

POSITION DESCRIPTION

REF 1176 ENVIRONMENT OFFICER

NATIONAL OFFICE

Salary Scale		Position Type	Established
Structure:	Department:	Customer Experience	
	Sub – Section	Environment Management Unit	
Reports to:	Supervisor Environment	# Reports:	Head of Environment
Location:	National Office	Reports to [Indirect]:	Manager Regulatory and Technical Services
Role Created:		Date:	
Role Last Edited:		Date:	

About Our Organisation

The Water Authority of Fiji is a corporate body established under the Water Authority of Fiji Act 2007 to make provision for the effective management and administration of the Water and the sewerage systems.

We are responsible for providing access to quality drinking water and wastewater services to over 154,000 residential and non-residential metered customers in the urban areas of Fiji and also setting up water supply systems in rural areas.

Position Objective

This position assists in the effective and efficient managing WAF's Environment Management Unit functions and ensuring its strategic and administrative goals/outcomes are effectively implemented and reviewed as and when required. This role reports to the Manager Regulatory and Technical Support through the Head of the Environment

Key Accountabilities

- Carry out site inspections and assessments to ensure compliance with relevant environment legislations and subsidiary regulations
- Conduct inspections of the water and wastewater treatment plants.
- Conduct environment pollution inspection/assessments and environmental audits
- Timely submission of site inspection/assessment reports with trend analysis and recommendation to management as and when required for the purpose of decision-making
- Complete and submit application forms such as the Environment Impact Assessment and Waste Disposal Permit application forms
- Implementation of action plans on operational processes and procedures to enhance WAF's environmental compliance
- Draft of Standard Operating Procedures (SOP's) to support WAF's Environmental Management function and reviewing/updating as and when required.
- Draft of risk minimization and mitigation strategies and reviewing/updating as and when required

- Draft of Environment Management Plans, Catchment Management Plans, Waste Management Plans, Environment Monitoring Plans, etc.
- Provide the required information and technical support to community organisations in the process of developing and submitting their project proposals
- Conduct social surveys and prepare reports on the outcomes
- Assist in community awareness, capacity building exercises and corporate social responsibilities
- Updating and maintenance of environment registers and databases
- Execute internal and external (if any) reporting requirements in relation to the outcomes of this role
- Establish strategic working relationships with partners/stakeholders to ensure environmental compliance and achieve WAF's overall outcomes
- Monitor working conditions and safeguards measures to adherence to agreed technical norms as identified in the project work plans, including monitoring and evaluation exercises.
- Ensure customer satisfaction and compliance of WAF's Customer Service Charter and WAF Environment related policies
- Any other related tasks assigned by the supervisors

Position Specification

Competencies

QUALIFICATION REQUIREMENT

- A Degree in Environmental Science/Chemistry / Biology or any other environment related fields

EXPERIENCE, SKILLS, & ABILITIES

- Having technical field experience with a minimum of 2 years of work experience in performing responsibilities outlined above
- Valid driver's license with Defensive Driving Certificate and a clean driving record
- Demonstrated working experience in conducting site inspections/scoping and report writing
- Knowledge on the effects of environmental pollution on human health and the environment
- Good knowledge of the local state of the natural environment
- Demonstrated advisory skills and ability to assess implications pollution incidents and recommend actions as and when situations arise
- Good understanding of the WAF Act 2010, Environment Management Act 2005 and other relevant legislations
- Computer literate and ability to use basic Microsoft and other relevant software's
- Understanding of basic financial skills (internal requisition orders and purchase orders, etc.)

WHERE TO SEND YOUR APPLICATION

Typed applications of no more than three (3) pages must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Applications should be marked “**Confidential REF: 1176 Environment Officer– National Office**” and should be received no later than **5pm on the 2nd June 2023** and could be:

Mailed to:

The Manager Human Resources
Water Authority of Fiji

or

Hand delivered to:

Human Resources Unit
Level 3, Manohan Building

or

Emailed to:

hr.recruit@waf.com.fj