



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 22/30	Forester (Extension) – Nausori (Re-advertised)	Band F (\$22,528.74 - \$26,283.53)	1	3 years
MFor 22/31	Forester – Sandalwood Project - Coloisuva	Band F (\$22,528.74 - \$26,283.53)	1	3 years (subject to availability of funds)
WITHDRAWAL OF VACANCY			Remarks	
MFor 22/23	Forester (Extension)	Band F (\$22,528.74 - \$26,283.53)	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 3rd October 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
---	--	---

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: FORESTER EXTENSION (CENTRAL/EASTERN DIVISION)

CORPORATE INFORMATION

1. Position Level: Band F
2. Salary Range: \$22,528.74 - \$28,883.00
3. Duty Station: Nausori
4. Reporting Responsibilities:
 - a) Reports to: Director Operations – Central/Eastern
 - b) Liaises with: Ministry staff, other Government ministries, Government companies, resource owners, communities, contractors
 - c) Subordinates: Forest Guards, Field Assistants

POSITION PURPOSE

The core role of the position is to oversee all forest extension activities in the Central/Eastern division.

KEY RESPONSIBILITIES

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

- 1 Provide technical assistance and advice to landowners in regards to tree seedling propagation, nursery establishment and management, and the establishment and management of private and or community plantation forest.
- 2 Conduct awareness and training in rural communities on sustainable forest management with a focus on the expansion of forest cover through reforestation and afforestation programs.
- 3 Oversee the protection and maintenance of the Colo-i-Suva, Burebasaga, Vunivivi and Vunimaqo state nurseries.
- 4 Provide effective supervision and development support for all extension staff, including mentoring and, coaching to ensure that they have clear direction, and good understanding of their roles and work-plans.
- 5 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.
- 6 Coordinate the implementation of the Divisional Reforestation Management Plan Annual plan. This includes activities such as community consultation/awareness, reforestation plan such as seeds collection, seeds management, nursery management, quality control, survival assessment, plantation maintenance etc.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed activities in the extension work plan are completed and delivered as outlined in the division's operational plan.
2. All reports are compiled with appropriate information and submitted within agreed timeframes.
3. Effective and timely monitoring of staff performance for timely and quality delivery of Ministry Outputs.
4. Efficient and effective management of the allocated resources in the Extension Section.

PERSON SPECIFICATION:

In addition to an Advanced Certificate in Forestry or Diploma in Forestry from a recognized institution or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Experience in seed propagation, nursery establishment and management, and the establishment of plantation forests.
2. Experience in the conduct of training and awareness for communities and resource owners.
3. Knowledge and understanding of the Forest Decree 1992, Forest Policy 2007 and the Fiji Forest Harvesting Code of Practice 2013.
4. Understanding of the traditional protocols and structures to support community development opportunities.

SKILLS AND ABILITIES

1. Demonstrated ability to develop work plans and achieve results individually and through effective team leadership.
2. Demonstrated ability to work effectively with communities to achieve objectives.
3. Strong analytical skills with ability to write and submit reports on time.
4. Strong organisation, communication and interpersonal skills.
5. Ability to use GPS and MapInfo.
6. Ability to maintain standards of conduct and ethics.
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: SANDALWOOD DEVELOPMENT PROJECT OFFICER

CORPORATE INFORMATION

5. Position Level: Band F
6. Salary Range: \$22,528.74 - \$26,283.53
7. Duty Station: Colo – i – Suva Forestry Station
8. Reporting Responsibilities:
 - d) Reports to: Director Forest Research Division
 - e) Liaises with: Ministry and line Ministries staff, relevant stakeholders, and the Sandalwood resource Growers and Buyers.
 - f) Subordinates: None

POSITION PURPOSE

The position is responsible for the implementation of a variety of Sandalwood Development Project activities that will ensure the sustainable management of Fiji's Sandalwood resources and progression of value adding products and initiatives.

KEY RESPONSIBILITIES:

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

1. Coordinate and manage sandalwood development activities in accordance with the project work plan.
2. Conduct applied research on sandalwood products including oil extraction and distillation as well as other value adding initiatives.
3. Conduct sandalwood market studies and provide data, information and advice to Sandalwood growers, buyers, and distributors that will facilitate trade coordinate consultation with relevant stakeholders.
4. Maintain the Sandalwood resource database by ensuring data is collected, verified, analysed and reported on for ease of decision making by Ministry management and stakeholders.
5. Ensure that research conducted is in accordance with accepted methodology, and properly documented.
6. Ensure compliance with all Ministry policies and SOPs particularly in the management of resources and assets.
7. Actively contribute to all corporate requirements of the Ministry, including planning, submission of monthly, quarterly, and annual, reports and budget plans and utilisation.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All activities are carried out according to existing policies and standard operating procedures and are completed within the agreed timeframe and budget and meet the specific outcomes and requirements of the work plan.

2. Sandalwood database captures all required information which is accurate and up to date.
3. All reports, including market studies, are compiled with appropriate information and submitted within agreed timeframes
4. Sandalwood research work meets agreed standard of quality and timeliness

PERSON SPECIFICATION:

In addition to a Degree in Forestry, Natural Resource Management, Environmental Economics, or equivalent from a recognized tertiary institution, the position holder must possess the following Knowledge, Experience, Skills, and Abilities to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 3 years of relevant work experience in Forestry or environment-related work.
2. Demonstrated knowledge and experience in undertaking research work.
3. Working knowledge on the use of oil distillation machines and oil analysis.
4. Working knowledge of market studies and analysis.
5. Knowledge of traditional protocols.

SKILLS AND ABILITIES

1. Demonstrated organisational skills and ability to manage multiple responsibilities to achieve results.
2. Able to collect and analyse data using appropriate statistical techniques, interpret and evaluate results to arrive at sound conclusions, and write quality reports.
3. Good communication skills with the ability to build effective working relationships with colleagues and customers in order to achieve positive outcomes
4. Capacity to utilize computer programs to support daily operations, particularly MS Excel.
5. Valid Class 2 Manual Transmission Driver's Licence and willing to drive Government vehicles.
6. 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.