



## 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 25/42	Communications and Engagement Officer, REDD+ Project - Suva	Band H (\$38,557.20 - \$45,901.55)	1	3 years subject to availability of funds
MFor 25/43	Forest Guard – Taveuni	Band E (\$21,121.70 - \$25,144.88)	1	To retirement age
<b>RE-ADVERTISEMENT</b> (Applicants who have previously applied for the position need not re-apply)				
MFor 25/44	Forestry Officer – REDD+ Project – Suva	Band G (\$32,999.24 – \$39,284.82)	1	3 years subject to availability of funds

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

### Application Process

#### 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 for vacancies must be submitted by Monday 8<sup>th</sup> September 2025: late applications will not be accepted.**

For further information please go to the Ministry website [www.forestry.gov.fj](http://www.forestry.gov.fj). Any queries can be directed to Mr Jovilisi Natete on phone No: 3301 611 Ext 333 123 or email [jovilisi.natete@mff.gov.fj](mailto:jovilisi.natete@mff.gov.fj)

**SUSTAINABLE FORESTS, OUR FUTURE**



## MINISTRY OF FORESTRY

### **ROLE DESCRIPTION: Communications and Engagement Officer –REDD+ PROJECT**

#### **CORPORATE INFORMATION**

1. Annual Salary: Band H (\$38,557.21 – \$45,901.44)
2. Duty Station: FRA Office, Colo I Suva
3. Division: Forest Resource Assessment and Conservation (FRAC)
4. Responsible for: ER – Program Awareness Campaign and Communication, Consultation and Participation Plan
5. Reporting Responsibilities:
  - a) Reports to: Principal Forestry Officer- Forest Resource Assessment & Conservation
  - b) Liaises with: Divisional staff, Stakeholders, NGOS, media outlets and general public
  - c) Subordinates: None

#### **POSITION PURPOSE**

The Communications and Engagement Officer exists to support the Team Leader MEMU in creating awareness on the objective and the communication and dissemination of information on the ERP-Program through the various existing platforms and media outlets with the aim of reaching every household in Fiji.

#### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the following key responsibilities

1. Monitor and review communication and engagement plans to continually improve the quality, accessibility and dissemination of information on the ERP-Program
2. Create, monitor and update information to ensure that all relevant data are properly documented and securely stored;
3. Develop and deliver communications projects including developing logistics, budgets, resource and project plans, and reporting to enable the efficient and effective communication of ER Program information to the community
4. Organise Periodic Meeting Schedule of all lead contacts for Site Support Groups and FGMR, including meeting agenda and schedule, budget for logistics and administrative arrangements;
5. To be the main focal point for information dissemination for the ER-Program, including the regular updating of the REDD+ Website and addressing public queries

6. Provide an assessment of the effectiveness of the ER-Program key awareness campaign message and mode/outlet used;
7. Provide advice on the communication strategies, options and opportunities to pursue in order to increase the effectiveness of media and awareness coverage;
8. Provide information for the benefit of the Minister of Forestry during parliamentary sessions and debates;
9. Providing information to support the Ministry of Forestry's reporting obligations to the international, regional and national conventions, agreements and development programmes;
10. Provide updates on the Environmental Social Management Framework (ESMF) and its contribution to the national LEDS and NDCs;
11. Developing and delivering training and capacity building programs and government organized conventions.

## **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 SPECIFICATION:**

In addition to Bachelor Degree in Journalism, Communication, media relations and management with 5 years proven working experience in the communications, media relations, community participation, consultations and engagement and information management. A valid driver's license will be an advantage. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

## **KNOWLEDGE AND EXPERIENCE**

1. Knowledge of media relations and public relations
2. Practical and proven working knowledge in all facets of journalism in a changing technological era
3. Well deserved experience with proficient writing and quality research skills and timely reporting
4. Thorough understanding of the English language, both oral and written. Fluency in a vernacular language is an advantage
5. 5 years proven working experience in the communications, media relations, community participation, consultations and engagement and information management

## **SKILLS AND ABILITIES**

1. Strong oral skills to communicate with diverse workgroups with the ability to analyse and write high level facts
2. Exhibit proficiencies to utilize computer programs, gadgets, cameras, digital recorders and video equipment to support the operations of the organization

3. Good communication skills both oral and written with proven records of publications
4. Proficiency in Microsoft office applications and data analysis 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: FOREST GUARD – TAVEUNI**

#### **CORPORATE INFORMATION**

6. Position Level: Band E
7. Salary Range: (\$21,121.70 – \$25,144.88)
8. Duty Station: Taveuni, Northern Division
9. Reporting Responsibilities:
  - d) Reports to: Forester Savusavu
  - e) Liaises with: Principal Forestry Officer Northern and Ministry staff, saw millers, logging contractors, landowners, I-Taukei Land Trust Board, Fiji Hardwood Corporation, Fiji Pine Limited, and non-Government organizations
  - f) Subordinates: None

#### **POSITION PURPOSE**

The position assists the Forester in forest regulatory operations and reforestation activities within a beat area to ensure the sustainable management of forest resources.

#### **KEY RESPONSIBILITIES**

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

1. Field verification of all applications for harvesting licenses in the beat station.
2. Monitoring and evaluation of all harvesting operations in line with conditions specified on the license.
3. Conduct log scaling and marking at logging sites and ensure accurate data capture.
4. Enforcement of the Forest law and regulations and provide advice on policies and practices to customers and stakeholders.
5. Actively support extension and reforestation activities through the conduct of awareness and assistance to communities and ensuring seedling supplies.
6. Compile and submit the monthly operational report.
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. All harvesting licenses and operations are dealt with in compliance with regulations, policy and procedures.
2. Effective conduct of awareness on enforcement and extension activities.
3. Planned reforestation activities are completed according to timeline.
4. Submission of complete and timely data and reports.

### **PERSON SPECIFICATION:**

In addition to an Advanced Certificate in Forestry Technician, Diploma in Forestry or equivalent, 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 and the Fiji Forest Harvesting Code of Practice 2013.
2. Good working knowledge and understanding of the Forest Harvesting Plan.
3. Knowledge of methods used to determine timber volumes.

### **SKILLS AND ABILITIES**

1. Have a high level of honesty, ethics and integrity and able to take responsibility for actions.
2. Ability to communicate effectively and work well with others.
3. Ability to read maps and use basic tools such as compass, clinometers and GPS.
4. Demonstrated ability to prioritise and organize work cooperatively within a team environment.
5. Capacity to utilize computer programs to support daily operations.
6. Valid Class 2 Drivers license (manual).

### **PERSONAL CHARACTER AND ELIGIBILITY**

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## **MINISTRY OF FORESTRY**

### **ROLE DESCRIPTION: REDD+ FORESTRY OFFICER**

#### **CORPORATE INFORMATION**

- 10. Position Level: Band G
- 11. Salary Range: \$32,999.24 - \$39,284.82
- 12. Duty Station: Forest Resource Assessment and Conservation Division, Suva.
- 13. Reporting Responsibilities:
  - g) Reports to: National REDD+ Coordinator
  - h) Liaises with: REDD+ Unit/Frac staff, REDD+ Focal Point / Government Representatives / CSO platform / Public
  - i) Subordinates: REDD+ Charge Hand

#### **POSITION PURPOSE**

The position manages the REDD+ capital fund project and implements activities under the National REDD+ Programme, ensuring effective stakeholder participation.

#### **KEY DUTIES**

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

1. Planning, implementation and monitoring for REDD+ activities under capital funds in coordination with the REDD+ Unit and stakeholders.
2. Prepare reports on project activities on outputs and outcomes and make submissions to the REDD+ Steering Committee and the Ministry's Planning Section.
3. Contribute to the quarterly REDD+ Newsletter and REDD+ informational materials.
4. Conduct trainings, workshops, awareness to staffs and other relevant partners where appropriate and necessary.
5. Undertake any other actions related to the project under the instruction of the National REDD+ Coordinator.
6. 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 work plans are developed, endorsed and successfully implemented within the agreed timeframes, and specific requirements.
2. All reports are compiled with appropriate information and submitted within agreed timeframes.



3. Quality reports and secretariat services are provided, and outcomes are actioned in a timely and effective manner.
4. Timely and accurate delivery of services that support customer/stakeholders requests and/or requirements, compliant with standard operating procedures.

### **PERSON SPECIFICATION:**

In addition to a Degree in Bachelor Degree in Forestry/Environmental Science from a recognized institution or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **KNOWLEDGE AND EXPERIENCE**

1. Previous relevant experience in project management.
2. Knowledge of REDD+ and climate change related issues.
3. Experience in conducting stakeholder consultations at national and local level and developing awareness materials and other communication products.

### **SKILLS AND ATTRIBUTES**

1. Excellent oral and written communication skills in English. Fluency in another local language will be an advantage.
2. Excellent organizational and administrative skills. Able to work under pressure and ensure timely completion of assigned tasks.
3. Proficient in Microsoft office applications and data analysis skills.
4. Demonstrates self-commitment and initiative in continually up skilling and strengthening personal competencies to meet service demand.
5. Team player that shows initiative, is proactive, and can work under minimum supervision.
6. Valid Class 2 Drivers license (manual).

### **PERSONAL CHARACTER AND ELIGIBILITY**

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