
WATER AUTHORITY OF FIJI

REF: 835 SUPERVISOR DMA

(LAUTOKA DEPOT)

Purpose

The Supervisor DMA is responsible for providing effective supervision over the implementation of daily operation and maintenance activities to ensure successful delivery and the achievement of DMA performance objectives/targets, within their designated zone. This position reports to the Team Leader DMA.

Principal Accountabilities

1. Effective supervision of fully compliant DMA zone and its operations

- Timely and relevant assistance provided to the Team Leader DMA for the successful delivery of the following:
 - Implementation of strategic business plans and operational processes and procedures to enhance the efficiency of water delivery
 - Advice provided on the enhancement of operations practices and guidelines to provide service delivery
 - Implementation and refinement of Standard Operating Procedures (SOPs)
 - Appropriate work schedules for staff (based on annual work plan objectives) and preventative maintenance schedules for DMA assets/equipment/machinery within designated zone developed and successfully implemented
 - Annual budget for DMA Zone effectively monitored upon implementation and achieved
 - Budget variances identified and appropriately addressed in consultation with relevant parties
 - Advice provided on the enhancement of operational practices and guidelines to provide high quality and efficient service delivery, for designated DMA Zone
- Effective and efficient delivery of the following ensured:
 - Resource planning and coordination of DMA team in designated zone delivered to effectively and efficiently deliver quality and consistent water supply services

- Continuous improvement in operations procedures that resulted in improved service delivery
- Quality and timely reports and technical advice provided to management on the performance of DMA operations, water supply systems and WAF business objectives that are relevant to the designated zone
- Maintenance and repair of all bulk and distribution main(s) successfully delivered within budget, schedule and scope of works
- Hygiene and housekeeping standards effectively enforced and complied with by all staff
- All DMA staff within the designated zone fully compliant at all times with all relevant legislations, regulations, requirements, including the following:
 - Fiji National Drinking Water Quality Standards
- OHS regulations and Personal Protective Equipment (PPE) requirements etc.
- Effective relationship management in relation to external stakeholders, including but not limited to Provincial Councils, community leaders etc. delivered

2. Timely, relevant and compliant reporting delivered

- All internal and external (if any) reporting requirements in relation to the outcomes of this role understood and correctly executed
 - Robust and relevant periodic reports/documents prepared and submitted as and when requested. This includes daily DMA performance reports for the designated zone and any other and daily/ weekly/ monthly reports to management as requested.
 - Superiors provided with useful information combined with analysis and interpretation, for the purpose of decision making
 - Ad-hoc information request by superiors addressed in a timely manner

3. Human capital management

- Effective oversight, coaching, mentoring of DMA staff within the designated zone delivered
- Training needs for staff effectively monitored in partnership with direct reports and appropriately addressed in consultation with the HR Department
- Relevant performance measures established for staff, timely performance appraisals carried out and action items resolved (supporting both strengths and weaknesses) in consultation with the HR Department and other relevant parties

- Disciplinary actions carried out in consultation with the HR Department and in full compliance with all relevant laws, legislations and internal requirements
 - Opportunities that encourage active employee participation provided to staff and team goals and targets achieved
 - Motivational support provided through development and staff recognised and rewarded for their achievements in line with business goals
 - Low staff morale identified and creative ways to make work rewarding implemented
 - Effective contribution to the HR Recruitment function for relevant WAF positions ensured. This shall include but not be limited to being a member of relevant recruitment interview panels
4. Teamwork and cooperation
- Cooperation within the team and greater function / department encouraged
 - Cooperation across functions / departments ensured
 - Collaboration and leadership to achieve relevant organisational targets and goals
 - Other related duties assigned by the Team Leader effectively and efficiently addressed
5. Organisational values upheld and demonstrated at all times
- Support toward the alignment of deliverables to organisational values and strategic directions ensured
 - Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

Knowledge & Experience

- Diploma in Civil Engineering
- At least 5 years' relevant experience or at least 8 years' experience in water & sewerage operations
- Proficient in the use of Microsoft Office applications
- A good understanding of the budget and expenditure procedures and processes
- Demonstrated ability to manage people effectively in a change environment

Skills & Abilities

- Achieve or exceed performance targets by facilitating the work and motivating and guiding the work group.
- Ensure work delegated is completed in an effective and timely manner, accepts accountability.

Remuneration

Remuneration will be commensurate with relevant qualifications and experiences.

WHERE TO SEND YOUR APPLICATION

Typed applications 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: 835– Supervisor DMA (Lautoka Depot)**” and should be received no later than **25 June 2021** and could be:

Mailed to:

The Manager Human Resources or
Water Authority of Fiji

Hand delivered to:

Human Resources Unit or
Level 3, Manohan Building

Emailed to

hr.recruit@waf.com.fj