



**MINISTRY OF PUBLIC WORKS, METEOROLOGICAL SERVICES AND TRANSPORT  
JOB ADVERTISEMENT**

The Ministry of Public Works, Meteorological Services and Transport is an equal employment opportunity employer and vacancies are open to all Fiji citizens. The process followed for appointment is an open, transparent and competitive selection process based on merit.

The Ministry invites applications from suitably qualified, experienced and eligible candidates for the following positions in its various departments;

ADVERTISED POSITION (S)					
DEPARTMENT OF TRANSPORT					
DTPU 02/24-25	Shipping Franchise Observer	\$7.50/hr - \$9.61/hr	1	D	Suva
DEPARTMENT OF METEOROLOGICAL SERVICES					
DMET 02/24-25	Technical Assistant [Climatology]	\$19,041.75 – \$24,412.50	1	E	Nadi
DMET 03/24-25	Senior Technical Officer [Reporting & Facilities]	\$34,760.31 - \$44,564.50	1	H	Nadi
DMET 04/24-25	Assistant Programmer [re-advertised]	\$22,528.74 – \$28,883.00	1	F	Nadi
DMET 05/24-25	Computer Technician [re-advertised]	\$19,041.75 – \$24,412.50	1	E	Nadi
DMET 06/24-25	Media Liaison Officer	\$22,528.74 – \$28,883.00	1	F	Nadi
DEPARTMENT OF WATER & SEWERAGE					
DWS 05/24-25	Principal Administrative Officer [Policy Planning, Reform & Research]	\$34,760.31 - \$44,564.50	1	H	Suva
DWS 06/24-25	Senior Administrative Officer [Policy Analyst]	\$28,605.45 - \$38,140.60	1	G	Suva
DWS 07/24-25	Lab Technician	\$22,528.74 – \$28,883.00	1	F	Suva
DIVISIONAL ENGINEER WORKS WEST					
DEWW 02/34-25	Storeman [re-advertised]	\$12,061.69 - \$15,489.35	1	C	Lautoka
DEWW 03/34-25	Plumber [re-advertised]	\$14,428.13 - \$18,497.60	1	D	Lautoka
WITHDRAWAL OF VACANCIES					
DEWW	Storeman				Lautoka
DEWW	Plumber				Lautoka

The appointment process for the advertised positions will be in accordance with the Fijian Civil Service Open Merit Recruitment and Selection Guideline.

The Job Role for the advertised positions are available on the Ministry of Infrastructure, Meteorological Services and Transport website; [www.mims.gov.fj/careers](http://www.mims.gov.fj/careers). All applicants are encouraged to obtain this information to assist them with their written applications.

**Eligibility**

All applicants for employment in the Ministry of Public Works, Meteorological Services and Transport must be a 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 60, 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.**

**Application Process:**

To apply and be eligible for consideration, applicants must submit the following documents only:

1. A cover letter, not more than three (3) pages addressing the knowledge, skills, experience and abilities required as stipulated in the Job Role available from the Ministry Website above;
2. An updated CV/Resume with at least 3 reference contact details – with one being the recent supervisor.
3. Certified Copies of Academic Transcripts and Certificates;
4. Certified Copy of Birth Certificate; and
5. Provide a valid email address and phone contact.

\* Please note that only short-listed candidates will be contacted.

**Submission**

Application is open from Saturday, 10 February 2024 and close on Friday, 23 February 2024, 11.59pm (Fiji Time). All applications are to be addressed to;

Postal Address	Hand Delivered To	Email To
The Acting Permanent Secretary Ministry of Public Works, Meteorological Services and Transport, Private Mail Bag, Samabula.	The Acting Permanent Secretary Ministry of Public Works, Meteorological Services and Transport, Level 4, Nasilivata House Samabula.	<a href="mailto:mimsvacancy@gmail.com">mimsvacancy@gmail.com</a>

**LATE AND INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.** For further clarifications, please contact the Recruitment Team on telephone No: 3384-111 ext 2540 or email [Lajsa.Divavesi@molt.gov.fj](mailto:Lajsa.Divavesi@molt.gov.fj)

**MINISTRY OF PUBLIC WORKS, METEOROLOGICAL  
SERVICES & TRANSPORT**

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**JOB DESCRIPTION: Assistant Programmer – Nadi**

**DEPARTMENT OF METEOROLOGY**

**CORPORATE INFORMATION**

1. Position Level Band F
2. Salary Range \$22,528.74-\$36,103.75
3. Duty Station Nadi Office
4. Reporting Responsibilities
  - a. Reports to: Reports to Principal System Analyst through Senior Systems Analyst (Applications)
  - b. Subordinates: None
  - c. Liaises with: Vendors & Suppliers and other Government Agencies

**POSITION PURPOSE**

Plan, design, execute and document projects related to Digital Media development and support, maintain and sustain hydrological application to ensure that business requirements of the department are met in a timely and efficient manner to avoid any hindrances to operations and to represent Fiji Meteorological Service in Regional and International tasks.

**KEY RESPONSIBILITY AREA (KRA)**

This position will achieve its purpose through the following key responsibilities;

1. Design, Develop, Implement and Support Digital Media applications in a timely and efficient manner;
2. Support, maintain and sustain hydrological applications
3. Provide user level support, training and documents on digital media applications and hydrological applications
4. Timely and accurately produce reports on agreed timeframe with recommendation for improvements
5. Actively contribute to all requirements of the Ministry's, National, Regional and International including planning, budgeting, reporting, discipline, performance assessment and selection activities where required

**KEY PERFORMANCE INDICATORS (KPI)**

Performance will be measured through the following indicators;

1. Roll out Digital Media application and hydrological applications as per requirement integrated with continuity of business capability;
2. Develop and Maintain documentation of programs development and subsequent amendments for future references; and
3. All reports are compiled with appropriate information and submitted within agreed timeframes.

4. Provide, advice and support for any Ministry, National, Regional and International assigned tasks

### **PERSON SPECIFICATION**

In addition to Degree in IT or Computer Science (or equivalent) to other Programming certification, the following knowledge, experience, skills and abilities are required to successfully undertake these roles are;

### **KNOWLEDGE AND EXPERIENCE**

1. Have 3 years of experience in application development with PHP, Python, MySql and other open source technologies
2. Good understanding of Photoshop, Flash and other similar applications
3. Knowledge of the theory, principles and practices of web applications programming.
4. Knowledge of web security procedures

### **SKILLS AND ABILITIES**

1. Ability to quickly adapt to new programming environment and provide appropriate solutions in a timely and efficient manner.
2. Critical Thinking -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
3. Complex Problem Solving -- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
4. Active Learning -- Understanding the implications of new information for both current and future problem-solving and decision-making.
5. Troubleshooting -- Determining causes of operating errors and deciding what to do about it.
6. Coordination -- Adjusting actions in relation to others' actions.
7. Quality Control Analysis -- Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

### **PERSONAL CHARACTER AND ELIGIBILITY**

Applicants for employment in the Ministry of Public Works, Meteorological Services & Transport, must be Fijian Citizens, under age of 60, in good health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Public Works, Meteorological Services & Transport is an Equal Employment Opportunity Employer. Applicants 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.

# MINISTRY OF PUBLIC WORKS, METEOROLOGICAL SERVICES & TRANSPORT

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**JOB DESCRIPTION:** MEDIA OFFICER, DEPARTMENT OF METEOROLOGY

## **CORPORATE INFORMATION**

1. Position Level: Band F
2. Salary Range: \$23,460 - \$29,530
3. Duty Station: Meteorological Office, Namaka, Nadi
4. Reporting Responsibilities:
  - a) **Reports To:** Director Meteorology, Nadi
  - b) **Liases with:** Senior Scientific Officer, Principal Scientific Officer (Forecasting Hydrology & Climate), Technical Officers (Nausori & Nadi)
  - c) **Subordinates:** Nil

## **POSITION PURPOSE**

The primary role of the position is to strengthen the communication of service delivery for FMS to the general public which will provide visibility, relevance and credibility to the organization in providing timely and reliable weather, climate and hydrological updates to the wider audience and develop awareness & commercial products for FMS.

## **KEY RESULTS AREA (KRA)**

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

1. Provide concise and updated weather reports to the general public via any media channels;
2. Maintaining and updating media conference/interviews, digital records;
3. Developing, coordinating, monitoring and reviewing the Public Relations strategy for the Department;
4. Developing and maintaining a media information database;
5. Coordinating and coverage of upcoming events, projects, seminars, meetings etc.;
6. Timely submission of media alerts and release of severe weather; projects; write ups for Department's publicity;
7. Identifying and exploit PR opportunities to maximize publicity and monitoring of press coverage on issues affecting core business of FMS; and
8. Production of both photographic and video content to back up news stories ensuring that the Department website remain current and contemporary.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Ability to correctly interpret technical weather, climate and hydrological reports to common language for general public;
2. Ability to simplify and package weather, climate and hydrological information in public dissemination;
3. Ability to develop commercial products and services;
4. Ability to translate into information into one of the main vernacular language

#### **PERSON SPECIFICATION**

In addition to Bachelor's Degree in Media & Journalism or equivalent from a recognized institution; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

#### **Knowledge and Experience**

1. At least 5 years' experience in a similar role;
2. Good understanding of the 2013 Constitution of the Republic of Fiji;
3. Proficient with MS Office and TV production/Editing Tool
4. Experience in drafting press release/speeches, advertorials and articles and responding to parliamentary questions and preparing newsletters, etc.
5. Knowledge and understanding of various media and communication processes and also the crisis communication.

#### **Skills and Abilities**

1. Ability to do video production, including video presentations, recording, editing and dissemination on social media including YouTube.
2. Must have knowledge and skills in using a video editing software & Basic graphic designs and must possess the ability to develop infographics.
3. Ability to translate scientific and technical information into simple layman language.
4. Must possess knowledge and experience in crisis communications and possess Social media management skills.
5. Planning and organizational skills and must have pleasant personality
6. Good communication and writing skills, proficient in the three main languages(English/Itaukei/Hindustani), attention to details with high level of accuracy;
7. Ability to work under enormous pressure and meeting deadlines at all times;
8. Demonstrate ability to maintain confidentiality and neutrality in a sensitive environment;
9. Service oriented approach with a commitment to support the operational and corporate environment of the Department

#### **Personal Character and Eligibility**

Applicants for employment in the Ministry of Public Works, Meteorological Services & Transport must be Fijian Citizens, under Age 60, in sound health, with a clear police record. The

successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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# MINISTRY OF PUBLIC WORKS, METEOROLOGICAL SERVICES & TRANSPORT

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**JOB DESCRIPTION: TECHNICAL ASSISTANT (Data Rescue and Archival Exercise)  
DEPARTMENT OF METEOROLOGY**

## **CORPORATE INFORMATION**

1. Position Level Band E
2. Salary Range \$19 041.75 - \$24,412.50
3. Duty Station Meteorological Office, Namaka
4. Reporting Responsibilities
  - a. Reports to: Technical Officer 2(Climate Database), Nadi
  - b. Subordinates: Nil
  - c. Liaises with: Climate Scientific & Technical Officers

## **POSITION PURPOSE**

The role of the position is to contribute to the climate database through rescuing and digitizing of historical climate records for climatological analysis, research and decision making.

## **KEY RESPONSIBILITY AREA (KRA)**

This position will achieve its purpose through the following key responsibilities; (then list down)

- 1) Key entry of the historical climate data
- 2) Contributes to the archiving of historical data
- 3) Aids in Data Rescue and Archival Exercise (DARE)
- 4) Maintain cleanliness of DARE Equipment(s)
- 5) Compliance to all relevant departmental and ministerial procedures and processes and policies

## **KEY PERFORMANCE INDICATORS (KPI)**

Performance will be measured through the following indicators; (then list down)

- 1) All historical records keyed and completed as per Data Digitizing Plan
- 2) Prepare and scan 72 000 records by 30th November
- 3) Format and prepare scanned data read from PSI Capture software for import into CliDE
- 4) Weekly calibration and cleaning of DARE equipment(s)
- 5) All quality control checks and other activities carried out in compliance with relevant standard, policy and procedures.

### **PERSON SPECIFICATION**

In addition to Diploma in Information System(or equivalent) or have successfully completed Basic Instruction Package for Meteorological Technician (BIPMT), the following knowledge, experience, skills and abilities are required to successfully undertake these roles are;

### **KNOWLEDGE AND EXPERIENCE**

- 1) Knowledge and experience on keying entry using broad range of database
- 2) Experience in Data Archival and Rescue exercise using specialized equipment.
- 3) Basic knowledge and understanding of WMO standards and best practices
- 4) Understanding and commitment of public sector requirements
- 5) Basic knowledge of Fiji's climatology and geography

### **SKILLS AND ABILITIES**

- 1) Ability to follow instructions and meet set deadlines, in particular to Data Rescue and Archival activities and Data Digitizing Plan
- 2) Excellent communication skills and ability to tactfully work with other officers
- 3) Ability to work under pressure
- 4) Demonstrated ability to work cooperatively within a team environment
- 5) Capacity to utilize computer programs to support the operations of Data Rescue & Archival Exercise (DARE)

### **PERSONAL CHARACTER AND ELIGIBILITY**

Applicants for employment in the Ministry of Public Works, Meteorological Services & Transport must be Fijian Citizens, under age of 60, in good health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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# **MINISTRY OF PUBLIC WORKS, METEOROLOGICAL SERVICES & TRANSPORT**

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**JOB DESCRIPTION: Computer Operator – Nadi/Labasa  
DEPARTMENT OF METEOROLOGY**

## **CORPORATE INFORMATION**

1. Position Level Band E
2. Salary Range \$19,041.75 - \$24,412.50
3. Duty Station Nadi Office
4. Reporting Responsibilities
  - a. Reports to: Principal System Analyst
  - b. Subordinates: None
  - c. Liaises with: Vendors & Suppliers  
Other Ministries  
Within Ministry

## **POSITION PURPOSE**

The primary purpose of the position is to provide support for client-end hardware and software as a backup service to provide resolution of faults ensuring smooth running of the operations for the Division. This position also accounts and audits all the information technology related hardware, software and networking to enable the FMS staff to stay connected to the data, images and other communications.

## **KEY RESPONSIBILITY AREA (KRA)**

This position will achieve its purpose through the following key responsibilities;

1. Provide help desk support service in the installation of new computers or upgrades and repairs;
2. Provide backup support for technical and network support for software end users;
3. Accounts and audits all the items under inventory in the Division;
4. Ensuring maximum agreed uptime (99%) of ICT equipment and communications;
5. Provide ICT support for Meteorological equipment;
6. Focal point for ICT projects in the division for executing, monitoring and reporting in a timely and efficient manner;
7. Actively contribute to all corporate requirements of the Ministry's, including budgeting, planning, selection, discipline and performance assessment activities where required.

## **KEY PERFORMANCE INDICATORS (KPI)**

Performance will be measured through the following indicators;

1. Ensure maximum agreed uptime (99%) of all ICT equipment through preventative maintenance and proactive actions;

2. Provide technical support for hardware and software application to staff in a timely and efficient manner;
3. Ensure maximum agreed uptime (99%) for Biometric, CCTV and PABX systems and generate reports when required; and
4. All reports are compiled with appropriate information and submitted within agreed timeframes.

#### **PERSON SPECIFICATION**

In addition to Diploma in IT (or equivalent) to other IT certification, the following knowledge, experience, skills and abilities are required to successfully undertake these roles are;

#### **KNOWLEDGE AND EXPERIENCE**

1. At least 3 years of experiences in a similar job requirement;
2. Working experience in hi-tech equipment associated with communications and networking;
3. Practical working knowledge of Anti-virus, Utility, Office Software and Operating Systems with ability to troubleshoot and provide solutions in a timely and efficient manner;
4. Practical working knowledge of troubleshooting and network management; and
5. Demonstrated experience in PC/Laptop/Printer maintenance and repair.

#### **SKILLS AND ABILITIES**

1. Good communication skills;
2. Service oriented with commitment to support implementation of required standards;
3. Demonstrated ability to work cooperatively within a team environment;
4. Ability to Rational think and taking pro-active actions;
5. Ability to follow instructions and meet set deadlines when under pressure and managing stressful situation.

#### **PERSONAL CHARACTER AND ELIGIBILITY**

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MINISTRY OF PUBLIC WORKS, METEOROLOGICAL SERVICES  
& TRANSPORT

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**DEPARTMENT OF METEOROLOGY**

**JOB DESCRIPTION: SENIOR TECHNICAL OFFICER - INSPECTION  
(Reporting, Networking and Facilities)**

**CORPORATE INFORMATION**

1. Position Level Band H
2. Salary Range \$34,760.31 - \$56,596.92
3. Duty Station FMS HQ, Nadi
4. Reporting Responsibilities
  - a. Reports to: Principal Technical Officer
  - b. Subordinates: 1 Technical Officer I
  - c. Liaises with: Director, Divisional Heads, Section Heads, Key Stakeholders, Suppliers, Customers and Regional and International partners.

**POSITION PURPOSE**

The primary role of the position is to manage, coordinate and conduct regular inspections for the equipment's, facilities and network stations in accordance with World Metrological Organisation requirements.

**KEY RESPONSIBILITY AREA (KRA)**

This position will achieve its purpose through the following key responsibilities;

- 1) Provide technical evidence based advise and support to Principal Technical Officer on monitoring professional, technical and economic regulations for equipment, facilities and network stations for observation needs and changing technology in accordance with respective international requirements;
- 2) Establish and sustain effective working relationships with staff, partners, stakeholders and collaborators to optimize engagement, consultation and facilitation of performance review of network stations to align with the changing demand for Meteorology;
- 3) Monitor, evaluate and critically analyze performance of equipment, facilities and network stations and outcomes to deliver evidence based decision making and develop logical, practical and well balanced resolutions;
- 4) Ensure quality management systems is implemented in compliance with respective international standards;
- 5) Timely and accurately produce reports on agreed timeframe with recommendation for improvements; and
- 6) Actively contribute to all requirements of the Ministry's including planning, budgeting, reporting, discipline, performance assessment and selection activities where required.

**KEY PERFORMANCE INDICATORS (KPI)**

Performance will be measured through the following indicators;

1. Effective and timely management, and regular monitoring of equipment and network stations' performance.
2. Quality inspection reports are provided and outcomes are actioned in a timely and effective manner;
3. Complete compliance with respective international requirements within Network Stations; and

4. Timely and accurate response and record of corrective actions to enable continuous improvement of reporting, networking and facilities.

#### **PERSON SPECIFICATION**

In addition to Degree in Electronic, Electrical Engineering, Civil Engineering (or equivalent) and successful completion of Advance Observers Training in Meteorology, the following knowledge, experience, skills and abilities are required to successfully undertake these roles are;

#### **KNOWLEDGE AND EXPERIENCE**

- 1) At least 5 years' experience in the role of meteorology with trends of outstanding performance or in a similar field;
- 2) Proven understanding of the weather, climate patterns and geographical of Fiji Groups;
- 3) Experience in National and International coordination in the field of metrology, hydrology and climatology and understanding specific international standards; and
- 4) Practical working experience in project monitor.

#### **SKILLS AND ABILITIES**

- 1) Ability to effectively and efficiently lead, innovate and motivate staff at different levels with multi-disciplines;
- 2) Excellent interpersonal skills and the ability to communicate with employees;
- 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 operational/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 critical situations.

#### **PERSONAL CHARACTER AND ELIGIBILITY**

Applicants for employment in the Ministry of Public Works. Meteorological Services & Transport must be Fijian Citizens, under age of 55, in good health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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