFICATION:

In addition to a Certificate in Carpentry and Joinery or equivalent from a recognized tertiary institution the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Sound knowledge of furniture manufacture and value adding process.
2. Operation of wood and Timber manufacturing machines.
3. Good understanding of OHS requirements and standards.
4. Some management and planning knowledge.

5. Timber End Use Specification knowledge.

SKILLS AND ABILITIES

1. High quality wood processing and furniture manufacturing skills.
2. Effective communication skills.
3. Time management skills.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Forestry must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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 duty.



MINISTRY OF FISHERIES & FORESTRY

ROLE DESCRIPTION: SAWMILL MECHANIC

CORPORATE INFORMATION

37. Position Level: Band D
38. Salary Range: \$14,428.13 - \$16,832.82
39. Duty Station: Forest Product Trades & Training (FPTT), Nasinu
40. Reporting Responsibilities:
aa) Reports to: Divisional Clerk
bb) Liaises with: Director FPTT, Forestry Officer (Trade & Conversion) and Forester Sawmill
cc) Subordinates: None

POSITION PURPOSE

The position is responsible for the maintenance and servicing of all types of saws including knives and cutters at the Timber Utilisation and Workshops.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Maintain and service all types of saws including knives and cutters
2. Assist in the maintenance and operation of all types of sawmilling machinery and saw doctoring equipment.
3. Maintain saw shops to OHS standards and general tidiness of TUD saw shop.
4. Assist Forester Sawmilling on all sawmilling related activities.
5. Conduct training on saw maintenance to machine operators in the maritime islands
6. Support initiatives to promote organizational improvement, team work and employee health and safety

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Effective and timely maintenance of all saw blade including knives and cutters.
2. Effective monitoring of saw servicing operations.
3. Timely submission of orders for repair or replacement of saw blades.
4. Submission of complete and timely data and reports.

PERSON SPECIFICATION:

In addition to Certificate in Saw doctoring or wood processing certificate or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Previous work experience as a saw doctor in any sawmilling industry.
2. Knowledge of saw repair, sharpening, maintenance and servicing.
3. Knowledge of wood and metal properties.

SKILLS AND ABILITIES

1. Demonstrate good saw doctoring skills.
2. Good understanding of safe working practices.
3. Willingness to work in a team and take instruction from supervisors.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Forestry must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, 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 duty.



MINISTRY OF FORESTRY

ROLE DESCRIPTION: SAWMILL OPERATOR (DOCKING SAW OPERATOR)

CORPORATE INFORMATION

- 41. Position Level: Band B
- 42. Salary Range: \$5.37 - \$6.27/hour
- 43. Duty Station: Forest Products, Trade & Training Division (FPTT) - Nasinu
- 44. Reporting Responsibilities:
 - dd) Reports to: TMA Production Supervisor
 - ee) Liaises with: Timber Trade & Manufacturing Account (TMA) Team
 - ff) Subordinates: Nil

POSITION PURPOSE

The core role of this position is to operate the cross cut machine or number three machines at the TUD Sawmill to cut rough sawn timber into valid lengths and grades.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Receive sawn timber from Timber Grader.
2. Dock according to defects and standard valid lengths marked by grader.
3. Transfer timber for anti-sap stain dipping.
4. Undertake any other duties assigned by the Production Supervisor.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

8. Completion of tasks outlines in the work plan.
9. Quality and timeliness of completing assigned work.

PERSON SPECIFICATION:

In addition to a Certificate in Solid Wood Processing or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Experience in operating sawmill machines.
2. Knowledge and experience in timber grading.
3. Knowledge and experience in all aspects of wood processing.

SKILLS AND ABILITIES

1. Ability to work under pressure.
2. Ability to make the right decision.
3. Ability to work well within a team.
4. Effective verbal and written communication skills.
5. Good time management skills.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Forestry must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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 duty.



MINISTRY OF FORESTRY

ROLE DESCRIPTION: FIELD ASSISTANT

CORPORATE INFORMATION

45. Position Level: Band A
46. Salary Range: \$4.60 - \$5.37/hour
47. Duty Station: Forest Research & Development Division – Colo-i-Suva
48. Reporting Responsibilities:
gg) Reports to: Forest Guard Nursery
hh) Liaises with: Divisional staffs
ii) Subordinates: None

POSITION PURPOSE

The position will ensure that forestry meets the afforestation needs and raising healthy seedlings in the nursery.

KEY RESPONSIBILITIES

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

1. Reduce mortality rate and produce vigorous and healthy seedlings
2. Take proper precautions to ensure the plants are not distressed by unfavourable weather conditions.
3. Examine plants for diseases, insects, and weeds to protect the health of the plants.
4. Use suitable medium for propagating seedlings of different species
5. Transplant germinant from growth chamber
6. General maintenance of nursery
7. Contribute to the operation of the organization through provision of quality customer services, participating in initiatives to promote organizational improvement, team work and employee health, safety.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Completion of tasks outlines in the work plan
2. Quality and timeliness of producing healthy seedlings.
3. Timely submission of relevant reports.

PERSON SPECIFICATION:

In addition to Form six (6) pass or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Knowledge of transplant, tending and seedling production
2. Sound knowledge of nursery management
3. Knowledge of workplace health & requirements

SKILLS AND ABILITIES

1. Demonstrated ability to operate required research equipment in a safe and responsible manner

2. Demonstrated organisation skills to assist in achieving construction or maintenance works deadlines.
3. Good communication skills and ability to work in a team environment.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Forestry must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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 duty.