



## MINISTRY OF ECONOMY

---

### JOB DESCRIPTION

**POSITION TITLE: Environment and Social Specialist**

#### CORPORATE INFORMATION

1. Position Level: Salary Band I
2. Salary Range: \$43,296.63- \$55,508.50
3. Duty Station: Suva
4. Reporting Responsibilities;
  - a) **Reports To:** Project Manager
  - b) **Liases with:** Project Management Unit members, Permanent Secretary, Consultants, Contractors, Environment and Social Officer, relevant internal and external parties.
  - c) **Subordinates:** Nil.

#### POSITION PURPOSE

The position will ensure that environmental, social, and health and safety risks are managed in accordance with the requirements of the World Bank's Environmental and Social Framework (ESF) and Environmental and Social Commitment Plan (ESCP), Good International Industry Practice (GIIP), and Government of Fiji (GoF) Law.

#### KEY RESPONSIBILITIES

The position is required to develop a work plan, develop and implement a capacity building plan; manage significant environmental and safety incidents and grievances; and conduct other related activities as required by the Project Manager through the following key duties:

1. Screen risks prior to commencement of outlined and allocated activities;
2. Preparation and implementation of the projects' Labour Management Procedures (LMP), Waste Management Plan (WMP), Stakeholder Engagement Plan (SEP) and COVID-19 Safety Protocol, and development and implementation of a work plan to ensure relevant project compliance and legal requirements;
3. Incorporation of relevant aspects of Environmental and Social framework and Fiji legal and Good International Industry Practice requirements into the Project Operational Manual and Cash Transfer Agreements prior to disbursement of cash transfer;
4. Review and update of the Project's Stakeholder Engagement Plan in close collaboration with all implementing agencies;
5. Review and provide required Environmental and Social Framework, legal, risk and compliance input to all consultancy terms of reference (TOR), and review of technical assistance outputs ensuring compliance with World Bank's Environmental and Social Framework, Environmental, Health, and Safety Guidelines and relevant Fiji legislation and Good International Industry Practice.

6. Monitoring and inclusion of mandatory regulatory and compliance requirements into the Environmental and Social (E&S) specifications of the procurement documents and contracts with ongoing support provided to contractors/consultants thereafter;
7. Development and delivery of E&S training for relevant stakeholders including, but not limited to, Project Management Unit members, implementing agencies and consultants;
8. Preparation and completion of regular monitoring reports (as required) on the environmental, social, health and safety performance of the Project, including but not limited to, stakeholder engagement activities, grievances log, incidents (including minor incidents) and Environmental and Social Commitment Plan compliance. Address non-compliances and develop, and confirm the implementation of corrective actions, and assist with implementation of project investment opportunities to improve performance;
9. Management of minor environment, social and health and safety incidents and grievances including immediate response, investigation and implementation of corrective measures to prevent their reoccurrence;
10. Implementation of the project's Stakeholder Engagement Plan, and implementation of the project's Grievance Mechanism (GM) ensuring timely resolution of related grievances (utilizing the existing mechanisms and review, document and monitor this throughout the project implementation period); and

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Effective screening and monitoring conducted with reports provided in a timely manner ensuring legal and regulatory mandatory requirements are met with corrective actions ensured.
2. Timely and accurate review and incorporation of requirements into the project documentation and relevant aspects.
3. Effective and efficient implementation of project requirements, Stakeholder Engagement Plan, Grievance Mechanism and the work plan.
4. Effective and efficient development and delivery of E&S training for relevant stakeholders.
5. Effective mentoring and capacity building provided to the Project Management Unit ('PMU') throughout this assignment.

### **PERSON SPECIFICATION**

In addition to a Graduate Degree or equivalent in environmental, social, communications or related discipline, (or equivalent experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are as follows:

#### **Knowledge and Experience:**

1. A minimum of 8 years' experience and a strong track record in E&S risk management and community consultation;
2. Experience in developing countries (ideally Fiji or similar context) and teaching/capacity building experience in cross-cultural contexts;
3. Demonstrated experience in the development and implementation of safeguards instruments; and
4. Demonstrated experience working with the World Bank or other development agencies.

**Skills and Abilities:**

1. Strong organizational, analytical and implementation skills
2. Strong ability to present clear, concise, accurate and structured reports
3. Strong presentation and pedagogical skills
4. Strong communication skills to clearly articulate issues and recommend solutions
5. Ability to work effectively as a member of a multidisciplinary, multi-cultural team, influence and negotiate point of view within teams, superior mentoring skills.
6. Ability to meet strict deadlines.

**Personal Character and Eligibility**

All applications for employment in the Ministry of Economy must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution.

Applicants must also be a Fijian Citizen, preferably under the age of 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.

The Ministry of Economy is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants