MINISTRY OF RURAL & MARITIME DEVELOPMENT, NATIONAL DISASTER MANAGEMENT & METEOROLOGICAL SERVICES

The Department of Fiji Meteorological Services (FMS) is mandated to provide timely and reliable weather, climate and hydrological information to the public to improve overall preparedness before a disaster strikes.

The Department invites application from suitably qualified candidates for the following vacancies;

VACANCY NO DMET 65/2018-ACCOUNTS OFFICER-FMS HQ, NADI-(1 POST)
This position reports to the Director, FMS HQ, Nadi.

POSITION PURPOSE:
This position will ensure that all accounting, financial regulations, acts, policies, instructions, and standards are adhered to in the management of the department’s finances and keeps the Senior Accounts Officer well informed of the financial position at all times.

Salary Band: F ($22,528.74-$28,883.00)

KEY RESPONSIBILITIES OF THE POST:
- Maintain and sustain all accounting and financial legislation and systems in accordance to the government accounting systems;
- Develop and implement an adequate and manageable internal control measures through regular audits and reconciliation adhering to the professional accounting and auditing practices and reporting to Ministry of Economy through Senior Accounts Officer;
- Prepare accurate financial report including reconciliation and drawings in accordance with financial regulations within the agreed timeframe;
- Maintain appropriate Assets Registers and clearance of Board of Survey within agreed timeframe and standard reports to be sent to Ministry of Economy;
- Stringent control of budgetary allocation through preparation of virement, Requisition to incur expenditure, preparation of budgets, cash flow and Annual Procurement Plan; and
- Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, performance management and selection activities.

SUMMARY OF QUALIFICATION, KNOWLEDGE AND EXPERIENCE
- Bachelor in Commerce – Accounting/Economics, Accounting/Management (or equivalent);
- At least 5 years working experience in the field of Accounting; and
- Practical working knowledge of budgeting, financial principles and practices.

SKILLS & ABILITIES:
- Demonstrated ability to generate quality and informative financial report to make informative decisions;
- Demonstrated ability to monitor and evaluate and review financial performance and provide advice to the Management;
- Demonstrated leadership skills supported by effective decision making, attention to details and high level of accuracy;
- Demonstrated interpersonal skills ensuring effective verbal, listening, presentation and negotiating communication and the capability to analyze and solve complex problems;
- Demonstrated ability to work cooperatively within and to lead a high performing team;
- Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation; and
- Capacity to utilize computer programs to support the operations of complex organization.

VACANCY NO DMET 66/2018 - STOREMAN – FMS HQ, NADI
This position reports to Accounts Officer, FMS HQ, Nadi.

POSITION PURPOSE:
This position is accountable for keeping all stores.

Salary Band: D ($14,428.13 - $18,497.60)

KEY RESPONSIBILITIES OF THE POST:
- Custody and control of all stores;
- Provide regular inspection and stock take of all stores;
- Maintaining and updating of Assets Register;
- Secure all stores ensure all issues are properly recorded;
- Receiving of all items purchased within 30 days;
- Monitoring of Annual Procurement Plan (APP);
- Processing of overseas purchases and checking request from the Division before submission to Director Meteorology; and
- Actively contribute to all corporate requirements of the Ministry.

SUMMARY OF QUALIFICATION, KNOWLEDGE AND EXPERIENCE
- Form 7 pass (or equivalent) with subjects Accounting and Economic;
At least 2 years’ experience in storekeeping, and maintaining of stores or similar; and
Practical working knowledge of overseas procurement, clearance, collection and recording.

SKILLS & ABILITIES
- Excellent interpersonal skills and the ability to communicate;
- Capacity to utilize computer programs to support the operations of the organization;
- Demonstrated ability to follow instructions, quality assurance standards, and meet deadlines when under pressure and during critical situations;
- Demonstrated ability to work cooperatively within a team environment; and
- Service oriented approach with commitment to supporting the operational/corporate environment of the organization.

VACANCY NO DMET 67/2018- SENIOR TECHNICAL OFFICERS (DATA QUALITY MANAGEMENT SYSTEM) –FMS HQ, NADI

These positions reports to the Director, Meteorology.

POSITION PURPOSE:
This position is to manage, coordinate and implement international and national standards requirement for climatology, aviation and marine meteorological services.

Salary Band: H ($34,760.31-$44,564.50)

RESPONSIBILITIES OF THE POST:
- Effectively coordinate and implement national and international standard requirement for Aviation, Marine and Climate Services;
- Plan, schedule and conduct internal audits for all FMS processes in compliance to respective mandatory international standards and competence assessment for Flight Information staff of Airports Fiji Limited;
- Efficiently coordinate third party audits and coordinate clearance of any findings;
- Lead Fiji Business Excellence Awards program; and
- Actively contribute to all corporate requirements of the Ministry including planning, budgeting, selection and performance management activities where required.

SUMMARY OF QUALIFICATION, KNOWLEDGE & EXPERIENCE:
- Degree (or equivalent) in Quality Management Systems;
- At least 5 years’ experience in Quality Management Systems;
- Practical working experience in planning and conducting internal audits and its auditing techniques;
- Demonstrated ability to carry out competency based assessment;
- Demonstrated ability to conduct quality related training and awareness for FMS and the Region; and
- Practical working experience in interpreting regulations and international standards.

SKILLS & ABILITIES
- Excellent interpersonal skills and the ability to communicate with different level within an organization;
- Demonstrated ability to provide analytical advisories;
- Demonstrated ability to establish, implement and monitor work plans and Departmental objectives;
- Capacity to utilize computer programs to support the operations of the organization;
- Service oriented approach with commitment to supporting the operational/corporate environment of the organization;
- Demonstrated ability to work cooperatively within a team environment; and
- Ability to follow instructions, quality assurance standards, and meet deadlines when under pressure and during critical situations.

VACANCY NO DMET 68/2018-TECHNICAL OFFICER 1 –LAUCALA METEOROLOGICAL SERVICES, VATUWAQA

This position directly reports to Senior Technical Officer (Outer Station).

POSITION PURPOSE:
This position supervises the 24/7 operations of technical support through collation of real time data through secured communications networks for the purpose of weather, climate and hydrological predictions and carries out quality control and archival of the meteorological data.

Salary Band: G ($28,605.45-$38,140.60)

KEY RESPONSIBILITIES OF THE POST:
- Provide accurate and quality controlled meteorological data within agreed timeframe meeting
the standard requirement in accordance with respective international standards;
• Effectively monitor, analyses, evaluate products on accuracy and timeliness within agreed timeframe, generating timely and accurate reports to disseminate specific information to end users and manually archive weather charts;
• Manage and motivate the technical staff to ensure efficient service delivery;
• Ensure effective implementation of quality management systems in accordance with international standards;
• Participate in raising awareness on severe weather to visiting schools and communities;
• Timely keeping abreast with the global changing weather patterns to be competent; and
• Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, selection, discipline and performance assessment activities where required.

SUMMARY OF QUALIFICATION, KNOWLEDGE AND EXPERIENCE
• Degree in Civil Engineering/Environmental Science or equivalent;
• At least 5 years’ experience in meteorological field or similar;
• Successful completion of advance level Basic Instructions package for Meteorological Technicians;
• Knowledge and understanding of international standards and compliance; and
• Proven knowledge and understanding of changing global weather and climate patterns.

SKILLS & ABILITIES
• Excellent interpersonal skills and the ability to communicate with employees;
• Capacity to utilize computer programs to support the operations of the organization;
• Ability to analyses and interpret data with attention to all details and high level of accuracy;
• Service oriented approach with commitment to supporting the operational/corporate environment of the organization;
• Demonstrated ability to work cooperatively within a team environment; and
• Ability to follow instructions, quality assurance standards, and meet deadlines when under pressure and during critical situations.

VACANCY NO DMET 69/2018-TECHNICAL ASSISTANT – FMS HQ, NADI

This position directly reports to Engineer/Technical Officer 1, FMS HQ, Nadi.

POSITION PURPOSE:
This position provides technical support and assistance to operational activities for Technical Systems/Reporting Networking and Facilities.

Salary Band: E ($19,041.75-$24,412.50)

KEY RESPONSIBILITIES OF THE POST:
• Provide assistance to installation, inspection and maintenance of all meteorological and hydrological equipment’s in accordance to the respective international standards and agreed timeframe;
• Provide continuous assistance in monitoring, evaluation and analysis of performance of the meteorological and hydrological equipment;
• Produce accurate reports on agreed timeframe with recommendations for improvements; and
• Actively contribute to all corporate requirements of the Ministry.

SUMMARY OF QUALIFICATION, KNOWLEDGE & EXPERIENCE
• Diploma (or equivalent) in Electronic Engineering with Information Technology;
• At least 2 years’ experience in electronic and ICT field or similar;
• Proven understanding of the weather, climate patterns and geographical of Fiji; and
• Practical working knowledge handling electronic equipment and calibration against specific standards.

SKILLS AND ABILITIES
• Excellent interpersonal skills and ability to communicate effectively;
• Demonstrated ability to think strategically and apply conceptual and analytical skills;
• Capacity to utilise computer programs to support operations;
• Demonstrated ability to work cooperatively within a team environment; and
• Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation;
• Actively contribute to all corporate requirements of the Ministry.

VACANCY NO DMET 70/2018 – ENGINEER/ TECHNICAL OFFICER 1 [TECHNICAL SYSTEMS/REPORTING, NETWORKING AND FACILITIES] – FMS HQ, NADI

This position directly reports to Senior Engineer/ Senior Technical Officer [Reporting & Networking]

POSITION PURPOSE:
This position supports the technical operational activities to ensure that all the installation, inspection and maintenance of meteorological and hydrological equipment are operational to enable to communicate data to the end users in order to make accurate and informed decision.

Salary Band: G ($28,605.45 - $38,140.60)

KEY RESPONSIBILITIES OF THE POST:
• Plan and co-ordinate installation, inspection and maintenance of meteorological and hydrological equipment within agreed timeframe in accordance with specific respective standards;
• Provide technical advice and support the operational function of Technical Systems/ Reporting, Networking and Facilities in terms of monitoring and sustaining equipment performance to optimum level against recommended standard;
• Monitor, evaluate and analyses performance of meteorological and hydrological equipment performance to continuously communicate data to the end users for informed decision making;
• Produce accurate reports on agreed timeframe with recommendations for continuous improvement; and
• Actively contribute to all requirements of the Ministry’s including planning, budgeting, reporting, selection and performance management activities where required.

SUMMARY OF QUALIFICATION, KNOWLEDGE & EXPERIENCE
• Diploma (or equivalent) in Electronics Engineering with Information Technology;
• At least 3 years’ experience working on a broad range of Electronics field operations; and
• Proven understanding of installation, maintenance, troubleshooting and handling of hi-tech electronic equipment;

SKILLS AND ABILITIES
• Excellent interpersonal skills and the ability to communicate with employees, collaborators, and partners;
• Demonstrated ability to provide strategic and analytical technical advisories;
• Demonstrated ability to establish, implement and monitor work plan and Departmental objectives;
• Demonstrated ability to use dedicated software and its applications for troubleshooting, inspection and maintenance for the smooth running of the operations;
• Demonstrated ability to work cooperatively within a team environment; and
• Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation;
• Actively contribute to all corporate requirements of the Ministry.

VACANCY NO DMET 71/2018-SENIOR ENGINEER/ SENIOR TECHNICAL OFFICER (REPORTING & NETWORKING) – FMS HQ, NADI (1POST)

This position directly reports to Principal Technical Officer.

POSITION PURPOSE:
This position supervises, manages and supports the technical operational activities for reporting and networking ensuring installation, inspection and maintenance of meteorological and hydrological equipment that are operational to enable to communicate data to the end users in order to make accurate and informed decision.

Salary Band: H ($34,760.31-$44,564.50)

KEY RESPONSIBILITIES OF THE POST:
• Supervise, manage and motivate Reporting and Networking technical staff;
• Plan and coordinate capital projects for the installation of meteorological and hydrological equipment;
• Provide technical advice and support the operational function of Technical Systems/ Reporting, Networking and Facilities in terms of monitoring and sustaining equipment performance to optimum level against recommended standard;
• Produce accurate reports on agreed timeframe with recommendations for continuous improvement; and
• Actively contribute to all requirements of the Ministry’s including planning, budgeting, reporting, selection and performance management activities where required.

SUMMARY OF QUALIFICATION, KNOWLEDGE & EXPERIENCE
• Degree in (or equivalent) Electronics with Information and Communication Technology;
• At least 3 years’ experience in the role of maintenance, trouble shooting and handling hi-tech electronic equipment;
• Knowledge of budgeting and utilization of funds; and
• Proven experience working with specific respective international standards.

SKILLS AND ABILITIES
1) Ability to effectively and efficiently lead, innovate and monitor staff at different levels with multi-disciplines;
2) Excellent interpersonal skills and ability to communicate with employees, stakeholders, collaborators and partners;
3) Demonstrated ability to think strategically and apply conceptual and analytical skills;
4) Capacity to utilize computer programs to support the operations of the Division;
5) Service oriented approach with commitment to supporting the operation/corporate environment of the organization;
6) Demonstrated ability to work cooperatively within a team environment to achieve goals and implement required standards; and
7) Ability to follow instructions, quality assurance standards and meet deadlines when under pressure and during situations.

VACANCY NO DMET 72/2018-TECHNICAL OFFICER II (HYDROLOGY) – LAUCALA METEOROLOGICAL OFFICE, SUVA (1 POST)

This position directly reports to Senior Technical Officer.

POSITION PURPOSE:
This position is to provide efficient and effective support to the technical team of Hydrology through collection and processing of associated information in terms of management of surface water resources and flood.

Salary Band: F ($22,528.74-$28,883.00)

KEY RESPONSIBILITIES OF THE POST:
• Provide technical advice and support to the hydrological operations;
• Collate data through indirect flow measurement from gauging stations and accurately plotting the rating curves;
• Procurement of Hydrological equipment, spare parts and maintaining Assets Register;
• Quality Control and archival of hydrological data and information;
• Ensure quality management system is implemented in compliance with respective international standards; and
• Actively contribute to all requirements of the Ministry.

SUMMARY OF QUALIFICATION, KNOWLEDGE & EXPERIENCE
• Diploma (or equivalent) in Civil Engineering;
• At least 3 years’ experience in a similar field;
• Knowledge and understanding of the supply of solar energy and maintenance of solar equipment’s;
• Knowledge and maintenance of hydrological equipment’s; and
• Knowledge on Quality Management System

SKILLS AND ABILITIES
• Demonstrated interpersonal skills and the ability to communicate with employees;
• Demonstrated ability to think strategically and apply conceptual and analytical skills;
• Capacity to utilize computer programs to support the operations of the Division;
• Service oriented approach with commitment to supporting the operational/corporate environment of the organization;
• Demonstrated ability to work cooperatively within a team environment to achieve goals and implement required standards; and
• Demonstrated ability to follow instructions, quality assurance standards, and meet deadlines when under pressure and during critical situations.

VACANCY NO DMET 73/2018-PRINCIPAL SCIENTIFIC OFFICER (HYDROLOGY) – FMS HQ, NADI (1 POST)

This position directly reports to Director through Assistant Director Meteorology.
POSITION PURPOSE:
This position is to provide policy advice, administer and supervise the daily operations of the Hydrology Service Division ensuring timely, quality, consistent and continuous monitoring of flood alerts, warnings, and advisories for Fiji. The officer will also lead the research and development to promote and re-engineer processes to continuously improve the Hydrological Service Division.

Salary Band: J ($51,132.98-$65,555.10)

KEY RESPONSIBILITIES OF THE POST:

- Manage, supervise and provide strategic evidence based advise to support to Hydrological Service Division on monitoring professional, technical and economic regulations for Hydrology in accordance with Commission for Hydrological requirements;
- Establish and sustain effective working relationships with all staff, partners, stakeholders and collaborators to optimize engagement, consultation and facilitation of performance review to align with the changing demand for Hydrology;
- Coordinate business development planning process aligning to client driven scientifically based hydrological expertise and advisory services in accordance to the evolving present and future customer need to support organizational objectives and outcomes;
- Monitor, evaluates and critically analyze performance matters and outcomes to deliver evidence based decision making and develop logical, practical and well balanced resolutions;
- Keeping abreast with the changing Technologies and conduct performance review for all staff to be competent thus carries out annual competency assessment for scientific staff meeting the Commission for Hydrology requirement;
- Accurately produce reports on agreed timeframe and carry out research and development for growing and improvement of the operations and services; and
- Actively contribute to all requirements of the Ministry’s including planning, budgeting, reporting, discipline, performance assessment and selection activities where required.

SUMMARY OF QUALIFICATION, KNOWLEDGE & EXPERIENCE

- Post Graduate Diploma (or equivalent) in Hydrology with Management;
- At least 7 years’ experience in a similar field or a National Meteorological and Hydrological Service with trends of outstanding performance in the Management and Leadership role;
- Proven knowledge of the techniques, software and applications used for flood forecasting analysis and issuance of products;
- Proven experience in Quality Assurance and Hydrological standards; and
- Experience in developing and designing competency assessment, leading research and development.

SKILLS AND ABILITIES

- Ability to effectively lead, innovate and motivate staff at different levels with multi-disciplines;
- Demonstrated interpersonal skills and the ability to communicate at all levels;
- Demonstrated ability to think strategically and apply conceptual and analytical skills;
- Capacity to utilize computer programs to support the operations of the Division;
- Service oriented approach with commitment to supporting the operational/corporate environment of the organization;
- Demonstrated ability to work cooperatively within a team environment to achieve goals and implement required standards; and
- Demonstrated ability to follow instructions, quality assurance standards, and meet deadlines when under pressure and during critical situations.

VACANCY NO DMET 74/2018- TECHNICAL OFFICER I (HYDROLOGY) –FMS HQ, NADI (1 POST)

This position reports to Senior Scientific Officer (Hydrology)

POSITION PURPOSE:
This position supports the functions of the Hydrology division in collection of good quality data from the station within Fiji in compliance to quality control and quality assurance.

Salary Band: G ($28,605.45-$38, 140.60)

KEY RESPONSIBILITIES OF THE POST:

- Provide technical assistant and administrative evidence based advise to the Senior Scientific Officer on technical and economic regulations for hydrology in accordance with the requirement of the Commission for Hydrology requirements;
- Establish and sustain effective working relationship with all technical staff on hydrological technical operations to achieve the individual work plan and departmental objectives;
Accurately developing and maintaining stage/discharge rating curve for hydrometric sites;
Verification, data quality check and archival of hydrological data and flood monitoring during severe weather;
Accurately produce reports on agreed timeframe and carry out research and development for growing and improvement of the operations and services; and
Actively contribute to all requirements of the Ministry’s including planning, budgeting, performance management and selection activities where required.

SUMMARY OF QUALIFICATION, KNOWLEDGE & EXPERIENCE:
Diploma (or equivalent); in Hydrology or Bachelors in Civil Engineering;
At least 5 years’ technical experience in the field of hydrology;
Demonstrated knowledge in data quality management; and
Knowledge of geographical patterns of Fiji.

SKILLS & ABILITIES:
Demonstrated ability to correctly analyse, interpret and monitor hydrological data, with attention to detail and high level of accuracy;
Excellent interpersonal skills and the ability to communicate;
Service oriented approach with commitment to supporting the operational/corporate environment of the organization;
Demonstrated ability to work cooperatively within a team environment; and
Ability to follow instructions, quality assurance standards, and meet deadlines when under pressure and during critical situations.

VACANCY NO DMET 75/2018- PRINCIPAL ENGINEER/HEAD OF DATA ACQUISITION – FMS HQ, NADI (1 POST)
This position reports to Director through Assistant Director Meteorology.

POSITION PURPOSE:
This position supervises, manage, quality control meteorological, climatological and hydrological data ingested through all the stations. It will also provide geographical maps of all data stations and proper archival of the historical data for research and development purposes.

Salary Band: I ($43,296.63 - $55,508.50)

KEY RESPONSIBILITIES OF THE POST:
Coordinate operational activities in collecting data and quality assurance;
Provide technical evidence based advise to the to the management on technical and economic regulations for meteorological, climatological and hydrological data;
Establish and sustain effective working relationship with all technical staff on data collection, transformation to information and quality checks operations to achieve the individual work plan and departmental objectives;
Accurately developing strategies to continuously improve of data collection methods, mapping and analysis for prognosis;
Proper verification and archival of meteorological, climatological and hydrological data for further research and development;
Accurately produce reports on agreed timeframe and carry out research and development for growing and improvement of the operations and services; and
Actively contribute to all requirements of the Ministry’s including planning, budgeting, performance management and selection activities where required.

SUMMARY OF QUALIFICATION, KNOWLEDGE & EXPERIENCE:
Post-Graduation Certificate (or equivalent); in Information Technology (both programming and network);
At least 5 years’ technical experience in the field of Information and Communication Technology;
Demonstrated knowledge in Quality Assurance and Data Quality Management; and
Proven experience in developing portals on data archival and management.

SKILLS & ABILITIES:
Ability to effectively lead, innovate and motivate staff at different levels with multi-disciplines;
Demonstrated interpersonal skills and the ability to communicate at all levels;
Demonstrated ability to think strategically and apply conceptual and analytical skills;
Capacity to utilize computer programs to support the operations of the Division;
• Service oriented approach with commitment to supporting the operational/corporate environment of the organization;
• Demonstrated ability to work cooperatively within a team environment to achieve goals and implement required standards; and
• Demonstrated ability to follow instructions, quality assurance standards, and meet deadlines when under pressure and during critical situations.

VACANCY NO GWE DMET 01-08/2018-DRIVER (CORPORATE SERVICE DIVISION) – FMS HQ, NADI [4 POSTS], LAUCALA METEOROLOGICAL OFFICE, SUVA [1 POST] & LABASA METEOROLOGICAL OFFICE, LABASA [1 POST]

This position directly reports to Senior Administrative Officer through Executive Officer at Laucala Meteorological Officer and Clerical Officer at Labasa Meteorological Office.

POSITION PURPOSE:
This position provides safe transportation services to staff to various approved destinations.

Salary Band: A ($4.60-$5.90)/hour

KEY RESPONSIBILITIES OF THE POST:
• Ensure that the vehicle is kept in good running order and has all its tools and spare part intact;
• Coordinate with the Supervisor of transport for programming of vehicles and instructions;
• Fill the daily running sheet and record in the vehicle log book;
• To report to any charges or anticipates being charges for a traffic offence committed whilst on duty must without delay report the circumstances to his supervisor;
• Provide transportation and other logistic services to the Department; and
• Actively contribute all corporate requirements of the Ministry when required.

SUMMARY OF QUALIFICATION, KNOWLEDGE & EXPERIENCE
• Year 12 (or equivalent);
• Valid driving license with defensive driving certificate;
• Knowledge and understanding of Land Transport Road Code;
• 3 years’ experience under full license; and
• Working experience of road network in Fiji.

SKILLS AND ABILITIES
• Demonstrated interpersonal skills and the ability to communicate with all;
• Service oriented approach with commitment to supporting the operational/corporate environment of the organization;
• Demonstrated ability to work cooperatively within a team environment to achieve goals and implement required standards; and
• Demonstrated ability to follow instructions, and meet deadlines when under pressure and during critical situations.

VACANCY NO GWE DMET 09-11/2018-CLEANER (CORPORATE SERVICE DIVISION) – FMS HQ, NADI [1 POST], LAUCALA METEOROLOGICAL OFFICE, SUVA [1 POST] & LABASA METEOROLOGICAL OFFICE, LABASA [1 POST]

This position directly reports to Senior Administrative Officer through Executive Officer at Laucala Meteorological Officer and Clerical Officer at Labasa Meteorological Office.

POSITION PURPOSE:
This position provides support to corporate services division in keeping the Fiji Meteorological premises clean and hygiene.

Salary Band: A ($4.60-$5.90)/hour

KEY RESPONSIBILITIES OF THE POST:
• Provide general cleaning service and ensure the working environment is hygiene at all times;
• Prepare the meeting room and refreshment for National & International Partners and collaborators;
• Safely storing the cleaning equipment’s, materials, chemicals and supplies as recommended;
• Ensure Occupational Health and Safety policy is adhered to at all times; and
• Actively contribute to all corporate requirements of the Ministry when required.

SUMMARY OF QUALIFICATION, KNOWLEDGE & EXPERIENCE
• Year 12 (or equivalent);
• Demonstrated knowledge and understanding of Occupational Health and Safety;
• Proven understanding of basic hazardous chemical and its effects while using cleaning chemicals; and
• Knowledge of setting up room for different meetings.
SKILLS AND ABILITIES

- Demonstrated interpersonal skills and the ability to communicate with all;
- Demonstrated ability to read and understand instructions and cautions on the labels of the products and supplies;
- Service oriented approach with commitment to supporting the operational/corporate environment of the organization;
- Demonstrated ability to work cooperatively within a team environment to achieve goals and implement required standards; and
- Demonstrated ability to follow instructions, and meet deadlines when under pressure and during critical situations.

SUMMARY OF QUALIFICATION, KNOWLEDGE & EXPERIENCE

- Year 12 (or equivalent);
- Demonstrated knowledge and understanding of Occupational Health and Safety;
- Proven understanding of basic hazardous chemical and its effects while using cleaning chemicals; and
- Knowledge of proper disposal of rubbish.

SKILLS AND ABILITIES

- Demonstrated interpersonal skills and the ability to communicate with all;
- Demonstrated ability to read and understand instructions and cautions on the labels of the products and supplies;
- Service oriented approach with commitment to supporting the operational/corporate environment of the organization;
- Demonstrated ability to work cooperatively within a team environment to achieve goals and implement required standards; and
- Demonstrated ability to follow instructions, and meet deadlines when under pressure and during critical situations.

VACANCY NO GWE DMET 12-14/2018-GARDNER (CORPORATE SERVICE DIVISION) – FMS HQ, NADI [1 POST], LAUCALA METEOROLOGICAL OFFICE, SUVA [1 POST] & LABASA METEOROLOGICAL OFFICE, LABASA [1 POST]

This position directly reports to Senior Administrative Officer through Executive Officer at Lauca la Meteorological Officer and Clerical Officer at Labasa Meteorological Office.

POSITION PURPOSE:
This position provides support to corporate services division in maintaining the Fiji Meteorological compound neat and tidy.

Salary Band: A ($4.60-$5.90)/hour

KEY RESPONSIBILITIES OF THE POST:

- Plan, schedule and carry out required services to maintain the Fiji Meteorological compounds neat and tidy using appropriate machines;
- Taking great care and safely storing of the machines, equipment and the tools issued to the gardener; and
- Proper disposal of rubbish and garbage.
- Ensure Occupational Health and Safety policy is adhered to at all times; and
- Actively contribute to all corporate requirements of the Ministry when required.

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must 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 the duty.
The Ministry of Rural & Maritime Development, National Disaster Management & Meteorological Services is an Equal Employment Opportunity Employer. Applicants are encouraged from all eligible, qualified applicants. All applications must be address the specific knowledge, experience, skills and abilities required for the job, as this criterion will be considered in assessing the relative suitability of candidates.

NO LATE APPLICATIONS WILL BE CONSIDERED.

ALL APPLICATIONS FOR THE POSITIONS MUST BE SUBMITTED BY 26 OCTOBER, 2018 AT 4.00PM AND ADDRESSED TO:

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<tr>
<th>Application by Post:</th>
<th>Applications Delivered:</th>
<th>Application by email:</th>
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Application by email:

vacancy@met.gov.fj