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WATER AUTHORITY OF FIJI

**REF: 1000 TECHNICAL ASSISTANT  
SUPPORT  
X 3 POSITIONS  
(WAILOKU DEPOT)**

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**Purpose**

Technical Assistant – Support is responsible for assisting the Technical Officer in providing daily operational and maintenance services to ensure the timely provision of quality and safe drinking water in accordance with WHO Standard, within a designated zone. This role reports to the Technical Officer Support.

**Principal Accountabilities**

1. Fully operational Water Operations function effectively assisted
  - Technical Assistance effectively and efficiently assisted in successfully delivering the following outcomes:
    - Daily operation and maintenance of the water operations system(s) (including equipment and machinery) delivered in order to ensure the availability of clean community water supply:
    - Timely and relevant technical support for Welders, Mechanical Fitter & Carpenter
    - Relevant and effective preventative maintenance program for the designated region established and successfully implemented
    - Full compliance of all maintenance works and equipment/machinery with the set policies and procedures of WAF, Ministry of Health and other regulatory bodies ensured at all times
    - Required organizational culture and relevant capabilities amongst personnel is developed, within the O&M function
    - Timely and appropriate restorative works delivered after maintenance has been carried out
      - Full compliance with relevant water supply standards ensured

- WAF is accountable to all metered stakeholders
  - Support TA performance targets successfully achieved, including but not limited to the following:
    - Tasks allocated by the Technical Officer
    - Assisting the Welders, Carpenter & Mechanic
    - Execution of all outcomes within the turnover time
    - Timely and successful complaints resolution in partnership with relevant stakeholders
  - Accurate and complete daily log of work done maintained and relevant data effectively tracked using the available computer program
    - Robust activity and work reports maintained on the relevant computer system
  - Full compliance with external and internal requirements/standards/regulations/legislation maintained at all times, including:
    - Personal Protective Equipment requirements
    - Handling of dangerous goods requirements
    - WAF's OHS requirements
  - SOP fully understood and successfully implemented
  - Relevant and complete records/documents/information properly maintained in a safe place
    - Timely retrieval and submission of records/documents/information upon request by approved parties 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
    - 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. Teamwork and cooperation
- Cooperation within the team and greater function / department encouraged

- Cooperation across functions / departments ensured
  - Collaboration and leadership to achieve relevant organizational targets and goals
  - Other related duties assigned by the Technical Officer effectively and efficiently addressed
4. Organizational Values promoted and demonstrated at all times
- Support of the environment aligning deliverables to organizational values and strategic directions ensured
  - Organizational values and good corporate and governance practices are complied with in delivering outcomes ensured

### **Knowledge & Experience**

- Certificate IV in Carpentry or Welding & Fabrication or Fitting & Machining or Certificate III in Carpentry with at least 3 years work experience in a similar position
- Trade Test Certificate (Class III) in Block Layer or Carpenter (General) or Welding and/or Fitter Machinist with at least 2 years work experience in a similar position
- Demonstrated minimum experience in the required trade
- Robust knowledge of and proven experience in water meter maintenance and meter relocation process
- Proven ability to work long flexible hours
- 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
- Proficiency in the use of systems relevant to WAF including GIS and Gentrack systems
- Possessing a Plumbers/Water Fitter License would be an advantage but not necessary

### **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.
- Recognize a problem in a routine task and select the appropriate solution.
- Grow your competence through reflection and seeking learning opportunities
- Utilize 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: 1000 Technical Assistant – Support (Wailoku Depot)**” and should be received no later than **3 June 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