



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 22/32	Head Rigger Operator	Band B (\$5.37 - \$6.27/hour)	1	3 years
MFor 22/33	Driver (Headquarters)	Band B (\$5.37 - \$6.27/hour)	1	3 years
MFor 22/34	Driver (Western)	Band B (\$5.37 - \$6.27/hour)	1	3 years
RE-ADVERTISEMENT				
MFor 22/35	Director Forest Products, Trade and Training	Band J (\$51,132.98 - \$65,555.10) Applicants who have previously applied for the position need not re-apply.	1	3 years
MFor 22/36	Director Forest Research & Development	Band J (\$51,132.98 - \$65,555.10) 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 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
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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.

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 Driver's Licence.

PERSONAL CHARACTER AND ELIGIBILITY

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MINISTRY OF FORESTRY

ROLE DESCRIPTION: HEAD RIGGER OPERATOR (SAWMILL MACHINE OPERATOR)

CORPORATE INFORMATION

- 9. Position Level: Band B
- 10. Salary Range: \$5.37 - \$6.89 / hour
- 11. Duty Station: Timber Utilisation Division (TURPD), Nasinu
- 12. Reporting Responsibilities:
 - g) Reports to: Forest Guard Sawmill
 - h) Liaises with: DTUD, Forestry Officer (Trade & Conversion) and Forester Sawmill
 - i) Subordinates: Nil

POSITION PURPOSE

The core role of this position is to operate the head-rig machine or number one machine at the TUD Sawmill to saw logs into flitches.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Measure volume of logs before ripping.
2. Operate the log deck cranes to feed logs into the sawmill.
3. Examine logs to determine size, condition, quality and other characteristics to decide best opening face and cutting pattern for optimum timber recovery.
4. Operate the head-rig machine to saw logs into flitches.
5. Monitor the operation of the machine to ensure cuts are made according to specifications.
6. Set up and adjust saw equipment and replace blades or bands using wrenches, gauges and other hand tools.
7. Clean and lubricate machine equipment.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

6. Completion of tasks outlines in the work plan
7. Quality and timeliness of completing assigned work.

PERSON SPECIFICATION:

In addition to a Certificate in Solid Wood Processing with at least 3 years of relevant work experience or at least more than 5 years of work experience operating sawmill machines or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Experience in operating sawmill machines.
2. Knowledge and experience in log measurement and grading.
3. Knowledge and experience in all aspects of wood processing.

SKILLS AND ABILITIES

1. Ability to work under pressure.
2. Ability to make the right decision.
3. Ability to work well within a team.
4. Effective verbal and written communication skills.
5. Good time management skills.

PERSONAL CHARACTER AND ELIGIBILITY

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MINISTRY OF FORESTRY

ROLE DESCRIPTION: DRIVER

CORPORATE INFORMATION

13. Position Level: Band B
14. Salary Range: \$5.37/hr - \$6.98/hr
15. Duty Station: Lautoka Forestry Office
16. Reporting Responsibilities:
j) Reports to: Executive Officer - Western
k) Liaises with: Divisional Staff
l) Subordinates: Nil

POSITION PURPOSE

The position provides safe, efficient and effective transport services to the divisional staff and ensures that the vehicle is clean and in optimum running condition.

KEY RESPONSIBILITIES

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

1. Provide safe and efficient transportation services to the divisional staff, including loading and unloading luggage, etc.
2. Check the driving schedules and liaise regularly with Executive 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.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Driving activities are carried out safely, 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 2 (Manual) - 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.

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

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: DRIVER -HQ

CORPORATE INFORMATION

17. Position Level: Band B
18. Salary Range: \$5.37 - \$6.89 / hour
19. Duty Station: HQ, Takayawa Building
20. Reporting Responsibilities:
 m) Reports to: Transport Officer
 n) Liaises with: HQ staff
 o) 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. Check the driving schedules and liaise regularly with Transport Officer regarding transportation requirements.
2. Adhere to the Ministry Transport Policy and comply with all road and traffic laws and regulations.
3. Complete daily maintenance checks and cleaning of vehicle and report any faults or accidents.
4. Log official trips, daily mileage, fuel consumption, oil changes, etc. in the running sheet and submit to the Transport Officer.
5. Comply with and support Ministry administrative policies and activities including workplace health and safety, service improvement programs/activities.
6. 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 2 (Manual) - Full Driving License and a valid Defensive Driving Certificate or equivalent 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.

SKILLS AND ABILITIES

1. Skilled in driving including off road driving.
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4. Able to manage time and routes for streamlined transportation.
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PERSONAL CHARACTER AND ELIGIBILITY

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