

# LAUTOKA CITY COUNCIL



## ROLE DESCRIPTION

**TITLE** – **3R OFFICER**

### **CORPORATE INFORMATION**

1. **Position Level: Admin 4**

1. **Remuneration:** Salary will be commensurate with qualification and experience (to be discussed during the interview). This is an open contract position based on annual appraisals (performance reviews).

2. **Duty Station:** Civic Centre Building, 169 Vitogo Parade, Lautoka

3. **Reporting Responsibilities;**

a) **Reports To:** Directly reports to the Team Leader Health

b) **Liases with:** The Head of Services, Chief Executive Officer, Landfill Supervisor and all other Department Heads and Sub-Heads, Stakeholders, other agencies, NGO's

c) **Subordinates:** Secretary to Head of Services, Landfill and Garbage Collection Staff

### **ROLE PURPOSE**

The successful applicant will be responsible for coordinating and overseeing the operations of the **Return and Earn Initiative**. Key responsibilities include the coordination of recycling activities, maintenance of accurate records, and the delivery of 3R (Reduce, Reuse, Recycle) awareness and promotional programs within the community.

The 3R Officer will be responsible for the promotion and improvement of the environment and public health of Lautoka City. This position requires a highly motivated person with commitment to delivering quality customer service to join the Health Services Department.

The role requires commitment and passion for advocacy work in relation to 3R promotion and waste minimization. This role requires someone who is able to work both independently and as part of a team. 3R Officer will be required to work closely with key stakeholders to ensure that the strategies and goals of the Health Services Department and the Council is achieved to ensure environmental friendly, healthy and safe Lautoka City for everyone.

## **KEY RESPONSIBILITIES**

The duties of 3R officer includes:

- Waste Minimization and 3R Promotion activities.
- Oversee and manage the “Return and Earn Initiative” of council including but not limited to counting of recyclables, sorting, recording, packing, weighing, transport to recycling yard, payments to customers and filling of necessary documents ( count verification slips and issue receipts for payments done to customers), entering information about every customer in an excel sheet, preparing reports, invoicing to return and earn Fiji especially its main partner the Coca-Cola Europacific Partners (Fiji) Pte. Ltd (CCEP)), act as focal point and main liaison officer with every partner engaged in this initiative.
- Issue Fixed Penalty Notices and Institute legal actions against offenders and attend court proceedings as council’s witness as and when required.
- Carry out community awareness.
- Assist health team with basic Inspection of premises including residential, commercial, industrial, hotels, food businesses, vacant lots, hairdressers, swimming pools, etc.
- Periodic inspection of council’s properties to ensure its upkeep and maintenance including market, bus station, conveniences, parks, landfill site, drains and reserves.
- Assist Health department to carry out disease surveillance, investigations and vector control works
- Attend to basic environment and public health grievances.

## **KEY PERFORMANCE INDICATORS**

- Performance will be measured through the following indicators:
- Ability to present accurate, concise and timely correspondence and reports.
- Maintain high level of work ethics.
- Achieve targets in terms of issuance of notices and legal actions.
- Transparency and accountability.
- Ability to resolve grievances in timely manner.
- Community and stakeholder engagement.
- Health Promotion and Awareness programs implemented.
- Demonstrated ability to introduce innovative practices and programmes to improve a range of environmental health issues.

## **PERSON SPECIFICATION**

These are the selection criteria, and identify if an applicant is suitable for the role – there must be a specific link to the Key Duties. No acronyms to be included.

In addition to an appropriate qualification (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

## Knowledge and Experience

- Diploma in **Environmental Health, Environmental Science, Waste Management, Sustainability, Public Health**, or a related field
- Minimum **1–3 years’ experience** in waste management, recycling initiatives, environmental programs, or community outreach (or a strong willingness to learn)
- Sound knowledge of **3R principles** and solid waste management practices
- Basic administrative experience, including record keeping and report preparation
- Good computer skills, including proficiency in **MS Word, Excel, and email**
- Experience in handling cash and receipting

## Skills and Abilities

- *Strong written and verbal communication skills*
- Ability to conduct community awareness programs, workshops, and promotional activities
- Genuine interest in environmental management and recycling initiatives
- Ability to work independently and as part of a team
- Willingness to work within communities and outdoors as required
- Ability to communicate in **English**; knowledge of **iTaukei and/or Hindi** will be an advantage
- Possession of a valid driver’s license and driving skills will be an advantage

## Personal Character

All applicants for employment in Lautoka City Council must be of 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 the age of 60 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.