
WATER AUTHORITY OF FIJI

REF: 903 TECHNICAL ASSISTANT DMA

RE-ADVERTISED

(KOROVOU WATER TREATMENT PLANT)

Purpose

The Technical Assistant DMA is primarily responsible for assisting the implementation of daily operation and maintenance activities for the DMA function to ensure that provision of good continuous supply of quality and safe drinking water is accessible to our customers in accordance with WHO Standards. This position assist the Water Fitter and Service Technician in attending complaints and any tasks assigned by the Service Technician, Technical Officer and Supervisor in delivering its outcomes. This position reports to the Service Technician DMA.

Principal Accountabilities

1. Fully operational DMA Operations function effectively assisted

- Service Technician(s) effectively assisted in successfully delivering the daily operation and maintenance of the DMA operations system and supply of clean water compliant with WHO standards in a timely manner
 - Thorough understanding and execution of Standard Operating Procedures (SOP) as well as quality standards ensured
 - All the scheduled PPM works for machinery and dosing equipment
 - All PPM works carried out in accordance with SOP for the designated regions successfully implemented and managed
 - timely and appropriate restorative works after maintenance has been carried out, delivered and full accountability to all metered stakeholders achieved
 - Required processes and level of quality are delivered at all times
 - Area of operation is kept neat and clean at all times

- DMA performance targets successfully achieved through the achievement of the following:
 - execution of all outcomes in a timely manner meeting predetermined time-frames
 - timely and successful resolution of all complaints received in partnership with relevant stakeholders
 - reduction of water loss
 - higher revenue collection
 - accurate and complete daily log of work done maintained and relevant data effectively tracked using the available computer program
 - customer satisfaction delivered
 - Work schedule and shift duties successfully delivered
- Full compliance with internal and external requirements achieved
 - All DMA operations' environment, work procedures, work personnel are OHS compliant.
 - Work performed according to set mandatory laws, WAF policies and procedures in particular OHS Act 1996 & Environment Management Act 2005
 - Implementation of correct OHS practices, meeting quality assurance targets and effective coordination with other stakeholders

2. 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 Leading Hand effectively and efficiently addressed

3. Organisational values upheld and demonstrated at all times

- Ensure support of the environment aligning deliverables to organisational values and strategic directions
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

4. Timely, relevant and compliant reporting delivered

- All internal reporting requirements in relation to the outcomes of this role understood and correctly executed
 - Robust and relevant periodic reports/documents prepared and submitted
 - 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

Knowledge & Experience

- Certificate in Plumbing & Sheetmetal or Water Fitter Intermediate or Water Fitter Supervisory or Water Fitter License
- Demonstrated 2 years' experience in a similar role
- General knowledge of the purpose and operations of water utilities.
- Proven experience in basic plumbing and mechanical works
- Physically fit with a can-do attitude to perform the tasks required
- Proven ability to work effectively as part of a team and deliver results within tight deadlines

Skills & Abilities

- Contribute to the team improving team effectiveness through personal commitment
- Evaluate the best course of action making appropriate decisions to ensure effective and timely outcomes.
- Recognise a problem in a routine task and select the appropriate solution.

- Grow your competence through reflection and seeking learning opportunities
- Utilise time and effort efficiently to complete tasks set by others.

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: 903 Technical Assistant DMA – Re-advertised (Korovou Water Treatment Plant)**” and should be received no later than **24 December 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