

## MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

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### DEPARTMENT OF ENERGY

#### **JOB DESCRIPTION: SCIENTIFIC OFFICER – REDP**

#### **CORPORATE INFORMATION**

**Position Level:** Salary Band H  
**Salary Range:** \$34,760.31 - \$44,564.50  
**Duty Station:** Nasilivata House, Samabula

#### **Reporting Responsibilities:**

- a) **Reports To:** Senior Scientific Officer
- b) **Liaises with:** All Scientific, Senior Scientific and Principal Scientific Officers; REU officers and Engineers; Human Resource Officers and Accounts Divisions.
- c) **Subordinates:** Technical Officer

#### **POSITION PURPOSE**

The position implements the research and development of Renewable Energy Projects that supports the Ministry's Operational Plan in accordance to the National Development Plan NDP, and addresses the National Determine Contribution (NDC) Implementation Roadmap.

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

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

1. Identify potential renewable energy resources through surveys for research and development.
2. Execute planning, preparation and implementation of renewable energy resource assessment projects and assisting in the implementation of renewable energy projects.
3. Prepare renewable energy resource assessment reports within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.
4. Provide advice on the latest renewable energy technologies for efficient and effective assessment and monitoring of renewable energy resources and for harnessing energy from renewable energy resources.
5. Procurements of goods and services for research & development of renewable energy resource and ensure that payments are processed in accordance with planned timelines and legislated requirements
6. Coordinate the maintenance of renewable energy resource assessment site and projects and oversee the stores of the renewable energy resource equipment's.
7. Assist in preparing project proposals, and funding proposals including annual budgets for the Energy policy unit. This includes liaising with funding agencies (FREPP/GIZ/SEFP/GGGI) for the implementation of projects
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and reports where required.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Effective execution of policy development, monitoring and review process through comprehensive consultations with experts and stakeholders.
2. Effective implementation of renewable energy assessment projects and energy projects currently under the incumbents' responsibility to achieve successful completion within timeline and budget.
3. Submission of quality analysis, assessment and survey reports and information on prioritized renewable resources.
4. Quality of research on technological innovations relating to utilization of various renewable energy resources and its suitability to local situations.

## **PERSON SPECIFICATION**

Possess a Bachelors' Degree qualification in the fields of Renewable Energy Resources and Energy Policy, Engineering, (or equivalent). Serving officers should serve at least 3 years in government in similar role. Non serving applicants should have at least five years relevant skills and experience in the particular field in any organization with meritorious performance.

### **Knowledge and Experience**

1. Knowledge of state energy policy issues and programming
2. Understanding of state policy development process
3. Experience working collaboratively with multiple partners preferred.
4. Technical experience in the energy sector or engineering is an advantage
5. Knowledge of policy modelling tools and softwares is an advantage

### **Skills and Abilities**

1. Demonstrate excellent research skills
2. Demonstrate the ability to work collaboratively to promote a team environment, have a keen attention to detail, and communicate effectively
3. Demonstrate the ability to conduct activities in remote places and travel in outboard motors for long hours
4. Excellent written and verbal communication skills
5. Skilled in effective scheduling and prioritizing work flow
6. Proficient in MS Office programs including Microsoft Project and Excel.
7. Ability to effectively interface with all levels of personnel

### **Personal Character and Eligibility**

Applicants for employment in the Ministry of Infrastructure and Meteorological Services must be Fijian Citizens, under Age 55, 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.

The Ministry 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