



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 Duration
MFor 22/25	Director Forest Products, Trade and Training	Band J (\$51,132.98 - \$59,655.14)	1	3 years
MFor 22/26	Director Forest Research & Development	Band J (\$51,132.98 - \$59,655.14)	1	3 years
MFor 22/27	Forester (Timber Preservation)	Band F (\$22,528.74 - \$26,283.53)	1	3 years
MFor 22/28	Secretary to Director Corporate Services	Band E (\$19,041.75 - \$22,215.38)	1	3 years
RE-ADVERTISEMENT				
MFor 22/29	Forest Guard (Pool) (Central/Western/Northern)	Band E (\$19,041.75 - \$22,215.38)	1	3 years
WITHDRAWAL OF VACANCY			REMARKS	
MFor 22/13	Forest Guard (Pool) (Central/Western/Northern)	Band E (\$19,041.75 - \$22,215.38)	Amendment to Role Description	

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. 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 19th September 2022; late applications will not be accepted.

Applicants are encouraged to submit their application by:

Application by Post Permanent Secretary for Forestry, P.O. Box 2218, Government Buildings, Suva, Fiji	Application Delivered Ministry of Forestry Registry Section, Level 2, Takayawa Building, Toorak, Suva.	Application by email: (preferred method) forestryvacancies@gmail.com
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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 333 156 or email evelyn.sami@govnet.gov.fj

SUSTAINABLE FORESTS, OUR FUTURE



MINISTRY OF FORESTRY

ROLE DESCRIPTION: DIRECTOR FOREST PRODUCTS, TRADE AND TRAINING (DFPTT)

CORPORATE INFORMATION

1. Position Level: Band J
2. Salary Range: \$51,132.98 - \$65,555.10
3. Duty Station: Nasinu
4. Reporting Responsibilities:
 - a) Reports to: Executive Director Operations and Services (EDOS)
 - b) Liaises with: Ministry staff, other Government agencies, stakeholders, training providers, development partners
 - c) Subordinates: Senior Forestry Officer, Forestry Officers, Foresters, Forest Guards, Project staff, Government Wage Earners, and administrative support staff

POSITION PURPOSE

The position is responsible for providing strategic direction for the development and promotion of wood and non-wood forest products, and the provision of relevant training, technical assistance and regulatory services in supporting the forestry sector. The Director also assists in the formulation and implementation of legislation and policy decisions, develops and enforces codes and standards governing the processing of timber and trade that are internationally accepted, supporting the development of potential markets for all wood and non-wood forest products.

KEY RESPONSIBILITIES

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

1. Lead and coordinate the efficient and effective facilitation of industry needs by promoting, supporting and engaging with the timber industry in order to meet market standards and compliance with codes of practice through the implementation of well-designed and well-targeted technical and trade assistance programmes, and regulatory services.
2. Participate actively in planning and budgeting activities and ensure that divisional plans and projects are properly developed, implemented, monitored and evaluated.
3. Develop and implement strategies that promote innovation in the development and adoption of wood and non-wood forest products within the forest sector including the identification of viable business proposals through the implementation of a thorough screening process, in line with the objectives and goals of the Ministry.
4. Provide effective policy support and advice to executive management and review and recommend changes as necessary to prevailing policies and legislations to ensure that they are conducive to investments, and are in line with internationally recognized standards.
5. Provide strategic direction for the identification and formulation of appropriate technical training programs and activities; monitor, evaluate and review the effectiveness of the curriculum; and actively seek partnerships with relevant organizations and training providers to source training opportunities for the industry and ministry staff

6. Establish networks and programs to promote collaboration and cooperation with stakeholders and development partners in order to enable additional support for divisional outputs.
7. Promote a productive work environment by effectively leading and motivating divisional staff for the delivery of high quality work by ensuring staff have clear direction, support and understand their roles, work-plans and expectations. This includes the promotion of high performance standards through the development and implementation of targeted capacity building for staff.
8. Ensure the effective management of the division's finances and assets, including vehicles, and the timely submission of annual work programmes and budget submissions, in line with the Ministry corporate needs and in compliance with financial legislation, policies and procedures.
9. Provide appropriate, informative and timely reports on a weekly, quarterly and annual basis as well as any reports that may be required by the Conservator of Forests.
10. Contribute to the organisation through provision of quality customer services, participating in initiatives to promote organisation improvement, team work and employee health, safety and wellbeing and participation in selection panels.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All activities within the division work plan are completed and delivered as planned and budgeted.
2. Timely and accurate delivery of services and advice that support customer/stakeholders requirements and requests, compliant with applicable legislation, policies, procedures and standard operating procedures.
3. Increased collaboration and partnerships with International and regional organisation to support division/ministry outputs.
4. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including recommendations for improvement.
5. Corporate Management:
 - a. Efficient and compliant management and monitoring of resources, databases, budgetary allocations, and assets that support the achievement of divisional objectives.
 - b. Effective and timely management of staff performance and outcomes, including health and safety, to enable successful delivery of quality and timely outputs identified in individual work plans and operational plans.

PERSON SPECIFICATION:

In addition to a Bachelor of Science in Forestry or relevant degree in wood processing, wood technology, or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 5 years relevant work experience in forestry or wood processing.
2. Good working knowledge of forestry operations, primary and secondary wood processing.
3. Prior experience in a leadership role is preferable.
4. Knowledge of legislation and policies relevant to the forestry sector in particular timber related regulations and procedures.

SKILLS AND ABILITIES

1. Demonstrated leadership ability with strong management and planning skills.
2. Able to seek and develop relationships to achieve strategic objectives and convert client relationships into opportunities.
3. Good written communication skills with the ability to develop policies and standards, and write proposals.
4. Results oriented with the ability to manage multiple work assignments effectively in a high pressure environment.
5. Able to motivate, develop and mentor individual team members to ensure effective and positive working relationships and the achievement of targeted results.
6. Capacity to effectively utilise computer programs to support operations.
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.
8. 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 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: DIRECTOR – FOREST RESEARCH & DEVELOPMENT

CORPORATE INFORMATION

5. Position Level: Band J
6. Salary Range: \$51,132.98 - \$65,555.10
7. Duty Station: Colo-i-Suva
8. Reporting Responsibilities:
 - d) Reports to: Executive Director Research and Development
 - e) Liaises with: Ministry management and staff, and key stakeholders in the forestry sector including but not limited to the industry partners, iTaukei Lands Trust Board and forest owners, forest harvesting contractors, sawmillers, and Civil Society Organisations, and communities. Academic institutions, research organizations national regional and international levels.
 - f) Subordinates: Senior Scientific Officer, Senior Forestry Research Officer, Senior Forestry Health Officer, Forestry Officer, Foresters, Forest Guards, administrative support staff, Government Wage Earners, and Casual Staff

POSITION PURPOSE

This position is responsible for the Fiji's forest research and development of ecosystems, including native forests, plantation forests, agroforestry, and urban forests; as well as forest products diversification through the research and development of wood and non-wood forest products; and also, to provide scientific support and advice to senior management.

KEY RESPONSIBILITIES

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

1. Oversees management of all forest research activities, including forest products diversification, with the aim for peer reviewed scientific publications. This includes the Nakavu Native Forest Monitoring Project, species-specific projects such as on Sandalwood Research, and other forest research project areas.
2. Manages the Ministry's seed collection and germination, nursery stock works, and develops tree breeding programs for various species of interest, as well as the research and development of new high value wood and non-wood forest products. Oversees training of Ministry Staff, communities and other stakeholders on safe seed collection and germination techniques and other nursery operations.
3. Manages research of native biodiversity assemblages for the health, protection and conservation of plant genes to support reforestation, afforestation, agroforestry and urban forestry; as well as other associated matters such as the management and control of weeds to enhance reforestation and afforestation.
4. Strategically manage research data on harvesting impacts and restorative management with advice and quality assurances on forest management plans. Additionally, develops objectives and strategies for the budgeted Annual Operational Plan to be in line with the Ministry's Strategic Goals with implementation by the Division; with monitoring of activities to ensure efficient achievement of results with the expenditure tracked and all procurement is properly managed and policy compliant.

5. Provides timely information and advice to the Conservator of Forests and Executive Director Research and Development, including contributions to Cabinet Papers, parliamentary responses and speeches.
6. Establishes strategic partnerships, networks and programs to promote collaboration with stakeholders and forestry research development partners and coordinates intra and inter-agency cooperation for provision of scientific expertise and quality support for funding.
7. Enables a productive work environment by providing effective staff supervision, mentoring, coaching and performance assessment and development for staff, ensuring they have clear direction, support and understand their roles and work-plans.
8. Contributes to the organisation through provision of quality customer services, participating in initiatives to promote organisation improvement, teamwork and employee health, safety and wellbeing and participation in selection panels.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All activities within the division work plan are completed and delivered as planned and budgeted.
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 reports are submitted within the agreed timeframes, and meet the required standards of reporting.
4. Strategized and delivered peer-reviewed scientific publications.

PERSON SPECIFICATION:

In addition to a postgraduate degree in Science, Forestry, Environmental Science and at least 5 years relevant experience specific to the position responsibility, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Proven experience in scientific research methods and good understanding of the underlying scientific principles for research and its application.
2. Knowledge in silvicultural treatment and management, wood utilisation and non-wood forest products would be an advantage.
3. Knowledge in research design and statistical analysis, national and international biosecurity and trade requirements and procedures.
4. Good understanding of forest ecosystems and conservation in the Fijian context.

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. Excellent written and verbal communication English skills with the ability to produce quality reports, write project proposals, and research papers, as well as excellent analysis skills with attention to detail to ensure accuracy.
3. Highly competent with the use of computer software, especially the Microsoft Office suite.
4. Results oriented with good organisational skills, reliable and capable of multiple work assignments and the ability to work under pressure to meet deadlines.
5. Ability to establish and maintain effective working relationships with staff, stakeholders, other forestry research professionals, and the general 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 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: FORESTER (TIMBER PRESERVATION)

CORPORATE INFORMATION

9. Position Level: Band F
10. Salary Range: \$22,528.74 - \$28,883
11. Duty Station: Nasinu
12. Reporting Responsibilities:
- g) Reports to: Forestry Officer (Timber Preservation)
 - h) Liaises with: Director FPTT, FPTT staff, timber processors, timber exporters, and importers.
 - i) Subordinates: Forest Guard(s) and Senior Technical Assistant

POSITION PURPOSE

The position assists the Forestry Officer (Timber Preservation) in directly overseeing all timber preservation activities for the three (3) divisions in the Northern, Western and Central/Eastern.

KEY RESPONSIBILITIES

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

1. Preparation of work programmes and supervision of all timber preservation activities in line with the division's unit plan to ensure achievement of targeted outputs
2. Verification of all application for new and renewed timber treatment plant licenses before submission to Forestry Officer (Research).
3. Monitor all licensed treatment plants and also provide advice on technical matters relating to timber preservation.
4. Collection of all required information/data before analysis and compilation of quarterly operational reports for the timber preservation section.
5. Fully support and assist in the design and implementation of research activities and trials required by the Section, ensuring that all assigned tasks are completed within allocated time frame.
6. Provide effective supervision and development support for Forest Guard and other subordinates, including mentoring and, coaching to ensure that they have clear direction, and good understanding of their roles and work-plans.
7. Contribute to the effective operation of 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. Effective Implementation and completion of the assigned activities in the Divisional Unit Plan in full compliance with applicable legislation, policies, procedures and service standard guidelines.
2. All reports are compiled with appropriate information and submitted within agreed timeframes.

3. Efficient and effective management and monitoring of resources, databases, budgetary allocation and assets that support meeting work plan objectives of the section.
4. Timely and appropriate supervision of staff activities and performance that support the achievement of expected outcomes in individual work plans.

PERSON SPECIFICATION:

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

KNOWLEDGE AND EXPERIENCE

1. Previous experience in wood processing especially timber preservation.
2. Knowledge and understanding of the timber end use specification.
3. Knowledge and understanding of the Forest (Preservative Treatment) Regulations 1992.

SKILLS AND ABILITIES

1. Demonstrated ability to lead, plan and organize activities and work cooperatively within a team environment.
2. Sound communication, interpersonal and representational skills.
3. Analysis and problem solving skills.
4. Ability to achieve results personally and through effective team leadership.
5. Capacity to utilise computer programs to support daily operations.
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 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: SECRETARY TO DCS

CORPORATE INFORMATION

13. Position Level: Band E
14. Salary Range: \$19,041.75 - \$24,412.50
15. Duty Station: HQ, Takayawa Building
16. Reporting Responsibilities:
j) Reports to: Director Corporate Services
k) Liaises with: Ministry staff, Government ministries and agencies, service providers and suppliers
l) Subordinates: None

POSITION PURPOSE

The primary purpose of this position is to provide secretarial and administrative support to the Director Corporate Services.

KEY RESPONSIBILITIES

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

1. Provide administrative support, including attending to telephone calls, travel arrangements, receiving and dispatch of official correspondences, communication with key stakeholders and filing of correspondences.
2. Managing the calendar of appointments.
3. Composing and preparing correspondence including minutes and letters that are sometimes confidential.
4. Arrange meetings, events, itineraries, and agendas including the compilation of required documents, and preparation and serving of refreshments.
5. Assist in HR and corporate services activities including registration of applications for vacancies, responding to queries and providing secretariat support for selection panels. The position will also assist in records management in the registry and reception duties as and when required.
6. Ensure the delivery of quality customer services and participate in initiatives to promote organizational improvement, team work, employee health and safety, and participate in selection panels.

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.
2. All official correspondence is effectively managed and filed.
3. Approved Ministry policies and procedures are adhered to in all administrative undertakings.
4. All reports are compiled with appropriate information and submitted within agreed timeframes.

PERSON SPECIFICATION:

In addition to a Diploma in Office/Business Administration or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Previous work experience in a secretarial or administrative support role.
2. Knowledge of administrative legislation, regulations, policies and procedures.

SKILLS AND ABILITIES

1. Strong organization and interpersonal skills.
2. Good verbal and written communication skills.
3. Ability to handle confidential information with discretion.
4. A team-player with the ability to also be effective independently.
5. Ability to follow directions and maintain high standards of professionalism and maturity.
6. Capacity to utilise computer programs to support daily operations.
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the 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 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: FOREST GUARD – HARVESTING

CORPORATE INFORMATION

1. Position Level: Band E
2. Salary Range: \$19,041.75 - \$24,412.50
3. Duty Station: Central/ Northern/ Western Division
4. Reporting Responsibilities:
 - m) Reports to: Forester
 - n) Liaises with: Divisional Directors and Ministry staff, saw millers, logging contractors, landowners, I-Taukei Land Trust Board, Fiji Hardwood Corporation, Fiji Pine Limited, and non-Government organizations
 - o) 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, 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

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.