

# MINISTRY OF FORESTRY– Job Advertisement

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 (Step1-4)*	No. of Positions	Contract Duration
MFor 21/30	Forestry Officer – Trade & Conversion (Nasinu)	Band G (\$28,605.45 - \$38,140.60)	1	3 years
MFor 21/31	Driver – Nausori	Band B (\$5.37 - \$6.89)	1	3 years
MFor 21/32	Chargehand – Forest Health (Coloisuva)	Band B (\$5.37 - \$6.89)	1	3 years
MFor 21/33	Field Assistant – RDF Project - Lautoka	Band A (\$4.60 - \$5.90)	1	3 years (subject to availability of funds)
<b>WITHDRAWAL OF VACANCIES</b>				
			<b>REMARKS</b>	
MFor 21/18	Project Coordinator – Wood Utilisation Project	Band H (\$34,760.31 - \$44,564.50)	Role to be reviewed	

The appointment process for these positions will be in accordance with the Public Service Commission Open Merit Recruitment and Selection Guideline. A full application package, including the Application Form and Role Description for each position is available from the Ministry of Forestry website ([www.forestry.gov.fj](http://www.forestry.gov.fj)). All applicants are encouraged to obtain this information to assist with your application.

## 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 55 and with a clear police record. The selected applicant will be required to provide police clearance prior to taking up duty.

## Application Process

Please submit a completed application form (refer to the website) with an up to date job related CV, certified copies of academic transcript/certificates, two (2) work related referees one of which must be a current or recent supervisor. Applications that do not address the criteria may not be considered.

### Submission

Applications must be submitted by 4.30pm on Monday 18<sup>th</sup> October 2021; late applications will not be accepted.

Applicants are encouraged to submit their application by:

<b>Application by Post</b> Permanent Secretary for Forestry, P.O. Box 2218, Government Buildings, Suva, Fiji	<b>Application Delivered</b> <b>Insert Address</b> Registry Section, Level 2, Takayawa Building, Toorak, Suva.	<b>Application by email:</b> <b>(preferred method)</b> <a href="mailto:forestryvacancies@gmail.com">forestryvacancies@gmail.com</a>
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For further information please go to the Ministry website @([www.forestry.gov.fj](http://www.forestry.gov.fj)). Any queries can be directed to Mrs Roshni Wati on phone No: 3301 611 Ext 333 140 or email [rwati@govnet.gov.fj](mailto:rwati@govnet.gov.fj)

# MINISTRY OF FORESTRY

**JOB DESCRIPTION:** Forest Officer Trade & Conversion - Timber Utilisation Division

## **CORPORATE INFORMATION**

1. Position Level: Band G
2. Salary Range: \$28,605.45 - \$38,140.60
3. Duty Station: Timber Utilisation Division
4. Reporting Responsibilities:
  - a. Reports to: Senior Forestry Officer
  - b. Liaises with: Ministry staff, communities and clients
  - c. Subordinates: Forester and Forest Guard

## **POSITION PURPOSE**

The position is responsible for ensuring the effective and efficient utilisation of timber and timber products for local and overseas markets through facilitation of licenses and the provision of advice and awareness.

## **KEY RESPONSIBILITIES**

The position will achieve its purpose through the following key responsibility areas:

1. Provide trade assistance through verifications and inspections of timber commodities (export & import) for trade and ensure minimum standards and requirements are met.
2. Issuance of licences to wood processors and applications for timber exports and imports that have met the relevant standards and requirements.
3. Regularly update the Forestry Processing and Export/Import Monitoring System.
4. Provide advice and training to timber processors, manufactures, retailers and the general public to encourage higher standards and provide awareness on opportunities available and viability of products
5. Enforce legislation and regulations through surveillance and codes of practice and arbitrate during timber trade disputes
6. Coordinate the work programme of the Sawmill and Inspectorate sections on the effective implementation of all work activities
7. Produce effective reports and advice to the Principal Utilisation Officer on new developments or progress in wood processing and trade.
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. Quality completion and timeliness of work outputs as contained in the work plan.
2. Timely and accurate delivery of services that support customer/stakeholders requests and/or requirements, compliant with regulations and standard operating procedures.
3. All reports are submitted within the agreed timeframes and meets the standard reporting requirements

## **PERSON SPECIFICATION**

In addition to a Diploma in Wood Processing/Forestry or a Degree in Forestry/ Environment Science or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Relevant experience in wood processing from a recognised wood processing facility
2. Knowledge in wood processing, program design and evaluation.
3. Knowledge in timber trade, arbitration and product development.
4. Experience in timber end use specification.
5. Working knowledge of curriculum development, training design and course delivery.

### **Skills and Abilities**

1. Demonstrated ability to lead, plan and organize activities/projects and work cooperatively within a team environment
2. Able to meet deadlines and achieve results personally and through effective team leadership
3. Sound communication, interpersonal and representational skills
4. Ability to follow guidelines and appropriately apply processes
5. Analytical skills and attention to detail
6. Capacity to utilise computer programs to support the operations

## **PERSONAL CHARACTER AND ELIGIBILITY**

All applicants for employment in the Ministry of Forests must be in sound health, with a clear police record and be politically neutral. Applicants shortlisted will be required to provide a medical certificate and police clearance at their interview.

The Ministry of Forests is an Equal Opportunity Employer. Applications 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 of applicants.



## **MINISTRY OF FORESTRY**

### **ROLE DESCRIPTION: DRIVER**

#### **CORPORATE INFORMATION**

1. Position Level: Band B
2. Salary Range: \$5.37 - \$6.89/hour
3. Duty Station: Nausori
4. Reporting Responsibilities:
  - a) Reports to: Executive Officer –Central/Eastern
  - b) Liaises with: Central/Eastern Staff
  - c) Subordinates: None

#### **POSITION PURPOSE**

The position provides secure and timely driving services for passengers and/or goods include arranging regular cleaning and maintenance services of all vehicles in the station.

#### **KEY RESPONSIBILITIES**

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

1. Provide safe and efficient transportation services for Central/Eastern staff, including loading and unloading of goods using our 7 tonne truck with hiab and wheel loader.
2. Check the driving schedules and liaise regularly with Transport Officer regarding transportation requirements.
3. Adhere to the Ministry Transport Policy and comply with all road and traffic laws and regulations.
4. Complete daily maintenance checks and cleaning of vehicle and report any faults or accidents.
5. Log official trips, daily mileage, fuel consumption, oil changes, etc. in the running sheet and submit to the Transport Officer.
6. Comply with and support Ministry administrative policies and activities including workplace health and safety, service improvement programs/activities.
7. The driver will also undertake other duties assigned by the Transport Officer as and when required.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Driving activities are carried out safety, efficiently and professionally in accordance with the relevant regulations.
2. Well maintained vehicle which is safe, clean and comfortable.
3. Accurately maintained and timely submission of running sheets, log books and reporting of accidents and general maintenance of vehicle.

## **PERSON SPECIFICATION:**

In addition to a valid Group 5,6 and 9 Full Driving License and a valid Defensive Driving Certificate, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

## **KNOWLEDGE AND EXPERIENCE**

1. Candidate must have a clear driving record with Land Transport Authority (LTA) with a minimum of five (5) years driving experience.
2. Good knowledge of the road code and transportation laws and regulations.
3. Experience in operating a truck hiab and wheel loader to load and unload goods.

## **SKILLS AND ABILITIES**

1. Skilled in driving including off road driving.
2. Professional with good communication skills.
3. Ability to carry out vehicle maintenance checks and identify faults.
4. Able to manage time and routes for streamlined transportation.
5. Works well independently and is focused and confident.
6. Demonstrated ability to build and maintain effective relationships with other team members in a busy environment by demonstrating reliability, flexibility, adaptability and willingness to work long hours.

## **PERSONAL CHARACTER AND ELIGIBILITY**

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## MINISTRY OF FORESTRY

**JOB DESCRIPTION:** GWE Forest Health/Charge Hand 1

### CORPORATE INFORMATION

1. Position Level: Salary Band B
2. Salary Range: Step 2
3. Duty Station: Silviculture Research Division
4. Report To: FG – Forest Health

### POSITION PURPOSE

The position will ensure the implementation of Forest Health key responsibility

### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibility areas (KRA);

1. Carry out all forest health monitoring, surveillance and awareness activities.
2. Collect insect pests, sort and prepare them for identification.
3. Maintain insect collection for future references.
4. Maintenance and general upkeep of the entomology lab.
5. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and recruitment and selection activities.

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

4. Monitoring and Surveillance of forest areas, nurseries & port of entries
5. Insect specimen collection and identification
6. Catalogue of insect specimens

### Person Specifications

In addition to Year 12 level education or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### Knowledge and Experience

6. At least 3 years relevant work experience in Forestry environment
7. Sound Knowledge of Pathological and Entomological work

### Skills and Abilities

7. Demonstrated ability to know basic forest pathology and entomology
8. Demonstrated ability to recognize potential pest and disease problems

9. Good communication, interpersonal and representational skills, and ability to work in a team environment.
10. Competent with the use of computer software.
11. Service oriented approach, and commitment to achieving organisational outcomes.

## **PERSONAL CHARACTER AND ELIGIBILITY**

All applicants for employment in the Ministry of Forestry must be in sound health, with a clear police record and be politically neutral. Applicants shortlisted will be required to provide a medical certificate and police clearance at their interview.

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## MINISTRY OF FORESTRY

**JOB DESCRIPTION:** RDF -FIELD ASSISTANT (Lautoka)

### CORPORATE INFORMATION

1. Position Level: Band A
2. Salary Range: \$4.60/hr - \$5.90 / hour
3. Duty Station: Lautoka
4. Reporting responsibilities:
  - i. Reports To: Forester -Extension
  - ii. Liaises with: Divisional staff
  - iii. Subordinates: None

### POSITION PURPOSE

The position will undertake nursery management activities, monitoring and reforestation activities including seed collection and tree planting

### KEY RESPONSIBILITIES

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

1. Undertake nursery activities from soil sieving, soli sterilization, soil mixing and potting
2. Transplanting of germinant to the recommended pot sizes
3. Carry out watering of seedlings, seedling treatments ( insecticide application) , hardening – off seedlings
4. Undertake survival count of different tree species propagated in the nursery
5. Undertake seed collection and maintain records in the nursery seedling register & nursery log book
6. Undertake tree planting activities as and when required
7. Ensure health and safety requirements are followed

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Achieving the targets set out in the individual work plan
2. Quality of work performed in accordance with standard procedures

### PERSON SPECIFICATIONS

In addition to a Form Four/Year 10 pass or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

#### Knowledge and Experience

1. Previous experience in forestry related work would be advantageous
2. Knowledge of Health and Safety requirements

**Skills and Abilities**

1. Able to follow written procedures and instructions from supervisors
2. Self-motivated and able to manage their time and assigned work in order to achieve targets
3. Good communication skills and able to work well in a team environment
4. Service oriented and honest.

**Physical Requirements**

Position requires physical labour and lifting of heavy objects

**PERSONAL CHARACTER AND ELIGIBILITY**

All applicants for employment in the Ministry of Forestry must be under the age of 55, in sound health, with a clear police record and be politically neutral. Applicants shortlisted will be required to provide a medical certificate and police clearance at their interview.

The Ministry of Forestry operates in a politically sensitive environment. Any person who is, and is seen to be, active in political affairs, and intends to publicly carry on this activity, may compromise the strict political neutrality of Ministry Of Forestry and cannot be considered for employment. All applications for employment must provide a statement that they are not and do not plan to be, politically active in Fiji.