



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 (Step1-4)*	No. of Position	Contract Duration
MFor 21/46	Executive Director Operations & Services-HQ	Band K (\$59,945.18 - \$76,852.80)	1	3 years
MFor 21/47	Director Operations- North	Band J (\$51,132.98 - \$65,555.10)	1	3 years
RE-ADVERTISEMENT				
MFor 21/48	Senior Forestry Officer Operations (Eastern) - Nausori	Band H (\$34,760.31 - \$44,564.50) Applicants who have previously applied for the position need not re-apply.	1	3 years
MFor 21/49	Senior Economic Planning Officer - HQ	Band G (\$28,605.45 - \$38,140.60) Applicants who have previously applied for the position need not re-apply.	1	3 years

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 17th January 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 Mrs Kesaia Raiyawa on phone No: 3301 611 Ext 333 175 or email kesaia.raiyawa@govnet.gov.fj

SUSTAINABLE FORESTS, OUR FUTURE



MINISTRY OF FORESTRY

ROLE DESCRIPTION: EXECUTIVE DIRECTOR FORESTRY OPERATIONS & SERVICES

CORPORATE INFORMATION

1. Position Level: Band K
2. Salary Range: \$59,945.18 - \$76,852.80
3. Duty Station: HQ, Takayawa Building
4. Reporting Responsibilities:
 - a) Reports to: Conservator of Forests
 - b) Liaises with: Ministry staff, Forestry stakeholders, Government agencies, development partners
 - c) Subordinates: Divisional Forestry Officers (Band J)

POSITION PURPOSE

The position is responsible for the implementation and coordination of all forest law enforcement, conservation and development activities within the Forest Sector, including: resource; social; environmental; and economic development.

KEY RESPONSIBILITIES

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

1. Directs, leads and guides all activities related to forest law enforcement, conservation and reforestation and forest resource development.
2. Development and continuous revision of forest law enforcement strategies and policies
3. Provides policy advice and support to executive management by actively contributing to the formulation of cabinet papers and operational briefs, providing representation in meetings and resolving complex issues.
4. Takes a lead role in the formulation of the annual budget and plans and ensures effective monitoring of budget utilization and implementation of Capital Projects for the divisions under its responsibility.
5. Establishes and maintains a high level of collaboration and relationship with development partners, bilateral and multilateral funding agencies, regional organisations, industry and stakeholder groups for the purpose of developing the forest sector
6. Provides effective leadership and support to divisional heads through mentoring, coaching and performance assessment ensuring they have clear direction, support and understand their roles and expectations.
7. Provides divisional oversight on financial and administrative compliance to legislation and policies and drives continuous improvement in systems and processes
8. Actively contributes to any corporate requirements including planning, budgeting and selection activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Planned activities in the operational and business plan are completed according to set targets and timelines
2. Compliance with applicable legislation, policies and procedures and service standards.
3. Quality and timeliness of advice and required reports

PERSON SPECIFICATION:

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

Knowledge and Experience

1. Extensive experience working in the forestry sector;
2. Sound knowledge of harvesting, planting, conservation and management of forest resources
3. Understanding of Forestry legislation, policies, procedures
4. Experience with forest management plans, community consultation and trade procedures

Skills and Abilities

1. Excellent leadership skills and people management capabilities
2. Strong interpersonal, representation and communication skills both written and verbal
3. Demonstrated maturity and ability to solve complex problems in a resource constrained environment.
4. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Forestry must be Fijian Citizens, under Age 55, in sound health, with a clear police record and be politically neutral. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Forestry 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: DIRECTOR OPERATIONS NORTHERN

CORPORATE INFORMATION

5. Position Level: Band J
6. Salary Range: \$51,132.98 - \$65,555.10
7. Duty Station: Northern Division
8. Reporting Responsibilities:
 - d) Reports to: Executive Director Forest Operations and Services
 - e) Liaises with: Ministry management and staff, and key stakeholders in the forestry sector including but not limited to the industry partners such as Fiji Pine Limited, Fiji Hardwood Corporation, i-Taukei Lands Trust Board and landowners, logging contractors, saw millers, and conservation partners such as Civil Society Organisations, and community members.
 - f) Subordinates: Forestry Officer, Foresters, Forest Guards, administrative support staff, Government Wage Earners

POSITION PURPOSE

Manage the implementation of regional forest sector development operations and services within the division including establishing and maintaining stakeholder relations and the responsible management and administration of the entire divisional portfolio.

KEY RESPONSIBILITIES

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

1. Maintain a focus on national policy objectives on sustainable forest management for socioeconomic development and conservation through reforestation and afforestation through the provision of forest extension and advisory services and awareness programmes.
2. Lead and coordinate the efficient and effective facilitation of the industry needs in growing the economy from the forestry sector.
3. Lead and coordinate the enforcement, implementation and monitoring of the forest legislation, policy, regulations and Fiji Forest Harvesting Code of Practice within the areas under the jurisdiction of the division.
4. Actively participate in planning and budgeting activities and ensure that divisional plans and projects are properly developed, implemented, monitored and evaluated.
5. Facilitate licensing of harvesting operations, ensure effective monitoring and reporting on all licenses and that all fees and charges are correctly charged and collected.
6. Engage with the sector and customers to anticipate potential opportunities, develop strategies and implement actions.
7. Motivate and lead staff in the achievement of divisional outcomes, ensuring they have clear work plans and regular performance feedback, and facilitate capacity building through appropriate training opportunities.
8. Ensure that financial and administrative legislation, policies and procedures are adhered to and that staff are fully aware and compliant.
9. Provide support to the Executive Director Forest Operations and Services through the provision of sound and timely advice, briefs and reports including the accurate and complete collection and recording of all data requirements.
10. Ensure the delivery of quality customer services, participation 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. Timely achievement of set divisional targets as per the annual business plan.
2. Full compliance with applicable legislation, policies, procedures and standards.
3. All acquittals, returns, reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.
4. All required records and data are accurate, complete and accessible.
5. Timely submission of staff performance assessments and provision of appropriate training to address performance gaps.

PERSON SPECIFICATION:

In addition to a Bachelor's Degree in Forestry, Environmental Science, Management, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Relevant work experience in the forestry and/or environment sector and a good understanding of national policy objectives in the sector.
2. Demonstrated experience in program/project planning, implementation, monitoring and evaluation at a senior level.
3. Knowledge and understanding of the relevant Forestry and environment legislation, regulations, Codes, policies and procedures.

SKILLS AND ABILITIES

1. Demonstrated leadership ability with strong management and planning skills.
2. Strong communication skills and ability to seek and develop relationships to achieve strategic objectives and convert client relationships into opportunities.
3. Able to motivate and develop team members to ensure effective working relationships and achievement of targeted results.
4. Demonstrated technical skills in sustainable management practices with analytical skills on pre-harvest inventory, diameter limit tables and forest simulation is desirable, but not compulsory.
5. Ability to manage multiple work assignments effectively in a high pressure environment.
6. Have a high level of ethics and integrity and be able to maintain confidentiality and take responsibility for actions.
7. Capacity to effectively utilise computer programs to support operations.
8. Understanding of traditional protocols and structures to support community development opportunities and active engagement.
9. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

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: Senior Forestry Officer - Operations (Eastern)

CORPORATE INFORMATION

1. Position Level : Band H
2. Salary: \$34,760.31 - \$44,564.50
3. Duty Station: Nausori Office
4. Reporting Responsibilities;
 - a) Reports To: Director Forestry Operations (Central/Eastern)
 - b) Liaises with: Divisional Directors and Ministry staff, saw millers, logging contractors, landowners, I-Taukei Land Trust Board, Fiji Pine Limited, Fiji Pine Trust and non-Government organizations
 - c) Subordinates: Foresters, Forest Guards, GWEs

POSITION PURPOSE

The position is responsible for coordinating forestry activities in the Eastern Division which include forest harvest licensing, monitoring, forest law enforcement, and forest extension. It will also oversee timber inspectorate functions and manage projects.

KEY RESPONSIBILITIES

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

1. Lead and coordinate the enforcement, implementation and monitoring of the forest legislation, policy, regulations and Fiji Forest Harvesting Code of Practice within the Eastern Division and assist in the same for the Central Division.
2. Contribute to the planning of activities and capital projects and provide oversight when required for implementation, monitoring, reporting and evaluation.
3. Work with communities, stakeholders and other Government agencies to support Ministry and Government policy objectives and facilitate forestry related development.
4. Ensure that financial, assets and administrative legislation, policies and procedures are adhered to and that reporting staff are fully aware and compliant.
5. Facilitate the planning, re-prioritization and resource allocation, to support Ministry deliverables under the strategic, operational and business plans
6. Motivate and lead staff in the achievement of divisional outcomes and facilitate capacity building through appropriate training
7. Provide support to the Director Operations (C/E) through the provision of sound advice, and effective briefs and reports
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

KEY PERFORMANCE INDICATORS

1. Timely achievement of set divisional targets as per the annual business plan while maintaining full compliance with applicable legislation, policies, procedures and standards
2. Number of non-compliance or non-conformance actions taken for breaches of policy and legislation when conducting relevant inspections and all actions are fully followed through
3. Timely submission of acquittals, returns and reports
4. Effective and timely supervision of staff activities and performance to ensure individual and team performance targets are met.

PERSON SPECIFICATION

In addition to a Bachelor's Degree in Forestry or equivalent the following knowledge, experience, skills and abilities required to successfully undertake this role includes:

Knowledge and Experience

1. A least 7 years relevant work experience in forestry
2. Good understanding of the relevant Forestry and environment legislation, regulations, policies and procedures
3. Demonstrated knowledge and experience in project management

Skills and Abilities

1. Demonstrated ability to lead, plan and organize activities/projects and work cooperatively within a team environment
2. Demonstrated technical skills in sustainable management practices with analytical skills on pre-harvest inventory, diameter limit tables and forest simulation
3. Strong communication and interpersonal skills with the ability to build and maintain relationships with stakeholders, including staff, government agencies, development partners, communities and the public
4. Understanding of traditional protocols and structures to support community development opportunities and active engagement
5. Ability to manage multiple work assignments effectively in a high pressure environment
6. A valid Class 2 Drivers license will advantageous

Personal Character

All applicants for employment in the Ministry of Forestry must be under the age of 55, in sound health, fully vaccinated for COVID-19, with a clear police record and be politically neutral. Applicants shortlisted will be required to provide a medical certificate, copy of vaccination card and police clearance.



MINISTRY OF FORESTRY

ROLE DESCRIPTION: SENIOR ECONOMIC PLANNING OFFICER

CORPORATE INFORMATION

9. Position Level: Band G
10. Salary Range: \$28,605.45 - \$38,140.60
11. Duty Station: HQ, Takayawa Building
12. Reporting Responsibilities:
g) Reports to: Principal Economic Planning Officer
h) Liaises with: Divisional Heads and Ministry staff, other Government agencies, stakeholders, development partners
i) Subordinates: Economic Planning Officer

POSITION PURPOSE

The position is responsible for coordinating and facilitating trade and investment guidelines for the forest sector including forestry products. It also provides support in monitoring and evaluation of Plans, Policies, and National and International commitments.

KEY DUTIES

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

1. Develop annual business and investment guidelines related to forestry.
2. Facilitate public and private investors in Forestry and assist potential entrepreneurs.
3. Assist in the formulation and monitoring of the Ministry's Strategic/Operational Plans.
4. Monitor and evaluate Ministry Plans and Policies, including forest related commitments to national and international priorities such as NDP, SDGs etc.
5. Assist in organizing meetings and provide secretarial support when required.
6. Provide effective reports and briefs based on research and analysis activity.
7. Provide effective supervision and development for reporting staff ensuring they have clear direction, support and understanding of their roles and work-plans.
8. Actively contribute to any corporate requirements including planning, budgeting and selection activities (post processing) where required.

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. Business & Investment guideline is developed, published, disseminated to all stakeholders within the agreed timeline.
3. All Ministry Plans and Policies are monitored according to the agreed framework and timelines.
4. All reports are compiled with appropriate information and submitted within agreed timeframes.

PERSON SPECIFICATION:

In addition to Degree in Economics, Commerce, Public Policy or equivalent from a recognized institution or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Good marketing, trade, investment and policy knowledge;
2. Knowledge and experiences in strategic, operational and business planning and priority setting;
3. Knowledge and experiences in monitoring and evaluation of plans and policies;
4. Knowledge and experiences in data analysis and report writing.

SKILLS AND ABILITIES

1. Strong analytical and data interpretation skills, and solution/result oriented;
2. Innovative and resourceful, with good verbal and written communication and interpersonal skills;
3. Excellent organisation, coordination in a multi-task environment and time management skills;
4. Capacity to effectively utilise computer programs to support operations;

5. Able to supervise and work well with the team;
6. Service oriented approach, with a commitment to supporting the operational and corporate.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Forestry must be Fijian Citizens, under Age 55, in sound health, with a clear police record and be politically neutral. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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