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WATER AUTHORITY OF FIJI

**REF: 925 TEAM LEADER PROPERTIES &  
FACILITIES  
RE-ADVERTISED  
(NATIONAL OFFICE)**

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**Purpose**

The Team Leader Properties and Facilities is responsible for providing strategic leadership in the acquisition and/or maintenance and development of WAF property, furniture and fittings. The incumbent will be responsible for ensuring that WAF properties and facilities maintained and managed to a high standard, and to ensure an accurate record is kept in relation to this function. This position reports to the Manager OHS/PF.

**Principal Accountabilities**

1. Effective, compliant and efficient Properties and Facilities management

- Timely, compliant and quality delivery of the following ensured:
  - Project management leadership and management of internal & external works for WAF premises and staff quarters
  - Planning of future development for office premises and staff quarters in line with strategic business objectives
  - Assessing options for best utilization of space
    - planning best allocation and utilization of space and resources for new buildings, or re-organizing current premises
  - Reviewing and updating of all project estimation for WAF properties and facilities works to be carried out
  - Working with design teams and external consultants for design and build contracts
  - Maintaining blue prints, rental and lease details and repairs and maintenance register for all facilities and properties

- Preparation of PSIP Properties Budget in partnership with the Finance SBU and proper utilization of funds as per agreed annual work plan
- Preparation of annual Properties Budget in line with WAF needs and assessments
- Timely reporting of all projects, repairs and maintenance and utilization of funds and accounting for budget deficits
- Leadership in:
  - preparation of all Property tender and procurement activities in line with WAF procurement policy, timely evaluation and presentation of board papers
  - all site inspections and collaboration with CIU unit for all approvals prior to tender advertisement
  - planning essential central services such maintenance, archiving, cleaning and recycling
- Maintaining a robust and relevant risk register and compliance register for Properties and Facilities
- Managing and leading change to ensure minimum disruption to core activities
- Ensuring WAF properties and facilities meet health and safety requirements at all times and that facilities comply with legislation; working closely with the Manager OHS on OHS matters
- Managing all work by staff or contractors ensuring successful and satisfactory completion
  - Timely following up on any deficiencies and defects period liability
- Ensuring annual joint Inspections of all depots, treatment plant and properties with OHS Team
- Consulting relevant Authorities on renovations and construction of new buildings. This includes Ministry of Labour, National Fire Authority, Ministry of Health, Municipal councils etc.
- Contact point for Landlords ensuring timely resolution of building defects/issues raised by WAF Staff, Management, and OHS Team
- Liaison/collaboration with Local Government Authorities on legislative requirements
- Providing effective leadership and guidance to the Properties team
- Any other duties allocated by WAF management and Manager OHS/PF

## 2. Well informed management through accurate and timely reporting

- All internal and external (if any) reporting requirements in regards to the outcomes of this role fully understood and correctly executed
  - Robust and relevant periodic reports 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

### 3. Human capital management

- Supportive & motivational leadership provided to WAF's Properties and Facilities personnel
- Environment to foster innovation & change provided
- Sound corporate governance practices established and complied with
- Training needs / competency gaps and career planning for Properties and Facilities personnel appropriately assessed and addressed in partnership with Manager HR

### 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 Chief Financial Officer effectively and efficiently addressed

### 5. Organisational Values promoted and demonstrated at all times

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

### **Knowledge & Experience**

- Degree in Architecture, Civil Engineering, Building and Construction, Quantity Surveying, Structural Engineering
- Minimum of 6 years' experience in a similar position with a strong Properties and design background
- Excellent written and oral communication, interpersonal and presentation skills

- Proven leadership skills, including the ability to manage risk, compliance and control activities
- Problem-solving and decision-making skills, with the ability to analyze complex information to identify key issue/action and drive resolution
- Ability to take prompt assertive action whenever required
- Sound understanding and experience in formulating and updating Properties policies, strategies and guidelines. Demonstrated knowledge of the concepts, principles and practices which govern Properties and Facilities and best practice
- Good knowledge of construction and building standards
- Ability to use AutoCAD /Vector Works Programs
- Proficient in Microsoft Word, Excel, Publisher, MS Project.
- Certification in Project Management would be an advantage
- Strong Asset Management experience

### **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.
- Identify conflicts early and resolve these through seeking to reach mutually beneficial outcome

### **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: 925 Team Leader Properties & Facilities (Re-advertised) - National Office**” and should be received no later than **18 February 2022** 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